Changing the Line Item Estimated Price After Activation

When a PO is activated, the estimated price in a line item is encumbered. It is possible to change this price after activation.

- 1. Retrieve the Purchase order
- 2. Note the PO and Line Item Estimated and Encumbered Amounts Before Price Change

Estimated Amount:	\$386.94
Encumbered Amount:	\$386.94
Spent Amount:	\$0.00
Prepayment Required?	No



- 3. Change the estimated price in the line item and reload the page.
 - Unordered List ItemYou will see the total Estimated and Encumbered amounts for the PO the line item change.

Estimated Amount:	\$384.44
Encumbered Amount:	\$384.44
Spent Amount:	\$0.00
Prepayment Required?	No

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• Unordered List ItemIf you check the Debit tab in your fund you will see the entry for that line item listed first with the updated Encumbrance amount. The Origin Amount remains the original price. The Debit Time remains the same.

Summary	Allocations	Transfers	Debits	Tags				
Remove Filters 0 selec								
	Amou	<u>ent</u> <u>Encum</u>	<u>brance</u>		Debit Type	Origin Amour	nt <u>Origin Currency</u>	Debit Time
□ <i>#</i>	15	5.50 Yes			purchase	18.	00 US Dollars	12/2/24, 12:40 PM

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