

**University of Rhode Island  
Office of the Controller  
Guidelines**

Revised 5/18/2006

**Liquidating/ Finalizing / Canceling / Changing PO in PeopleSoft**

PURCHASE ORDER	PROCESS	CONTACT/DEPT	RESULT
<b>STANDARD PURCHASE ORDER</b>			
1	One time purchase/delivery/payment	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103 or GSO Fish Bldg) In AP module the PO Distribution Line will be finalized
2	Change purchase order amount or quantity	Advice of Change on College Req. form	Purchasing Open encumbrance will be adjusted via a change order to the PO
3	Cancel purchase order (no purchase made against PO)	Advice of Change on College Req. form	Purchasing PO is canceled and encumbrance is liquidated
4	Other changes - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form	Purchasing PO is revised and may result in change order to PO
<b>BLANKET PURCHASE ORDER</b>			
1	Final purchase on a blanket order which is ready to expire	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103 or GSO Fish Bldg) In AP module the PO Distribution Line will be finalized
2	Multi year Blanket PO - when final purchase is made for current Fiscal Year	Indicate on Invoice that this is "final" for the Fiscal Year	Accounting (Carlotti room 103 or GSO Fish Bldg) In AP module the PO Distribution Line for fiscal year will be finalized
3	If an unexpired Blanket PO period needs to be shortened/extended - change end date of PO	Advice of Change on College Req. form	Purchasing PO end date changed via a change order to the purchase order
4	Increase/Decrease amount of unexpired Blanket PO	Advice of Change on College Req. form	Purchasing Open encumbrance will be adjusted via a change order to the PO
5	Cancel Blanket Purchase Order (no purchase made against PO)	Advice of Change on College Req. form	Purchasing PO is canceled and encumbrances is liquidated
6	Cancel Distribution Line on multi-year Blanket Purchase Order (no purchase made against PO line )	Advice of Change on College Req. form	Purchasing PO distribution line is canceled and encumbrances is liquidated via change order to the purchase order
7	Other changes unexpired - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form	Purchasing PO is revised and may result in change order to PO
<b>CONTRACT PURCHASE ORDER</b>			
1	Processing final invoice		
	<b>A.</b> - If PO open balance will be zero after paying the final invoice	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103 or GSO Fish Bldg) In AP module the PO Distribution Line will be finalized
	<b>B.</b> If PO will still have an open balance after paying the final invoice	Advice of Change on College Req. form	Purchasing PO and encumbrance will be adjusted via a change order to the purchase order
		when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103 or GSO Fish Bldg) In AP module the PO Distribution Line will be finalized
2	Increase/Decrease purchase order amount or quantity	Advice of Change on College Req. form	Purchasing PO and encumbrance will be adjusted via a change order to the purchase order
3	Change delivery or end date of PO	Advice of Change on College Req. form	Purchasing PO end date changed via a change order to the PO
		<b>Note:</b> end date needs to be realistic. If current date is past end date, PO will be closed in PeopleSoft. PO is a legal document and URI is obligated to complete contract or process the correct change orders.	
4	Canceling Contract Purchase Order (no purchase made against PO)	Advice of Change on College Req. form	Purchasing PO is canceled and encumbrance is liquidated
5	Cancel Distribution Line (no purchase made against PO line)	Advice of Change on College Req. form	Purchasing PO distribution line is canceled and encumbrances is liquidated
6	Other changes - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form	Purchasing PO is revised and may result in change order to PO

**University of Rhode Island  
Office of the Controller  
Guidelines**

Revised 5/18/2006

**Liquidating/ Finalizing / Canceling / Changing PO in PeopleSoft**

PURCHASE ORDER	PROCESS	CONTACT/DEPT	RESULT
<b>MISCELLANEOUS ENCUMBRANCES</b>			
1	Processing final invoice		
	<b>A.</b> - If ME open balance will be zero after paying the final invoice	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103 or GSO Fish Bldg) In AP module the ME Distribution Line will be finalized
	<b>B.</b> If ME will still has an open balance after paying the final invoice	Advice of Change on College Req. form (approval from Grants & Contracts is required)	Grants & Contract will forward info to Purchasing Revised ME & PeopleSoft system is updated
		when order is complete, department signs & sends receiving document (copy of ME) to Accounting	Accounting (Carlotti room 103 or GSO Fish Bldg) In AP module the ME Distribution Line will be finalized
2	Change purchase order amount or quantity	Advice of Change on College Req. form (approval from Grants & Contracts is required)	Grants & Contract will forward info to Purchasing Open encumbrance will be adjusted via a change order to the ME & PeopleSoft system is updated
3	Change delivery or end date of PO	Advice of Change on College Req. form (approval from Grants & Contracts is required)  <b>note:</b> end date needs to be realistic. If current date is past end date, PO will be closed in PeopleSoft. PO is a legal document and URI is obligated to complete contract or process the correct change orders.	Grants & Contract will forward info to Purchasing ME end date changed via a change order to the ME & PeopleSoft system is updated
4	Canceling ME (no purchase made against ME)	Advice of Change on College Req. form (approval from Grants & Contracts is required)	Grants & Contract will forward info to Purchasing ME is canceled and encumbrance is liquidated
5	Cancel Distribution Line on ME (no purchase made against ME line)	Advice of Change on College Req. form (approval from Grants & Contracts is required)	Grants & Contract will forward info to Purchasing ME distribution line is canceled and encumbrances is liquidated
6	Other changes - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form (approval from Grants & Contracts is required)	Grants & Contract will forward info to Purchasing ME is revised and may result in change order to ME & PeopleSoft system is updated