

Use this section to request any changes to your PO not covered in the other areas, such as changes to the end date, ship-to information, item descriptions, and/or contract numbers. Describe the change in detail in the text box.

Departments e-mail the completed form as an Excel attachment to their Dean's or Director's offices. Dean's or Director's offices e-mail the approved form as an Excel attachment to purch@bussvc.wisc.edu

4. Other PO changes:

Click in this cell and use a reason provided from the drop-down menu.

Explain PO changes from Step 4 in the space below.

Route the Completed Form: Departments e-mail the completed form as an Excel attachment to Dean's or Divisional offices for approval. Dean's and Divisional offices e-mail approved form as an Excel attachment to purch@bussvc.wisc.edu

Click on the down arrow after clicking in this cell to see the list of reasons provided.

Tracking the Changes:

Once completed, encumbrance management changes will appear in WISDM the following day. Most changes will also be logged as completed in the Requisition Inquiry available through <http://www.bussvc.wisc.edu/purch/purching.html> in the same manner that requisitions can be tracked. (A set of instructions detailing how to track requisitions is available at <http://www.bussvc.wisc.edu/purch/req/TrackingReqs.pdf>). The change will be noted in the Requisition Action Log near the bottom of the screen.

What if I Request a Funding Change After Payments Have Been Made?

Please note that if you request a change to the funding string after partial payments have been made, the PO will have to be modified in the Shared Financial System (SFS) with an 002 extension instead of the original 001 extension. In this case your PO encumbrance and expense data in WISDM will appear under both XXXXXXX001 (for the original information) and XXXXXXX002 (for information after the change) entries where XXXXXXX is the original 7 digit requisition number. Please be sure that you are looking up the data in WISDM using the 7 digit requisition number instead of the full 10 digit PO number. If this has occurred on your PO, it will be noted in Requisition Action Log (as described above in Tracking the Changes) as follows:

Date: 5/30/2008	Action: ENCUMBRANCE MGMNT PO CLOSE AND COPY TO NEW "-00X" PO
Action Date: 5/30/2008	Action By:
Description: AS PER BEN B	

Note: The form will not be able to affect previous transactions, e.g. if a payment was already completed, a non-salary cost transfer (NSCT) must still be completed to transfer funds; however, the form can be used to ensure that future payments are applied correctly.

Contact your Dean or Director's office with questions about using the form or see <http://www.bussvc.wisc.edu/purch/EncMgt/EncMgt.html> for further information.