

MODIFICATION SCENARIOS

Examples of why an IAA may need to be Modified

Proposed solution for IAA process

Assumption: Unbilled expenses is out of scope and should be handled manually by Agencies. Program will not check for unbilled expenses when it checks in below processes.

Deletion: An agreement can be deleted if user decides that agreement is not needed. Deletion is valid for agreement that are not completely approved and no PO/SO has been created in FMMI. Agreement having status R_saved, S_saved or any Reject status can be deleted. Only initiator (PO Processor or SO Program Official) can delete agreement. Approvers cannot delete agreement and needs to reject agreement request in order to send it back to PO processor who then can delete agreement. Since there are no PO/SO created in FMMI, deletion will have no impact on FMMI. Deletion will stop any further processing of agreement. Deleted agreement can be displayed but no changes will be allowed. For phase-1, only PO processor can delete agreement that would mark agreement for deletion.

Deletion process only works on part B. So if there was only one part B then deletion of part B would also delete part A. But if there are more part B for one part A then deletion of part B would delete only that particular part B.

Cancellation: An agreement can be cancelled if both Requesting and Servicing agency decide that they don't need it but agreement approvals has completed and PO/SO created in FMMI. Agreement cancellation can be initiated by PO Program Officials or by SO Program Official. In Phase-1, this will be initiated by PO Finance Office or SO Finance Office. If PO Finance Office cancels agreement, a WF notification is sent to SO Finance Office to confirm and vice-versa. If Finance Office confirms cancellation, program will check in FMMI if open amount on SO is equal to original amount on PO. So if there are AR invoices or credit memos associated with SO then total open amount on SO won't be equal to original PO amount. If this check has passed, agreement will be successfully canceled, marking all lines on PO for deletion and blocking all lines on SO. If check has failed, an error message would be displayed. Please check assumption section on any unbilled expenses

Cancellation process only works on part B. Cancellation start by cancelling part B and if there is only one part B, it would cancel whole agreement i.e. Part A and part B. If whole agreement is cancelled no new amendment to part A or modification to B can be performed. Also no new order (part B) can be added to part A. If there are two or more part B's and one is cancelled, it won't cancel the whole agreement. Part A would be still active and new Order (part B) can be added or other part B's can be modified. If all part B's are cancelled that would cancel whole agreement (part A and part B) and won't allow amendment to part A or modification to part B.

Modification: An agreement can be modified if user wants to change anything on part B (Order). For any change to part B (Order) of form 7600, user has to create a new modification. Requesting agency PO Processor or Servicing agency Program Official can start modification process by selecting agreement number. In phase-1, only PO Processor can start this process. Modification can only be made to part B. For any changes to part A, an amendment needs to be created. PO processor or PO Finance office can modify PO information and when Adobe Form is passed to Servicing agency for approval, SO Finance Office need to adjust SO information based on PO side changes. With modification to part B, on PO side, FMMI accounting elements cannot be changed, a new accounting line can be added or existing amount can be increased or decreased on Adobe Form. Performance Period on part B can be changed but it has to be within part A Agreement Period. If a new line is added in PO, a corresponding line needs to be

added in SO when Adobe Form is passed to Servicing agency for approval. Increase/ Decrease in amount will apply to both SO as well as PO on Adobe Form. Adobe Form will have inbuilt control to check the amounts of PO and SO same, i.e. change to SO amount will not be allowed without corresponding change to PO amount. At end of approval process PO/SO in FMMI would be updated.

- When reducing amount on agreement for any PO line item, program will check if the reduced amount on PO item is greater than consumed amount of all corresponding SO items referring that PO Item. If this check fails, it will display an error message. It will also suggest the minimum amount the PO item can be reduced to. If check passes, program will change the PO and corresponding SO amount in FMMI. There is check that both PO and SO will have same amount and reducing amount in PO would require reducing SO line amount. Please check the assumption section on unbilled expenses.
- When increasing amount on agreement for any PO line item, program will do no additional checks and will go through SAP standard checks to increase amount. There is check that both PO and SO created from agreement will have same amount and increase in PO would require increasing SO line amount.
- When adding new PO line item, will require adding new line in SO and the amount of all new SO lines will be equal to new PO line item.
- When PO line item on agreement is deleted, program will check if the open amount on SO's is equal to original PO amount. That means no FI posting exists on PO and SO. If check passes the PO item would be mark for deletion and SO item will be blocked. If check fails, program will give error message saying PO item cannot be deleted.

Termination: An agreement can be terminated if both Requesting and Servicing agencies decide they don't want to continue with in-progress agreement but there are already FI posting against PO/SO in FMMI. This process would be started by PO Program Officials or by SO Program Official and accepted by other Program Official. In phase-1, this will be done by PO Finance Office or SO Finance Office. Program will check if open amount on SO is equal to open amount on PO to make sure there are no debits and credits that have not yet been collected (on the AR side). If this check has passed, agreement will be terminated, PO items will be marked for deletion and SO items will be blocked in FMMI. This will stop any further transaction postings on PO and SO in FMMI and will de-obligate open amount on PO. Before termination, agencies might have to complete any formal process of notifying other agency. This process is not part of the design.

Termination process only works on part B. Termination starts by terminating part B and if there is only one part B, it would terminate whole agreement i.e. Part A and part B. If whole agreement is terminated no new amendment to part A or modification to B can be performed. Also no new order (part B) can be added to part A. If there are two or more part B's and one is terminated, it won't terminate the whole agreement. Part A would be still active and new Order (part B) can be added or other part B's can be modified. If all part B's are terminated that would terminate whole agreement (part A and part B) and won't allow amendment to part A or modification to part B.

Closure: Closure is not an action performed by User. It is the state of agreement where part A "Agreement Period" end date or part B "Performance Period" end date has reached. Closure of part A or part B has no impact on corresponding PO/SO in FMMI. Financial postings can still be performed on expired agreement.

- When part A, Agreement Period has expired, no new part B can be added. Existing Part B's can be modified to add amount, reduce amount, delete line item or add new line item. But Performance Period cannot be modified. An amendment can be added to closed agreement part A.
- When part B, Performance Period end date has reached, part B can still be modified to add amount, reduce amount, delete line item or add new line item. Change to Performance Period is allowed as long as it is within part A Agreement Period.

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