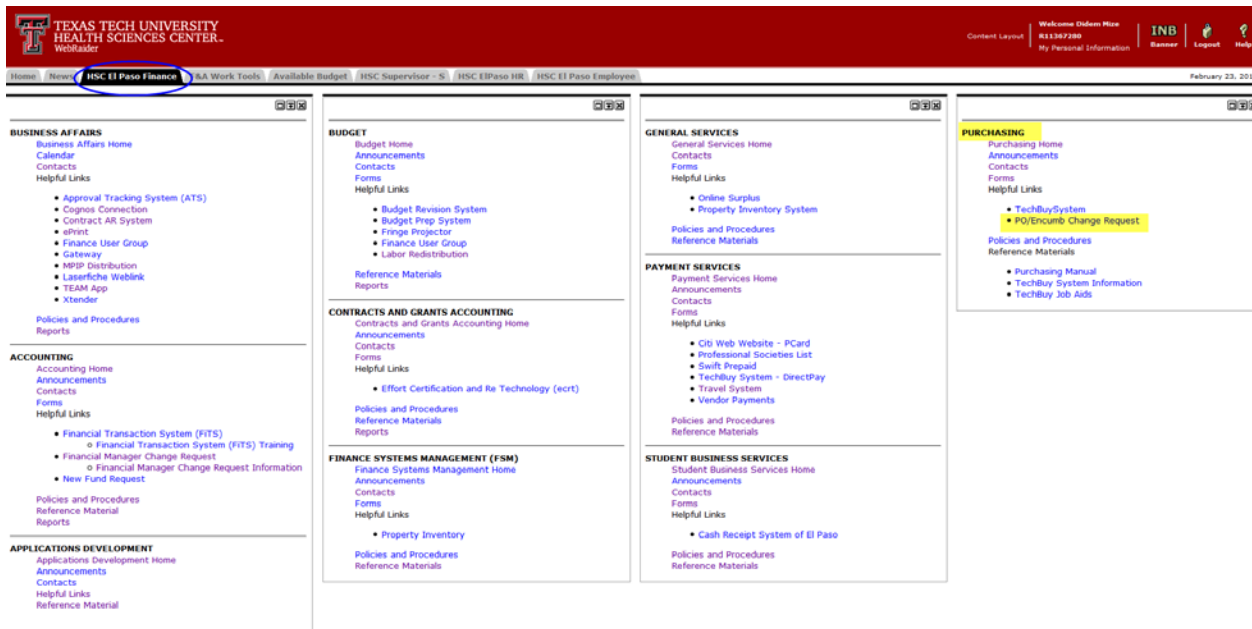


PO and Encumbrance Change Request System

The goal of the new online PO and Encumbrance Change Request System is to minimize the manual process by allowing the campus users to request Purchase Order and Encumbrance close, FOAP addition, amount modifications and Purchase Order re-openings.

The PO and Encumbrance Change Request System is available from the WebRaider portal, HSC El Paso Finance tab, in the Purchasing Services channel



Reports that will help you manage departmental POs and General Encumbrances are available in the Cognos at the following path: Public Folders > HSC El Paso Finance > Encumbrances, Invoices and Checks. Please review these reports on a regular basis. The reports are:

- **Encumbrance Detail** – Enter an encumbrance number (PO...or EI...) to see item and sequence detail of any encumbrance open or close for any fiscal period.
- **General Encumbrance Crosswalk** - Enter a TechBuy PO number for prior to 2015, encumbrance number in the “Doc Ref No:” field and the report will provide the associated Banner EH encumbrance number or enter the Banner EH encumbrance number in the “Encumbrance No:” field and the report will provide the associated TechBuy encumbrance number. This report provides general information about the encumbrance with a drill down to the item and sequence detail.
- **Open Encumbrances Outstanding** – Select any combination of parameters and run this report to see all open POs and General Encumbrances that meet the parameters entered. This is a good

report to see all open encumbrances for your department or a particular fund and provides encumbrance item and sequence detail information

- **Encumbrances Closed** – Select any combination of parameters and run this report to see all closed POs and General Encumbrances that meet the parameters entered. This report provides encumbrance item and sequence detail information.

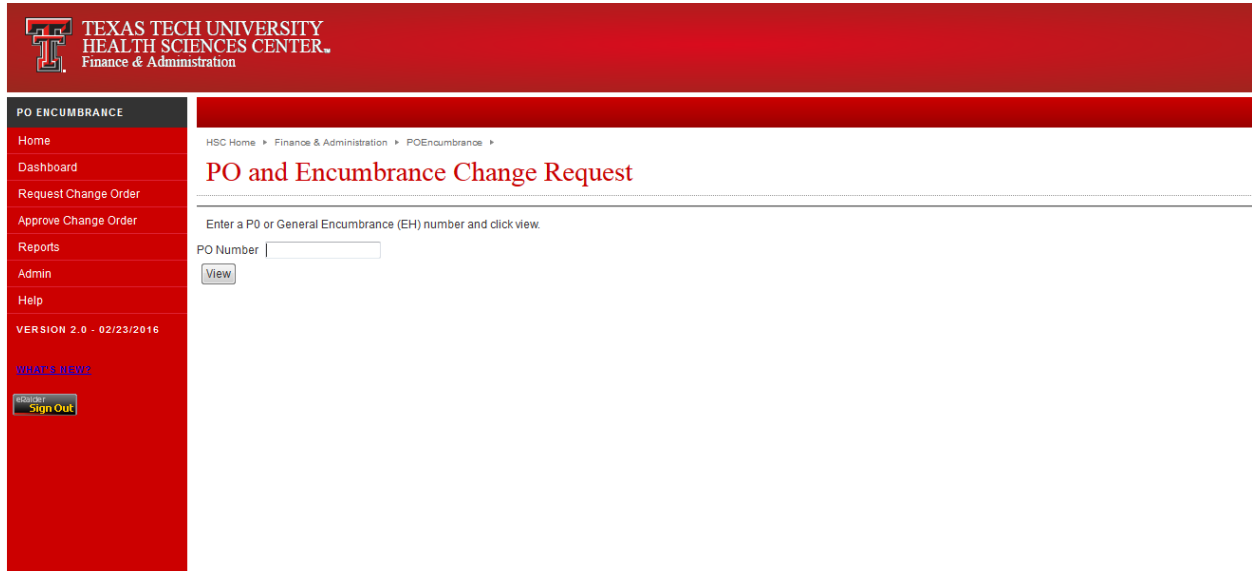
The following table outlines the options available for both a Purchase Order (PO) and a General Encumbrance (EI):

	Close All Items	Close Specific Item/Sequence	Modify	Add FOAP	Reopen
PO	Yes	Yes	Yes	No	No – user must contact Purchasing Department at PurchasingElp@ttuhsc.edu
EH	Yes	Yes	Yes	No	No – Banner will not allow re-opening of a General Encumbrance

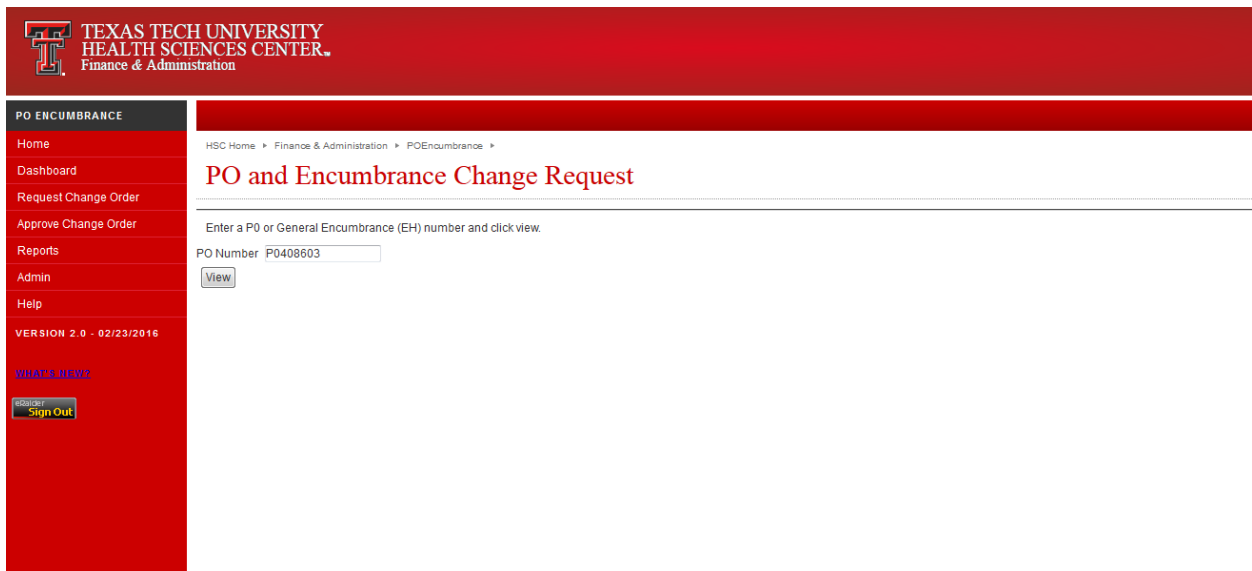
***** Keep in mind that the PO and General Encumbrance information you see in the application is as of close of business yesterday. Because this information is updated nightly, you can submit only one PO or Encumbrance Change Request per day for a PO or General Encumbrance.**

Process Outline:

To begin the PO or Encumbrance change request, select “Request Change Order” from the menu on the left side of the PO and Encumbrance Change Request application webpage.



Enter the PO number (P0...) or General Encumbrance Number (E1...) and click “View”.



Closing the lines:

Enter an explanation in the Notes section below the request date. Check the lines that you want to close and for the PO / Enc line and click on the Submit Request. The “closed lines” will be highlighted in red.

PO# P0408603

Buyer: Juan Filas
Requestor: R11367280
Request Date: 02/23/2016

Notes:

PO# Enc Est. Date: 9/29/2015 5:32:05 PM Vendor: Xerox Corporation Status: Open
PO# Enc Last Activity: 10/30/2015 5:17:26 AM Vendor RNumber: R10000954

Close	Orig Status	Item	Seq	Description	COA	Fund	Orga	Acct	Prog	Orig Amt	Adj	Liq	Outstanding	Proposed Amt
<input checked="" type="checkbox"/>	C	1	1	3655X 4B-2015-WC3655X	E	133015	534076	740651	10	\$580.03	\$0.00	(\$580.03)	\$0.00	
<input checked="" type="checkbox"/>	D	2	1	3655 D116D1TORQ-4B-2015-0001 Stand	E	133015	534076	740651	10	\$58.30	\$0.00	\$0.00	\$58.30	
<input checked="" type="checkbox"/>	D	3	1	3655 D1RCR05T-4B-2015-0001 Install	E	133015	534076	740651	10	\$20.79	\$0.00	\$0.00	\$20.79	
<input checked="" type="checkbox"/>	D	4	1	3655 CPO-100 Encumbered 600 volume	E	133015	534076	740651	10	\$3,212.94	\$0.00	\$0.00	\$3,212.94	
<input type="checkbox"/>	C	5	1	-Overages	E	133015	534076	740653	10	\$50.00	\$0.00	(\$50.00)	\$0.00	

Submit Request

Note: To “Close” an individual line, it is not necessary or possible to modify the line item to a zero dollar amount.

Review to make sure that you selected the item / line that you meant to select and click “Submit”. To view the request or print a copy, click on the hyperlink with the PO Number.

Confirmation

P0408603 version 2 has been requested for closing.
Request ID: 1600019

NOTE: The Request ID is assigned as the document reference number when approved and uploading to banner.

Texas Tech University Health Sciences Center El Paso
Business Affairs


Add a FOAP / FOAPs:

Currently adding a new FOAP through the PO/Encumbrance System is not supported. To add a new FOAP line or lines to a PO or General Encumbrance please contact Purchasing Department at PurchasingElp@ttuhsc.edu

Increase / Decrease:

To increase or decrease lines / items on a PO or General Encumbrance select “Request Change Order” from the menu on the left side of the webpage. Enter the PO or General Encumbrance number and click “View”.

Enter the new amount in the “Proposed Amt” field that you wish to increase or decrease the PO or Encumbrance line. The system will automatically recognize whether it’s an increase or decrease and will mark the new amount with a “green up” or “red down” arrow respectively. Enter an explanation in the “Notes” box, then click “Submit Request”



PO ENCUMBRANCE

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 VERSION 2.0 - 02/23/2016
[WELCOME](#)
Sign Out

HSC Home » Finance & Administration » POEncumbrance »

PO and Encumbrance Change Request

PO/Enb : P0408690

Buyer: Juan Frias
 Requestor: R11367280
 Request Date: 02/25/2016
 Notes:

PO/Enb Est. Date: 9/30/2015 9:44:09 AM Vendor: Xerox Corporation Status: Open
 PO/Enb Last Activity: 2/21/2016 5:17:01 AM Vendor RNumber: R10000954

Close	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	Outstanding	Proposed Amt
<input type="checkbox"/>	O	4	1	3655 CPC BW-Encumbered B/W volume	E	133015	534002	740651	10	\$3,212.00	\$0.00	(\$21.83)	\$3,190.17	20 ▼
<input type="checkbox"/>	O	1	1	3655X 48-2015-WC3655X	E	133015	534002	740651	10	\$580.03	\$0.00	(\$52.73)	\$527.30	600 ▲
<input type="checkbox"/>	O	2	1	3655 STNDSTOR2-48-2015-3655 Stand	E	133015	534002	740651	10	\$58.30	\$116.38	(\$5.30)	\$169.38	
<input type="checkbox"/>	O	5	1	-Overages	E	133015	534002	740651	10	\$50.00	\$0.00	\$0.00	\$50.00	
<input type="checkbox"/>	O	3	1	3655 DRCINST-48-2015-Direct Install	E	133015	534002	740651	10	\$20.79	\$0.00	(\$1.89)	\$18.90	

Texas Tech University Health Sciences Center El Paso
Business Affairs

Re-Open a PO Item /Items:

To request a reopening of a PO or PO Lines, please contact Purchasing Department
at PurchasingElp@ttuhsc.edu

Dashboard:

The dashboard is designed to give you the summary of the requests created by you. To access your dashboard, select the “Dashboard” from the menu on the left side of the webpage.

You will see the POs change requests “Submitted” by you, “Returned” to you, “Approved” POs submitted by you and “Deleted” POs submitted/created by you.

To inquire more details about each of these POs, click on the Request ID or PO_Number.

The screenshot shows the 'PO ENCUMBRANCE' dashboard. On the left is a navigation menu with options: Home, Dashboard, Request Change Order, Approve Change Order, Reports, Admin, and Help. Below the menu is the version number 'VERSION 2.0 - 02/23/2016' and a 'Sign Out' button. The main content area is titled 'Dashboard' and contains four sections: Submitted, Returned, Approved, and Deleted. Each section contains a table with columns: Request Date, Request ID, PO_Number, Description, Last Activity Date, Transaction Date, Established Date, Doc Ref Number, Vendor RNumber, Vendor Name, Type, Status, Complete IND, Original Amount, Current Adjustments, Current Liquidations, Outstanding Amount, and Buyer.

Submitted

Request Date	Request ID	PO_Number	Description	Last Activity Date	Transaction Date	Established Date	Doc Ref Number	Vendor RNumber	Vendor Name	Type	Status	Complete IND	Original Amount	Current Adjustments	Current Liquidations	Outstanding Amount	Buyer
11/03/2015	1600001	P0283476-1	Summus Dell	10/30/2015	04/14/2014	04/14/2014		R10327571	Summus Dell	P	Open	Y	\$312,616.66	\$0.00	(\$312,252.12)	\$364.54	Lauren Kirim
02/25/2016	1600019	P0408690-2	Xerox Corporation	10/30/2015	09/30/2015	09/30/2015		R10000954	Xerox Corporation	P	Open	Y	\$3,921.12	\$0.00	\$0.00	\$3,921.12	Juan Frias

Returned

Request Date	Request ID	PO_Number	Description	Last Activity Date	Transaction Date	Established Date	Doc Ref Number	Vendor RNumber	Vendor Name	Type	Status	Complete IND	Original Amount	Current Adjustments	Current Liquidations	Outstanding Amount	Buyer
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Approved

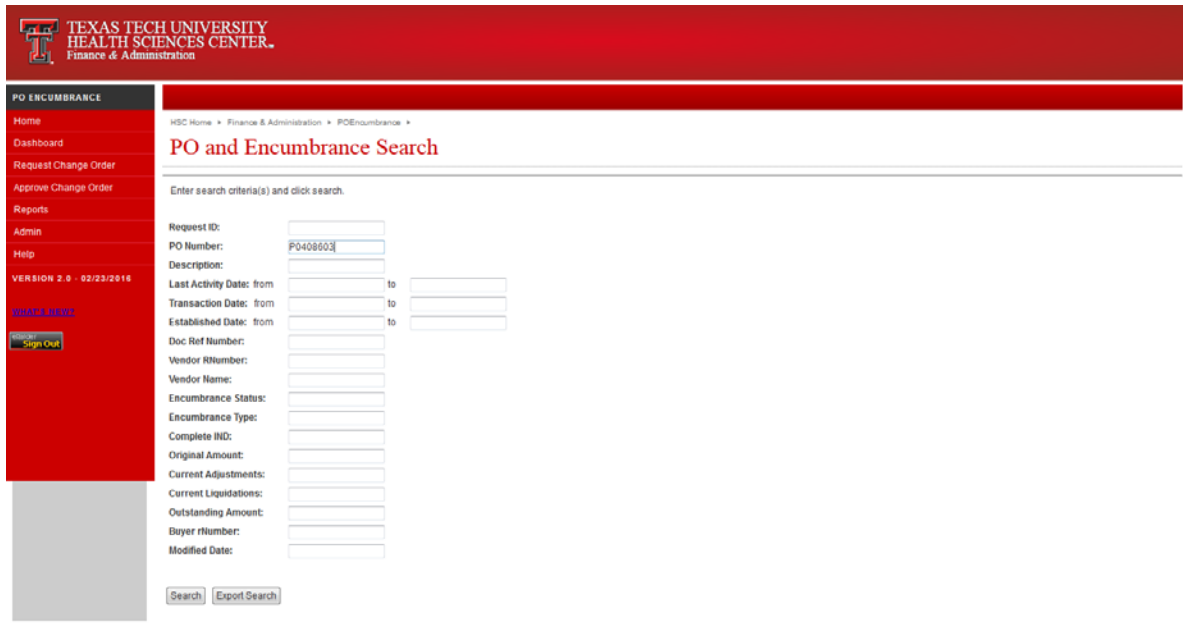
Request Date	Request ID	PO_Number	Description	Last Activity Date	Transaction Date	Established Date	Doc Ref Number	Vendor RNumber	Vendor Name	Type	Status	Complete IND	Original Amount	Current Adjustments	Current Liquidations	Outstanding Amount	Buyer
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Deleted

Request Date	Request ID	PO_Number	Description	Last Activity Date	Transaction Date	Established Date	Doc Ref Number	Vendor RNumber	Vendor Name	Type	Status	Complete IND	Original Amount	Current Adjustments	Current Liquidations	Outstanding Amount	Buyer
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Reports:

The “Reports” menu allows the user to search and export the list of the POs meeting the search criteria. Enter the desired parameter(s) for the results you want to search for and click “Search” to view a list of the Change Requests.



By selecting “Export Search” instead of the “search” you will have the list of POs meeting your search criteria in pdf format.

Click on the Request ID or PO_Number in red to view the Change Request details.

Request ID	PO Number	Description	Last Activity Date	Transaction Date	Established Date	Doc Ref Number	Vendor RNumber	Vendor Name	Type	Status	Complete IND	Original Amount	Current Adjustments	Current Liquidations	Outstanding Amount	Buyer
1600009	PO408603-1	Xerox Corporation	10/30/2015	09/29/2015	09/29/2015		R10000954	Xerox Corporation	P	Open	Y	\$3,921.12	\$0.00	\$0.00	\$3,921.12	Juan Frias
1600010	PO408603-2	Xerox Corporation	10/30/2015	09/29/2015	09/29/2015		R10000954	Xerox Corporation	P	Open	Y	\$3,921.12	\$0.00	\$0.00	\$3,921.12	Juan Frias
1600015	PO408603-3	Xerox Corporation	10/30/2015	09/29/2015	09/29/2015		R10000954	Xerox Corporation	P	Open	Y	\$3,921.12	\$0.00	(\$630.03)	\$3,291.09	Juan Frias

You can view or print the request in a pdf format by clicking on the “PONumber” link in red below the PO and Encumbrance Details.

PO# Encb: P0408603-1

PO# Encb Est. Date: 09/29/2015 Vendor: Xerox Corporation Status: Open
 PO# Encb Last Activity: 10/30/2015 Buyer: Juan Frias Doc Ref Num:
 Requested By: Annette Hinojos Requested Date: 12/09/2015 Modified Date: 12/14/2015
 Routing Status: Approved Assigned To: Juan Frias

Proposed Status	Orig Status	Current Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	Outstanding	Proposed Amt
C	O	C	1	1	3655X 48-2015-WC3655X	E	133015	E34076	740651	10	\$580.03	\$0.00	\$0.00	\$580.03	\$0.00
	O	O	2	1	3655 STNDSTOR2-48-2015-3655 Stand	E	133015	E34076	740651	10	\$58.30	\$0.00	\$0.00	\$58.30	\$0.00
	O	O	3	1	3655 DRINST-48-2015-Direct Install	E	133015	E34076	740651	10	\$20.79	\$0.00	\$0.00	\$20.79	\$0.00
	O	O	4	1	3655 CPC BW-Encumbered BW volume	E	133015	E34076	740651	10	\$3,212.00	\$0.00	\$0.00	\$3,212.00	\$0.00
C	O	C	5	1	-Overages	E	133015	E34076	740653	10	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00

P0408603-1

Routing History:

Modified Date	Modified By	Routing Status	Notes
12/9/2015 5:07:39 PM	Annette Hinojos	Assigned	close 1 and 5
12/14/2015 1:35:52 PM	Juan Frias	Approved	
12/14/2015 1:35:56 PM	Juan Frias	Approved	Uploaded to gateway

For additional information please contact PurchasingElp@ttuhsc.edu