

UACCESS FINANCIALS

Subcontract Requisition and Purchase Order Amendment

Subcontract Requisition and Purchase Order Amendment

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Record of Changes		
Date	Version #	Description
05/30/2014	1.00	DRAFT
07.09.2014	1.01	Formatting updated and added Appendix A
04.13.2014	1.02	Updates to removed references to ORCA and E-Forms and instead use SPS and Research Gateway.
05.29.2015	1.03	Updated to remove link to Flowchart and reference to CRS
06.24.2016	1.04	Updated to reflect the change in order-of-events for submitting required documents per Jennifer Brown



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Training Guide
Subcontract Requisition and Purchase Order
Amendment



Subcontract Requisition and Purchase Order Amendment

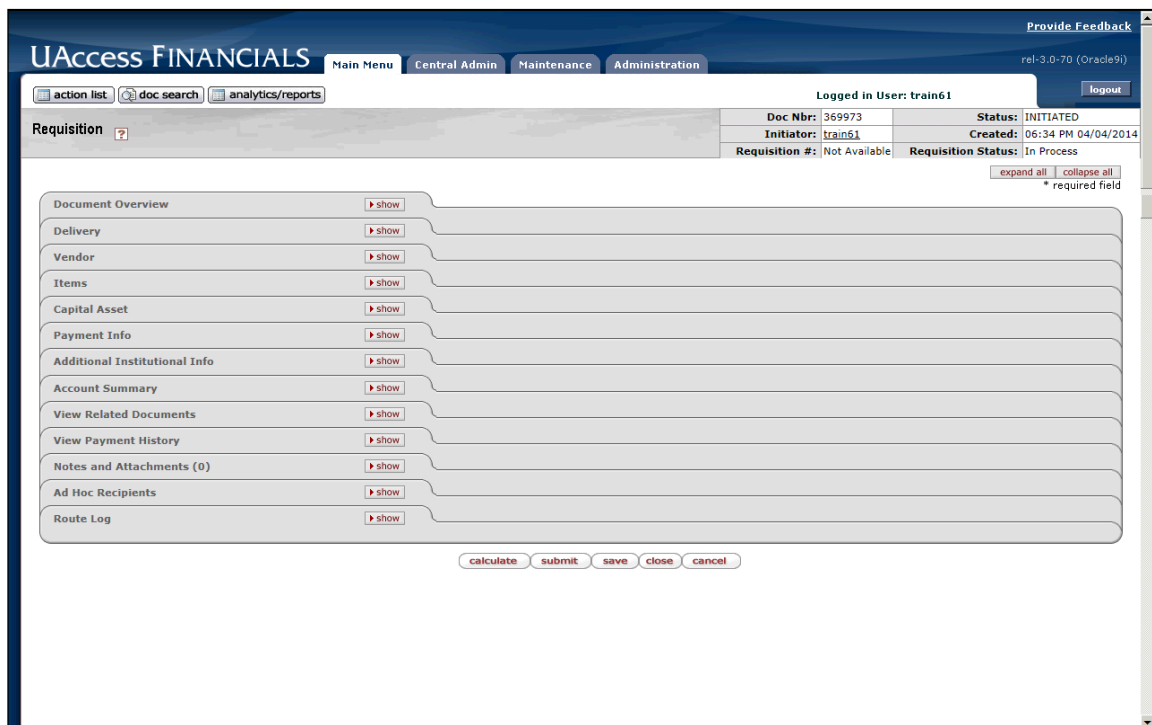
Initiating a Requisition for a Subcontract

Procedure

After the subaward initiation documents have been provided to SPS SubAwards and a partially signed subaward agreement has been obtained, the SPS SubAwards Team will direct you to initiate a Requisition.

Note: If the SPS SubAwards Team has not directed you to initiate the requisition, please refer to the Research Gateway (<http://rgw.arizona.edu/administration/subawards/subaward-initiation-and-setup>) website for instructions on initiating a subaward and the list of required documents prior to initiating the requisition.

In this tutorial you will learn how to create a requisition to pay a subcontractor.



UAccess FINANCIALS Main Menu Central Admin Maintenance Administration rel-3.0-70 (Oracle9i) Provide Feedback

action list doc search analytics/reports Logged in User: train61 logout

Doc Nbr:	369973	Status:	INITIATED
Initiator:	train61	Created:	06:34 PM 04/04/2014
Requisition #:	Not Available	Requisition Status:	In Process

expand all collapse all * required field

- Document Overview
- Delivery
- Vendor
- Items
- Capital Asset
- Payment Info
- Additional Institutional Info
- Account Summary
- View Related Documents
- View Payment History
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

calculate submit save close cancel

Training Guide

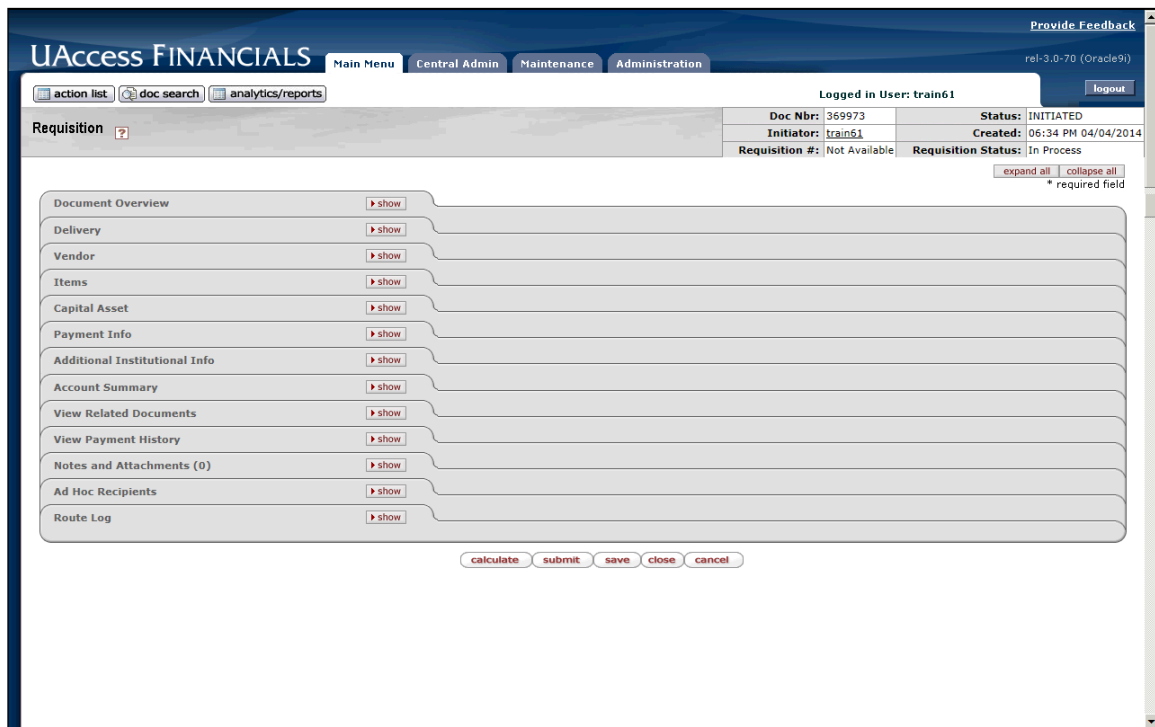
Subcontract Requisition and Purchase Order Amendment



Step	Action
1.	<p>This tutorial focuses on the specific steps you must follow to use a Requisition to pay for subcontracts.</p> <p>To create a Requisition, go to Main Menu > Transactions > Purchasing > Requisition. In this tutorial the Requisition e-doc has already been opened for you.</p> <p>To review how to create a Requisition, view the <i>Purchasing > Creating a Requisition > Purchasing Goods Using a Requisition</i> tutorial before beginning this one.</p>

Step	Action
2.	<p>When you are paying for a subcontract, you should fill out the tabs of the Requisition in the same way you would for purchasing services. There are only a few exceptions, the first being the Description field in the Document Overview tab.</p> <p>Click the show button.</p> <p><input type="button" value="show"/></p>
3.	<p>Sponsored Projects Services (http://rgw.arizona.edu/services/sponsored-projects-services) (SPS) suggests you use the following format in the Description field: Subaward to (entity); Account xxxxxxx.</p>

Step	Action
4.	<p>Another exception is the Payment Request Positive Approval Required box. This box must be checked in requisitions for subcontracts.</p> <p>Click the Payment Request Positive Approval Required checkbox.</p>
5.	<p>Click the hide button.</p> <p><input type="button" value="▼ hide"/></p>



The screenshot shows the UAccess FINANCIALS interface. At the top, there are navigation tabs: Main Menu, Central Admin, Maintenance, and Administration. The user is logged in as 'train61'. The main content area is titled 'Requisition' and displays a summary table with the following data:

Doc Nbr:	369973	Status:	INITIATED
Initiator:	train61	Created:	06:34 PM 04/04/2014
Requisition #:	Not Available	Requisition Status:	In Process

Below the summary table, there is a list of tabs with 'show' buttons next to each:

- Document Overview
- Delivery
- Vendor
- Items
- Capital Asset
- Payment Info
- Additional Institutional Info
- Account Summary
- View Related Documents
- View Payment History
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

At the bottom of the page, there are buttons for 'calculate', 'submit', 'save', 'close', and 'cancel'.

Step	Action
6.	<p>Pay close attention to how you complete the Items tab when dealing with subcontracts.</p> <p>Click the show button.</p> <p><input type="button" value="▶ show"/></p>
7.	<p>The Item Type must be set to SERVICE TAX EXEMPT.</p> <p>Click the Item Type drop-down list.</p> <p><input type="button" value="▼"/></p>

Training Guide

Subcontract Requisition and Purchase Order Amendment



UAccess FINANCIALS rel:3.0-68 (Oracle9i)

Main Menu Central Admin Maintenance Administration

action list doc search analytics/reports

Logged in User: train61 logout

Requisition ?

Doc Nbr: 369973 Status: INITIATED
 Initiator: train61 Created: 06:34 PM
 Requisition #: Not Available Requisition Status: In Process

Document Overview show

Delivery show

Vendor show

Items hide

Add Item ? import

Item Line #	* Item Type	Quantity	UOM	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assigned To Trade In
	QUANTITY TAXABLE QUANTITY TAXABLE SERVICE TAX EXEMPT SERVICE WITH QUANTITY TAXABLE SERVICE WITH QUANTITY TAX EXEMPT QUANTITY TAX EXEMPT SERVICE TAXABLE						0.00			<input type="checkbox"/>	<input type="checkbox"/>

Current: !

No items added to document

Additional Charges hide

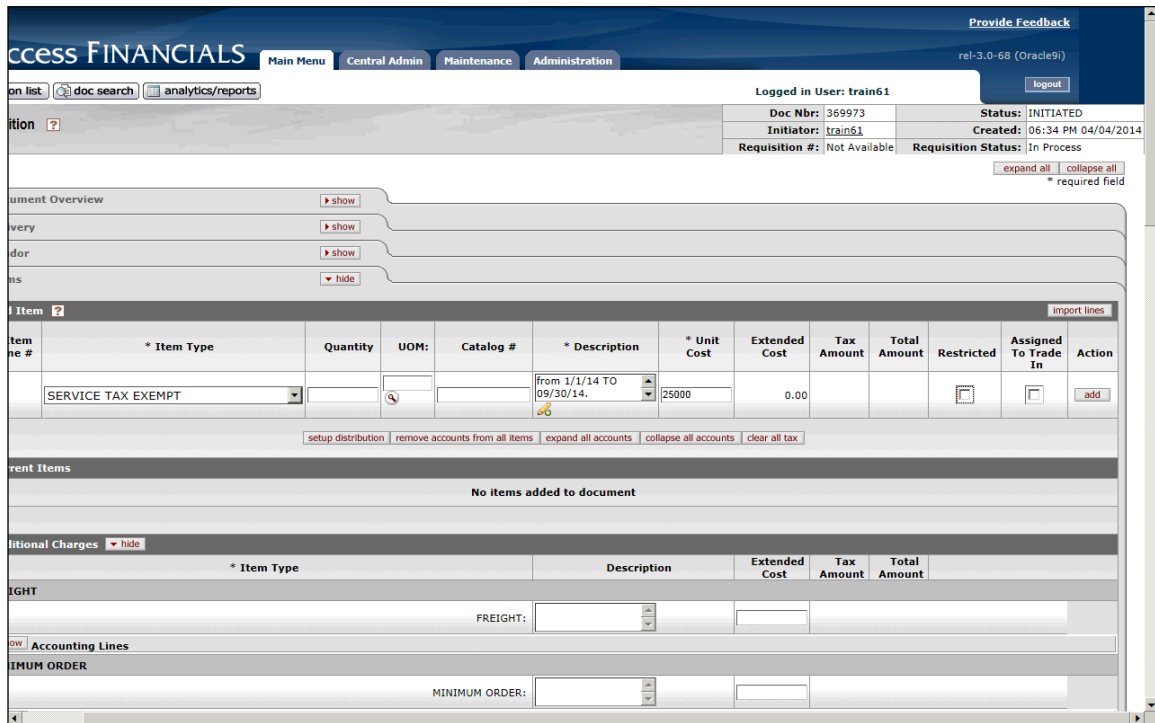
* Item Type	Description	Extended Cost	Tax Amount	Total Amount
FREIGHT	FREIGHT:			




show Accounting Lines

MINIMUM ORDER

MINIMUM ORDER:

Step	Action
8.	Click the SERVICE TAX EXEMPT list item. SERVICE TAX EXEMPT
9.	Leave the Quantity , UOM , and Catalog # fields blank.
10.	Enter the duration dates of the contract in the Description field. Enter " from 1/1/14 to 9/30/14. " in the Description field.
11.	Enter any amount up to the first \$25,000 in the Unit Cost field of the first item line. A second item line must be added for any amount over the first \$25,000. Enter " 25000 " in the Unit Cost field.
12.	Click the scrollbar.



Step	Action
13.	Click the add button. 
14.	If the total of the subcontract is \$25,000 or less, you will have only one item line. In those cases, your next task would be to add accounting information.
15.	However, in this tutorial the total of the subcontract is \$150,000. You must enter the remaining \$125,000 in a separate item line. So instead of dealing with the accounting line next, go ahead and add the second item line. Click the Item Type drop-down list. 
16.	Note: In reality, you do not have to add both item lines before dealing with the first accounting line. Click the SERVICE TAX EXEMPT list item. 
17.	Enter " from 1/4/14 to 9/30/14. " in the Description field.

Training Guide

Subcontract Requisition and Purchase Order Amendment



Step	Action
18.	Remember, you must enter any amount over the initial \$25,000 in the second item line. Since the total for this tutorial is \$150,000, enter the remaining \$125,000 in the Unit Cost field. Enter " 125000 " in the Unit Cost field.

Requisition ?

Doc Nbr: 369973 Status: INIT ▲
 Initiator: train61 Created: 06:13
 Requisition #: Not Available Requisition Status: In P
expand all

Document Overview ▶ show

Delivery ▶ show

Vendor ▶ show

Items ▼ hide

Add Item ?

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assigne To Trad-In
	SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	125000	0.00			<input type="checkbox"/>	<input type="checkbox"/>

setup distribution remove accounts from all items expand all accounts collapse all accounts clear all tax

Current Items

Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assigne To Trad-In
Item 1											
1	SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	25,000.00	25,000.00	0.00	25,000.00	<input type="checkbox"/>	<input type="checkbox"/>

▶ show Accounting Lines

Additional Charges ▼ hide

* Item Type	Description	Extended Cost	Tax Amount	Total Amount
FREIGHT				
	FREIGHT:			

▶ show Accounting Lines

MINIMUM ORDER

MINIMUM ORDER:

Step	Action
19.	Click the scrollbar.

Doc Nbr: 369973		Status: INITIATED	
Initiator: train61		Created: 06:34 PM 04/04/2014	
Requisition #: Not Available		Requisition Status: In Process	

* required field

Item Overview

* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assigned To Trade In	Action
SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	125000	0.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="add"/>

Items

Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assigned To Trade In	Actions
SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	25,000.00	25,000.00	0.00	25,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

Accounting Lines

Additional Charges

* Item Type	Description	Extended Cost	Tax Amount	Total Amount
FREIGHT:				

Accounting Lines

ORDER

MINIMUM ORDER:

Step	Action
20.	Click the add button. <input type="button" value="add"/>
21.	When you enter the accounting information, take care to use the correct subcontract object code. When paying a subcontractor, you must use object code 3350 for any amount up to \$25,000.00, then use object code 3340 in a separate item line for any remaining amount. Click the show button. <input type="button" value="show"/>

Training Guide

Subcontract Requisition and Purchase Order Amendment



Requisition ?		Doc Nbr: 369973	Status: INI
		Initiator: train51	Created: 06
		Requisition #: Not Available	Requisition Status: In

Document Overview show

Delivery show

Vendor show

Items hide

Add Item ?

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assign To Tra In
	QUANTITY TAXABLE						0.00			<input type="checkbox"/>	<input type="checkbox"/>

setup distribution | remove accounts from all items | expand all accounts | collapse all accounts | clear all tax

Current Items

Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assign To Tra In																				
Item 1	SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	25,000.00	25,000.00	0.00	25,000.00	<input type="checkbox"/>	<input type="checkbox"/>																				
1	<div style="border: 1px solid gray; padding: 2px;"> <p>Accounting Lines hide detail</p> <table border="1"> <thead> <tr> <th>Source</th> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>* Percent</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>UA University of Arizona-Management</td> <td></td> <td>3221000 MULTIDISCIPLINARY</td> <td></td> <td>3350 Subcontracts-OH-SP ONLY</td> <td></td> <td></td> <td></td> <td>100</td> <td><input type="button" value="add"/></td> </tr> </tbody> </table> </div>											Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions	UA University of Arizona-Management		3221000 MULTIDISCIPLINARY		3350 Subcontracts-OH-SP ONLY				100	<input type="button" value="add"/>
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions																						
UA University of Arizona-Management		3221000 MULTIDISCIPLINARY		3350 Subcontracts-OH-SP ONLY				100	<input type="button" value="add"/>																						
Item 2	SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	125,000.00	125,000.00	0.00	125,000.00	<input type="checkbox"/>	<input type="checkbox"/>																				

show Accounting Lines

Step	Action
22.	<p>The accounting line has been completed for you in this tutorial. Please note the object code is 3350.</p> <p>If you need a refresher on how to fill out accounting lines in a Purchase Requisition, please refer to the <i>Fundamentals > Completing Standard E-Doc Tabs > Completing Simple Accounting Lines</i> tutorial.</p> <p>Note: <i>If subaccounts are used, each one needs a separate item line.</i></p> <p>Click the add button.</p> <p><input type="button" value="add"/></p>
23.	<p>Be sure to add account information for all item lines.</p> <p>Click the Show button.</p> <p><input type="button" value="show"/></p>

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assign To Tra In	
	QUANTITY TAXABLE						0.00			<input type="checkbox"/>	<input type="checkbox"/>	
setup distribution remove accounts from all items expand all accounts collapse all accounts clear all tax												
Current Items												
Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assign To Tra In	
Item 1												
	SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	25,000.00	25,000.00	0.00	25,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
Accounting Lines												
Accounting Lines hide detail												
Source												
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions			
	UA	3221000		3350				100	<input type="button" value="add"/> <input type="button" value="delete"/> <input type="button" value="bal inquiry"/>			
<small>University of Arizona-Management MULTIDISCIPLINARY Subcontracts-OH-SP ONLY</small>												
Item 2												
	SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	125,000.00	125,000.00	0.00	125,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
Accounting Lines												
Accounting Lines hide detail												
Source												
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions			
	UA	3221000		3340				100	<input type="button" value="add"/>			
<small>University of Arizona-Management MULTIDISCIPLINARY Subcontracts-Non-OH-SP/TCA ONLY</small>												
Additional Charges hide												
	* Item Type	Description				Extended Cost	Tax Amount	Total Amount				

Step	Action
24.	<p>The accounting line has been completed for you in this tutorial.</p> <p>Please note the object code must be 3340 for the second item line.</p> <p>Click the add button.</p> <div style="text-align: center;"> <input type="button" value="add"/> </div>

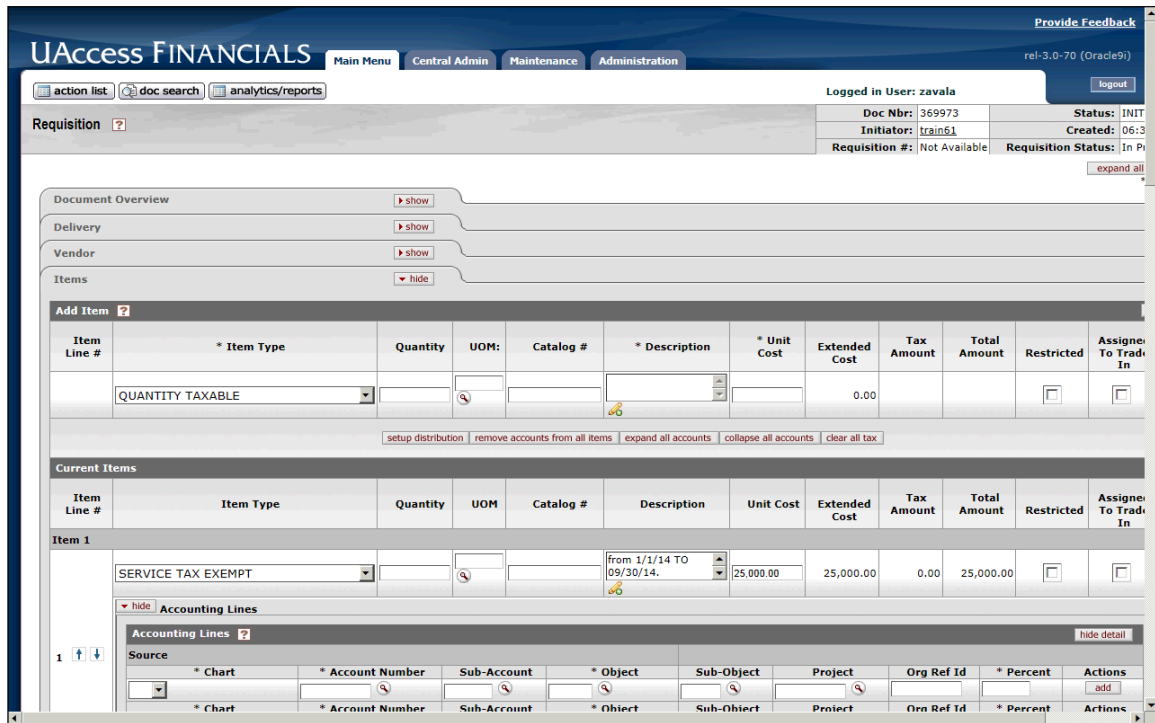
Training Guide

Subcontract Requisition and Purchase Order Amendment




Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assign To Train																																																		
	QUANTITY TAXABLE						0.00			<input type="checkbox"/>	<input type="checkbox"/>																																																		
setup distribution remove accounts from all items expand all accounts collapse all accounts clear all tax																																																													
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Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Restricted	Assign To Train																																																		
Item 1	SERVICE TAX EXEMPT				from 1/1/14 TO 09/30/14.	25,000.00	25,000.00	0.00	25,000.00	<input type="checkbox"/>	<input type="checkbox"/>																																																		
<div style="border: 1px solid gray; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> hide Accounting Lines hide detail </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10">Accounting Lines</th> </tr> <tr> <th colspan="10">Source</th> </tr> <tr> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>* Percent</th> <th colspan="2">Actions</th> </tr> </thead> <tbody> <tr> <td>UA</td> <td>3221000</td> <td></td> <td>3350</td> <td></td> <td></td> <td></td> <td>100</td> <td>delete</td> <td>bal inquiry</td> </tr> <tr> <td colspan="10" style="font-size: small;"> University of Arizona-Management MULTIDISCIPLINARY Subcontracts-OH-SP ONLY </td> </tr> </tbody> </table> </div>												Accounting Lines										Source										* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions		UA	3221000		3350				100	delete	bal inquiry	University of Arizona-Management MULTIDISCIPLINARY Subcontracts-OH-SP ONLY									
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UA	3221000		3340				100	delete	bal inquiry																																																				
University of Arizona-Management MULTIDISCIPLINARY Subcontracts-Non-OH-SP/ICA ONLY																																																													

Step	Action
25.	Scroll up to close the Items tab. Click the scrollbar.



The screenshot shows the 'UAccess FINANCIALS' interface. The 'Requisition' header includes document details: Doc Nbr: 369973, Initiator: train61, Status: INIT, Created: 06:3, Requisition #: Not Available, Requisition Status: In Pr. Below this are sections for Document Overview, Delivery, Vendor, and Items. The 'Add Item' section is active, showing a table with columns: Item Line #, Item Type, Quantity, UOM, Catalog #, Description, Unit Cost, Extended Cost, Tax Amount, Total Amount, Restricted, and Assign To Trade In. One item is listed: 'SERVICE TAX EXEMPT' with a unit cost of 25,000.00 and an extended cost of 25,000.00. Below the item table is the 'Accounting Lines' section, which is expanded to show a table with columns: Source, Chart, Account Number, Sub-Account, Object, Sub-Object, Project, Org Ref Id, and Percent. The 'Source' column is currently empty.

Step	Action
26.	Click the hide button. 
27.	Note: The steps for completing the rest of the Requisition such as Delivery and Vendor information have been skipped in this tutorial. Please review the Purchasing > Creating a Requisition > Purchasing Goods Using a Requisition tutorial for details.
28.	Note: When the new requisition is finalized, Purchasing creates the Purchase Order (PO). The SPS SubAwards Team sends the subcontract with the PO number to the subrecipient.
29.	This requisition routes for approval at the department level based on the account number just like any e-Doc in UAccess Financials; however, the use of object codes 3340 and 3350 force the workflow to include SPS. Note: All initiation documents are provided to the SPS SubAwards Team when the subaward is initiated. The SPS SubAwards Team will attach the initiation packet to the requisition when it routes to their group for approval.
30.	You have successfully completed a Requisition for a subcontract. End of Procedure.


Amending a Purchase Order for a Subcontract

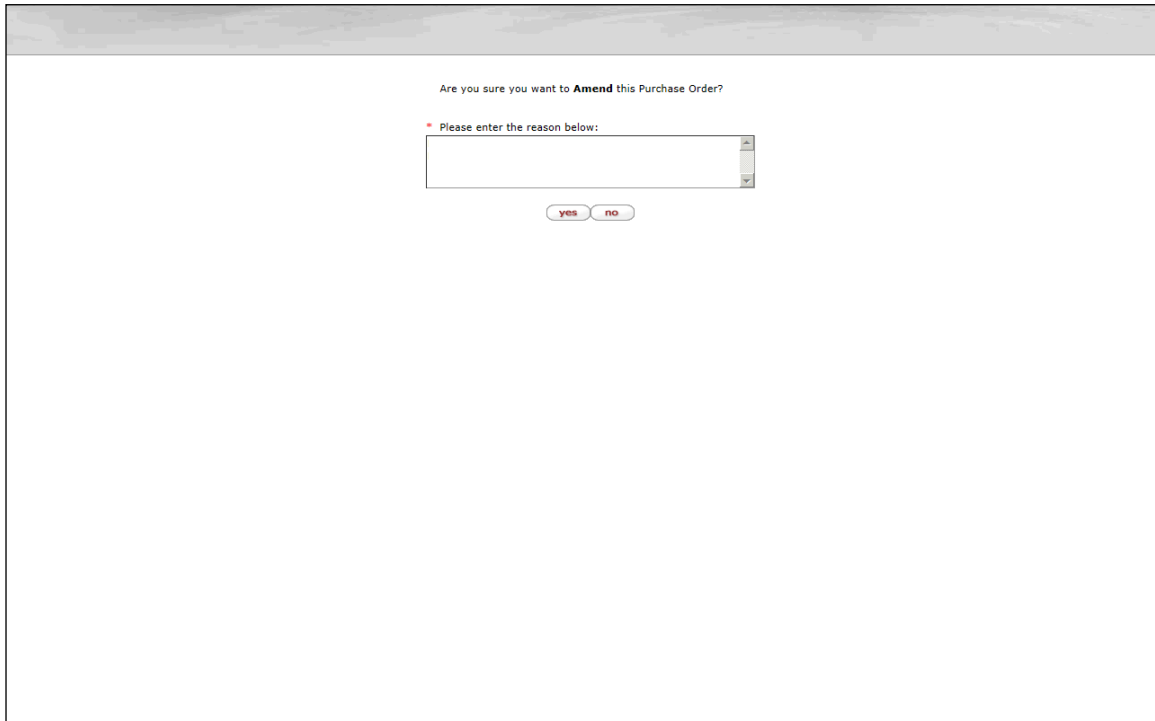
Procedure

After the subaward modification initiation documents have been provided to SPS SubAwards and a partially signed modification has been obtained, the SPS SubAwards Team will direct you to initiate a Purchase Order Amendment (POA).

Note: *The POA should not be initiated until the SPS SubAwards Team has obtained a partially signed modification, as a pending POA in UAccess Financials will prevent invoice payments from being processed.*

Note: *If the SPS SubAwards Team has not directed you to initiate the POA, please refer to the Research Gateway (<http://rgw.arizona.edu/administration/subawards/subaward-management>) website for instructions on amending a subaward and the list of required documents prior to initiating the POA.*

Step	Action
1.	<p>In this tutorial you will learn how to amend a purchase order to pay a subcontractor.</p> <p>Please make sure that you have reviewed the <i>Purchasing > Changing Purchase Orders > Amending a Purchase Order</i> tutorial before beginning this one.</p>
2.	<p>This tutorial focuses on the specific steps you must follow to amend a Purchase Order to pay a subcontractor.</p> <p>To create a Purchase Order Amendment, you must first search for the original Purchase Order.</p> <p>From the Main Menu go to Custom Searches > Purchase Orders. In this tutorial a Purchase Order e-doc has been located and opened for you.</p> <p>For details on how to find the Purchase Order refer to the <i>Purchasing > Changing Purchase Orders > Searching for a Purchase Order</i> tutorial before beginning this one.</p>
3.	<p>Remember only purchase orders with a FINAL doc status and an Open purchase order status can be amended.</p>
4.	<p>Create the Purchase Order Amendment by clicking the amend button.</p> <p>Click the amend button.</p> 



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

* Please enter the reason below:

Step	Action
5.	<p>The confirmation pop-up window requires you to explain why you are creating this amendment.</p> <p>Sponsored Projects Services (http://rgw.arizona.edu/services/sponsored-projects-services) (SPS) requires you use to indicate if there is a change in the duration dates of the subcontract and/or if there is any additional cost.</p> <p>Enter "new end date is 5/7/15, added cost is \$10,000" in the note field.</p>

Training Guide




Subcontract Requisition and Purchase Order Amendment



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

* Please enter the reason below:

new end date is 5/7/15, added cost is \$10,000

Step	Action
6.	Click the yes button. 
7.	You are required to add the new agreement information in the Items tab. Click the show button. 
8.	Complete the information in the first row under the Add Item section. Do not deactivate or edit any existing items. Once the item is added, the system will add the appropriate encumbrance.
9.	When subcontracts are involved you must change the Item Type to SERVICE TAX EXEMPT . Click the Item Type drop-down list. 

Purchase Order ?

Doc Nbr: 369995 Status: SAVED
 Initiator: tram61 Created: 07:46 PM 05/05/2014
 Purchase Order #: 5118 Purchase Order Status: Change in Process

expand all collapse all
 * required field

Document Overview show

Delivery show

Vendor show

Stipulations show

Items hide

Add Item ? import lines

Item Line #	* Item Type	Quantity	UOM	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Assigned To Trade In	Action	
	QUANTITY TAXABLE QUANTITY TAXABLE SERVICE TAX EXEMPT SERVICE WITH QUANTITY TAXABLE SERVICE WITH QUANTITY TAX EXEMPT QUANTITY TAX EXEMPT SERVICE TAXABLE						0.00			<input type="checkbox"/>	add	
No items added to document												
1	SERVICE TAX EXEMPT				For a subcontract, with it's terms and	25,000.00	25,000.00	0.00	25,000.00	<input type="checkbox"/>	inactivate 0.00	
show Accounting Lines												
Additional Charges show												
Totals												
									Total Prior to Tax:	25,000.00		
									Total Tax:	0.00		
									Grand Total:	25,000.00		
									Internal Purchasing Limit:	1,000,000.00		

Capital Asset show

Step	Action
10.	Click the SERVICE TAX EXEMPT list item. SERVICE TAX EXEMPT
11.	Leave the Quantity , UOM , and Catalog # fields blank.
12.	Enter text in the Description field that indicates the subcontract changes. In this example new dates for the contract and the additional cost need to be entered. Enter " Extended from 5/7/14 to 5/7/15 plus an additional \$10,000 " in the Description field.
13.	Enter the additional cost in the Unit Cost field. If there is no additional cost or if the cost is being reduced, enter zero. The Total Amount is calculated by the system. Note: Please refer to Appendix A for more information on changes in total cost. Enter " 10,000 " in the Unit Cost field.

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Subcontract Requisition and Purchase Order Amendment



Purchase Order ?

Doc Nbr: 369995 Status: SAVED
 Initiator: train61 Created: 07:46 PM 05/05/2014
 Purchase Order #: 5118 Purchase Order Status: Change in Process

expand all collapse all
 * required field

Document Overview ▶ show

Delivery ▶ show

Vendor ▶ show

Stipulations ▶ show

Items ▼ hide

Add Item ? import lines

Item Line #	* Item Type	Quantity	UOM	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Assigned To Trade In	Action
	SERVICE TAX EXEMPT				plus an additional \$10,000	10,000	0.00			<input type="checkbox"/>	add

setup distribution remove accounts from all items expand all accounts collapse all accounts clear all tax

Current Items

No items added to document

Item 1

Item Line #	* Item Type	Quantity	UOM	Catalog #	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Assigned To Trade In	Action
1	SERVICE TAX EXEMPT				For a subcontract, with it's terms and	25,000.00	25,000.00	0.00	25,000.00	<input type="checkbox"/>	inactivate 0.00

▶ show Accounting Lines

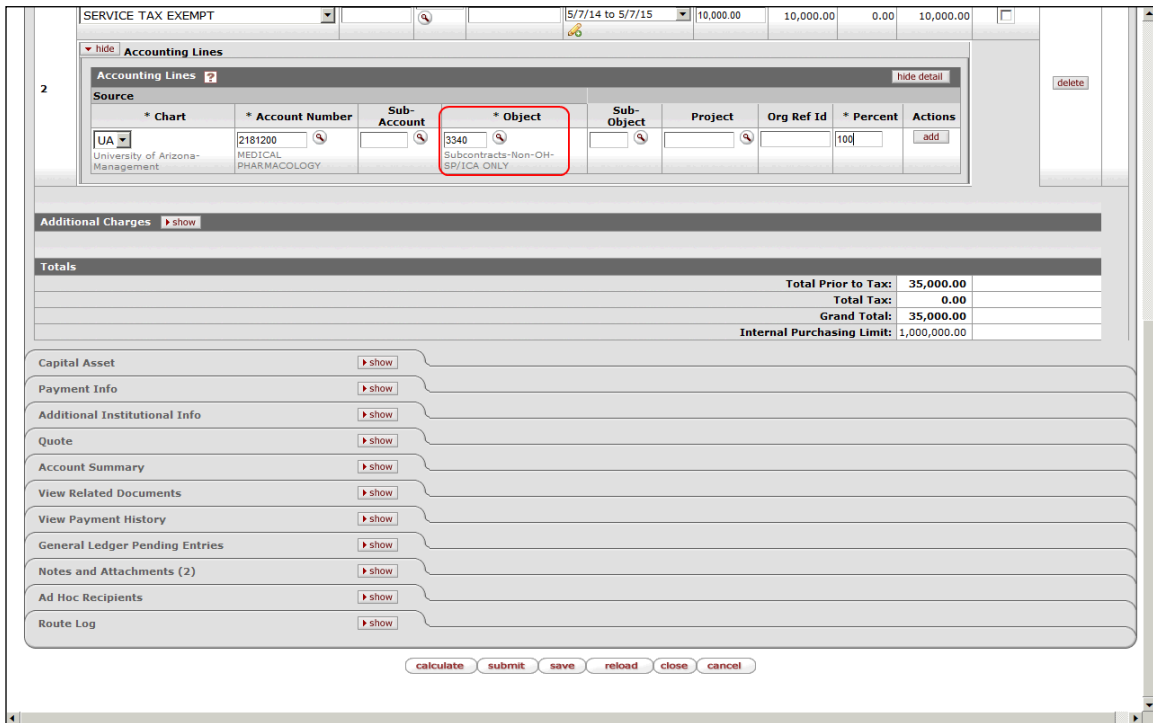
Additional Charges ▶ show

Totals

Total Prior to Tax:	25,000.00
Total Tax:	0.00
Grand Total:	25,000.00
Internal Purchasing Limit:	1,000,000.00

Capital Asset ▶ show

Step	Action
14.	Click the add button. add
15.	The Grand Total updates as soon as you add the new line item.
16.	Now enter the account information for the line item you just added. Click the show button. ▶ show



Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
University of Arizona-Management	UA	2181200 MEDICAL PHARMACOLOGY		3340 Subcontracts-Non-OH-SP/ICA ONLY				100	add

Totals

Total Prior to Tax:	35,000.00
Total Tax:	0.00
Grand Total:	35,000.00
Internal Purchasing Limit:	1,000,000.00

Buttons: calculate, submit, save, reload, close, cancel

Step	Action
17.	<p>The account information has been completed for you in this tutorial.</p> <p>Please note the object code must be 3340 for any amount over the initial \$25,000.</p> <p>If you need a refresher on how to fill out accounting lines in a Purchase Order Amendment, please refer to the <i>Fundamentals > Completing Standard E-Doc Tabs > Completing Simple Accounting Lines</i> tutorial.</p> <p>Click the add button.</p> <p><input type="button" value="add"/></p>
18.	<p>Scroll up to close the Items tab.</p> <p>Click the scrollbar.</p>
19.	<p>Click the hide button.</p> <p><input type="button" value="hide"/></p>
20.	<p>Note: When the PO Amendment is finalized, Purchasing modifies the PO. The SPS SubAwards Team sends the subcontract modification to the subrecipient.</p>

Training Guide

Subcontract Requisition and Purchase Order Amendment



Step	Action
21.	<p>Once submitted, this purchase order amendment will follow the same approval path as the original subcontract requisition.</p> <p>Note: <i>All modification initiation documents are provided to the SPS SubAwards Team when the subaward modification is initiated. The SPS SubAwards Team will attach the modification initiation packet to the POA when it routes to their group for approval.</i></p>
22.	<p>You have successfully amended a purchase order for a Subcontract.</p> <p>End of Procedure.</p>



Training Guide Subcontract Requisition and Purchase Order Amendment

Appendix A: SubContract (SubAward) Item Tab Quick Reference

Requisitions:

- **Item Lines:** Enter any amount up to the initial \$25,000 in the first item line. Then use a second item line for any additional amount.
- **Accounting Lines:** Use 3350 until you reach \$25,000. Then use 3340 for any additional amount.

PO Amendments:

- **Change in duration only:**
 - **Item Lines:** Add new item line, enter new dates in description, and enter zero in Unit Cost.
 - **Accounting Lines:** Use O.C. 3350 if cost does not currently total more than \$25,000, other wise use O.C. 3340 for any amount over the initial \$25,000.
- **Change in duration and cost:**
 - **Additional Cost:**
 - **Item Lines:** Add new item line, enter new dates and added cost in description, and enter added cost in Unit Cost,
 - **Accounting Lines:** Use O.C. 3350 for any amount of the additional cost does not bring total to more than \$25,000. Once this total is reached a new item line must be added for the remaining balance and O.C. 3340 must be used in the accounting line.
 - **Reduction in Cost:**
 - **Item Lines:** Add new item line, enter new dates with new total cost in description (the department should note that the total amount encumbered should be lowered by \$\$.), and enter Zero in Unit Cost field.
 - **Accounting Lines:** Use O.C. 3350 if total cost (after reduction) is not more than \$25,000, other wise use O.C. 3340.

In all cases departments are responsible for initiating the original Requisition and all Purchase Order Amendments (POA). Departments must use object code 3350 for the initial \$25,000, then use 3340 for any amount over \$25,000.

In all cases for Purchase Order Amendments, SPS amends the existing subcontract and Purchasing adjusts the encumbrance.