

Working with Converted Documents

Step 1. How to determine if an award and award line item have been converted

In order to determine whether or not a document was converted from SAP into PRISM the user must:

Determining that an Award was converted:

- The user can verify that an award was converted into PRISM by accessing the document, and reviewing the “Origin” field on the main-general section of the document in order to determine if the document was converted. If the document was converted, the “Origin” field will equal “Conversion”

Determining that an Award LI/ALI was converted:

- Access the document
- Click the items hyperlink on the left hand menu path.
- Review the description of the 1st line item. If the description is “Converted Summary Line” then the document was converted from SAP.
- The user should then click on the “Ship to/Accounting” hyperlink on the lefthand menu
- The user then clicks on the highlighted ship to value (ex. “GSFC”)
- PRISM will then take the user to a new screen which will list all of the ALIs for the “Converted Summary Line” (Line 1 of the award). There should only be one ALI value for this line, and it should read “Converted Summary Line”
- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI’s NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.

Step 2. General Procedures when working with any converted document:

- Access the document
- Review award total and potential amounts to ensure they are correct.
- If the award is a contract, BOA, or IDIQ review opt in/opt out indicator to understand how the contract was converted into PRISM
- If the award is a contract, BOA or IDIQ, the user must determine whether the CLIN has been setup as “Contract Obligates” or TO/DO obligates
- PRISM functionality allows the user to either fully fund or incrementally fund each line item. Under the selected line item sub-menu on the left hand side of the screen the user will see a link for “funding” (Note: this option is not available for a contract line item set to “allow TO/DO’s” and “TO/DO’s obligate”). On this tab, the user can set the line as fully funded (validation will ensure that the LI amount, ship-to amount, and the sum of ALI amounts will all match) or the user can set the line item as incrementally funded which requires that the user fill out the incrementally funded date and incrementally funded amounts for each ALI (validation will only check that the LI amount and the ship-to amount match).
- In PRISM, the LI amount field on the “General” screen represents the Line Item/Contract Line Item value. The ship-to amount represents the sum of all ALIs and must match the LI amount when the fully funded option is chosen for a line item. Each ALI represents committed dollars that have been or are being obligated. In order to change the contract line item value, the PRISM LI amount must be changed – In order to change the contract line item obligations, the PRISM ALIs associated to that line item or associated to the line item on a linked TO/DO LI must be changed.
- The incrementally funded through date on the PRISM LI was automatically populated with the default system date for any converted award that was determined to be incrementally funded in SAP but did not have the funded through date field filled out on the header NASA Data tab in SAP. This was done because PRISM requires a funded through date for any incrementally funded line item
- Certain custom fields (such as Procurement Organization, ADV/ASSIT Service, Security Code, Contract Admin Delegated, Place of Performance Zip plus 4, and whether a contract will generate 1018 Reportable Property) were added to PRISM to capture information for reporting. Since data conversion does not populate these fields, the user will have to fill out all of these fields with the appropriate response once the first award modification is being processed.
- If a converted award was identified as incrementally funded and the SAP funded through date was not filled out, this field (incrementally funded through date in PRISM) was defaulted to the current system date by the conversion program. This date should be reviewed to ensure it is correct or changed to be correct on the first mod.
- Since all existing SAP PO documents (regardless of PO document type, ex. Grant, Cooperative Agreement, Commercial PO, SAP non-OA contracts) were converted as a rolled up summary line, the fee portion of the contract is not broken out in PRISM. In order to appropriately break the open fee obligation information for the contract out, the user will have to determine what portion of the fee has not been obligated.
 - For the portion of the fee that has been included in contract value but not obligated:
 - AT FEE DETERMINATION the user should reduce the converted summary line value in PRISM
 - Create a new PRISM LI for the fee amount that matches the reduced converted summary line value from the previous step
 - Obligate by adding ALI(s) to the new fee line item from the PR AFTER FEE DETERMINATION (Note: for PRISM LIs created that represent contract value not converted, the PRISM LI can contain both cost and fees)

- For the portion of the fee that has been obligated, costed, and/or disbursed; the user will not make any changes, this portion of the fee will remain in the contracts rolled up summary line.
- All ALI's (accounting line items) on an associated line item must have valid accounting streams. This means a new line item cannot have a zero dollar ALI with no accounting.
- On Converted Shared Opt Out contracts when a modification is being performed to add another Center's money/funding to the parent contract, the Buyer must change the "Issuing Office" field at the header level to match the Center/Plant funding the current line item.

Step 3. FPDSNG implications with converted document:

Since PRISM contains a certified interface with FPDSNG certain business scenarios will require that FPDSNG records be manually entered. These include:

- Any converted documents awarded to a foreign vendor.
- Any SAP BPA award from SAP was converted into PRISM as a BOA document type. (BPA awards in SAP that were set up as Outline Agreements with TO/DO Purchase Orders in SAP were converted into PRISM as BOA award types in PRISM. This was done because PRISM does not permit line items on BPA awards.)
- Any document that was awarded in SAP and reported as a different document type to FPDSNG.
- The user should confirm that the FPDSNG record matches the SAP award type information for any Indefinite Delivery Vehicle (IDV). If it does not, the user will have to update FPDSNG manually.

Step 4. Determining the type of modification to be performed against a Converted award in PRISM

The user must determine which of the following award modification scenarios/actions that they are trying to perform:

Scenario 1 – Increase obligations on a converted award from SAP

Scenario 2 – Increase value on a converted award from SAP

Scenario 3 – Deobligate funding on a converted award from SAP (see “Deobligation Modification for Converted Line Item” EUP)

Scenario 4 – Decrease value on a converted award from SAP

Scenario 5 – Increase Value of a Converted Award and Increasing obligation

Scenario 6 – Increasing Value of a Converted Award and decrease obligation

Scenario 7 – Decrease Value of a Converted Award and Increase obligation

Scenario 8 – Decrease Value of a Converted Award and decrease obligation

Scenario 1 – How to increase obligations on a converted award from SAP

Once the PRISM user has determined that an award document they intend to modify has been converted, the PRISM user must determine whether the modification to increase obligation affects a line item that has been converted.

If so, OPT OUT (PO document types from SAP) (incremental funding mod without adding to contract value):

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- PRISM user identifies the converted summary line of the contract that contains open contract value that will be used to add the obligation to.
- Click on the “Items” hyperlink on the left hand menu
- Click on the hyperlink next to the converted summary line
- Click on the “modify” button at the top of the screen
- PRISM user determines the unobligated value of the contract by subtracting the document level value field from the document level “Obligated” field.
- PRISM user then reduces the converted summary line item value by the difference between the document level value field and the document level “Obligated” field. **NOTE: THE PRISM USER MUST NEVER MODIFY THE ALI AMOUNT (OBLIGATED AMOUNT) FOR THE CONVERTED SUMMARY LINE UNLESS FOLLOWING THE CONVERTED DEOBLIGATION EUP.**
- PRISM user returns to the “Items” screen
- Click the “add” button on the item screen.
- PRISM user then creates a new PRISM CLIN that will house the unobligated contract value (it is recommended that the user creates the line with reference to a requisition, this is not required).
- PRISM user then increases the new PRISM CLIN (that was just added) by the amount of contract value the converted summary line was reduced by.
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.

If not, OPT OUT (PO document types from SAP) (adding a new CLIN and new funding that adds to existing contract value but does not obligate open contract value):

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- Click on the “Items” hyperlink on the left hand menu
- Click “add” button on the items screen
- PRISM user creates a new PRISM CLIN that will contain the additional contract value to be added (it is recommended that the user creates the line with reference to a requisition, this is not required).
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.

OPT IN (All contracts that were converted as OPT IN documents existed as properly linked OA documents and PO(s) in SAP and were converted line for line (No rollup summary line). Therefore modifications made to these awards will happen with the same procedures as any new document created and award via PRISM). In order to add obligations to an OPT IN contract, the user must ensure that the

CLIN being modified has the radio button checked that indicates “Contract Obligates” (this screen is on the item level left hand menu and the hyperlink called “Orders”)

CLIN - Contract Obligates (Note: this does not apply to BOA or IDIQ award types since funding orders are not permitted against these award types)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Click on the “Ship to / Accounting” hyperlink on the left hand menu
- Click on the “Ship to” hyperlink for the Line Item
- Adopt PR PLI ALIs as to the contract line item in the “items” submenu for Ship-to accounting (adopting an ALI EUP)

CLIN - TO/DO Obligates

- Utilize the TO/DO number to follow the procedures for **Scenario 1. How to increase obligation on a converted award; OPT OUT (PO document types from SAP)**

Scenario 2 – How to increase value on a converted award from SAP

In order to increase the award value on a converted award from SAP, the PRISM user will need to take the following actions:

OPT OUT (PO document types from SAP)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- Click on the “Items” hyperlink on the left hand menu
- Click “add” button on the items screen
- Click “from requisition” if a PR can be associated to the line, or click “new” if the user doesn’t have a PR to create the new PRISM CLIN from. (Note: It is recommended that the user create new line items using the PRISM option of “From Requisition”; however, this is not required).
- PRISM user creates a new PRISM CLIN that will contain the additional contract value to be added
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.

OPT IN

CLIN – Contract Obligates (Note: this does not apply to BOA or IDIQ award types since funding orders are not permitted against these award types)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Increase the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Increase the “amount” (or “quantity” for supply line items) field

CLIN – TO/DO Obligates

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Increase the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Increase the “amount” (or “quantity” for supply line items) field

Scenario 3 – How to deobligate funding on a converted award from SAP

- Follow steps from “Deobligation Modification for Converted Line Item” EUP
- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI’s NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.

Scenario 4 – How to reduce value on a converted award from SAP

In order to change reduce the value of a converted award below the value that was converted, the PRISM user will have to follow the Manual Update of SAP PO procedure and submit an SR to the IEMP competency center to have a Pgroup temporarily added to the exception table (this will allow a user to manually update the current contract value and potential contract value fields in SAP). A potential example of this scenario would be a contract level novation scenario.

Reducing the scope of a converted award requires that the user:

OPT OUT (PO document types from SAP)

- Access the document in PRISM to be modified.
- Click the “modify” button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- Click on the “Items” hyperlink on the left hand menu
- Select the Converted Summary Line (1st line)
- Reduce the line item amount by the same amount the contract is to be reduced by. **NOTE: THE PRISM USER MUST NEVER MODIFY THE ALI AMOUNT (OBLIGATED AMOUNT) FOR THE CONVERTED SUMMARY LINE UNLESS FOLLOWING THE CONVERTED DEOBLIGATION EUP.**
- Submit.
- Determine the amount that the contract value will be reduced by
- Determine the item number and value of the contract line item(s) to be reduced
- Submit an SR to have a Pgroup temporarily added to the Pgroup exception table (this will allow the NASA data tab contract value and potential contract value fields to be manually changed by an SAP super user)
- Submit form to the SAP super user including contract, contract line item number, and amount that the contract value needs to be reduced by.
- Approve Modification

OPT IN

CLIN – Contract Obligates (Note: this does not apply to BOA or IDIQ award types since funding orders are not permitted against these award types)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Reduce the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Reduce the “amount” (or “quantity” for supply line items) field

CLIN – TO/DO Obligates

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen

- Reduce the CLIN “amount” (of “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Reduce the “amount” (or “quantity” for supply line items) field

Scenario 5 – How to Increase Value of a Converted Award and Increasing obligation

Once the PRISM user has determined that an award document they intend to modify has been converted, the PRISM user must determine whether the modification to increase obligation affects a line item that has been converted.

OPT OUT (PO document types from SAP)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- PRISM user identifies the converted summary line of the contract that contains open contract value that will be used to add the obligation to.
- Click on the “Items” hyperlink on the left hand menu
- Click on the hyperlink next to the converted summary line
- Click on the “add” button at the top of the screen
- PRISM user returns to the “Items” screen
- Click the “add” button on the item screen.
- PRISM user creates a new PRISM CLIN that will contain the additional contract value to be added (it is recommended that the user creates the line with reference to a requisition, this is not required).
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.

OPT IN

CLIN - Contract Obligates (Note: this does not apply to BOA or IDIQ award types since funding orders are not permitted against these award types)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Increase the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Increase the “amount” (or “quantity” for supply line items) field
- Adopt PR PLI ALIs to the contract line item in the “items” submenu for Ship-to accounting (adopting an ALI EUP)

CLIN - TO/DO Obligates

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Increase the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Increase the “amount” (or “quantity” for supply line items) field

- Access the TO/DO document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- Click on the “Items” hyperlink on the left hand menu
- Click “add” button on the items screen
- PRISM user creates a new PRISM CLIN that will contain the matching value and obligation amounts to be added (it is recommended that the user creates the line with reference to a requisition, this is not required).
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.

Scenario 6 – How to Increase Value of a Converted Award and decrease converted obligation

OPT OUT (PO document types from SAP)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- PRISM user identifies the converted summary line of the contract that contains open contract value that will be used to add the obligation to.
- Click on the “Items” hyperlink on the left hand menu
- Click on the hyperlink next to the converted summary line
- Click on the “add” button at the top of the screen
- PRISM user returns to the “Items” screen
- Click the “add” button on the item screen.
- PRISM user creates a new PRISM CLIN that will contain the additional contract value to be added (it is recommended that the user creates the line with reference to a requisition, this is not required).
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.
- Follow steps from “Deobligation Modification for Converted Line Item” EUP (Note: user can not approve the modification in PRISM until the deobligation is completed in SAP)
- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI’s NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.

OPT IN

CLIN - Contract Obligates (Note: this does not apply to BOA or IDIQ award types since funding orders are not permitted against these award types)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Increase the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Increase the “amount” (or “quantity” for supply line items) field
- Follow steps from “Deobligation Modification for Converted Line Item” EUP
- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI’s NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.

CLIN - TO/DO Obligates

- Access the document to be modified
- Click on the modify button at the top of the screen

- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Increase the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Increase the “amount” (or “quantity” for supply line items) field
- Access the TO/DO document to be modified
- Follow steps from “Deobligation Modification for Converted Line Item” EUP
- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI’s NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.

Scenario 7 – How to Decrease Value of a Converted Award and Increase obligation

OPT OUT (PO document types from SAP)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- PRISM user identifies the converted summary line of the contract that contains open contract value that will be used to add the obligation to.
- Click on the “Items” hyperlink on the left hand menu
- Click on the hyperlink next to the converted summary line
- Click on the “modify” button at the top of the screen
- PRISM user determines the unobligated value of the contract by subtracting the document level value field from the document level “Obligated” field.
- PRISM user then reduces the converted summary line item value by the difference between the document level value field and the document level “Obligated” field. **NOTE: THE PRISM USER MUST NEVER MODIFY THE ALI AMOUNT (OBLIGATED AMOUNT) FOR THE CONVERTED SUMMARY LINE UNLESS FOLLOWING THE CONVERTED DEOBLIGATION EUP.**
- PRISM user returns to the “Items” screen
- Click the “add” button on the item screen.
- PRISM user then creates a new PRISM CLIN that will house the unobligated contract value (it is recommended that the user creates the line with reference to a requisition, this is not required).
- PRISM user then increases the new PRISM CLIN to a value less than the amount of contract value the converted summary line was reduced by.
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.

OPT IN

CLIN - Contract Obligates (Note: this does not apply to BOA or IDIQ award types since funding orders are not permitted against these award types)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Reduce the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Reduce the “amount” (or “quantity” for supply line items) field
- Click on the “Ship to” hyperlink for the Line Item
- Adopt PR PLI ALIs as to the contract line item in the “items” submenu for Ship-to accounting (adopting an ALI EUP)

CLIN - TO/DO Obligates

- Access the Contract document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen

- Reduce the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Reduce the “amount” (or “quantity” for supply line items) field
- Access the TO/DO document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- Click on the “Items” hyperlink on the left hand menu
- Click “add” button on the items screen
- Click “from requisition” if a PR can be associated to the line, or click “new” if the user doesn’t have a PR to create the new PRISM CLIN from. (Note: It is recommended that the user create new line items using the PRISM option of “From Requisition”; however, this is not required).
- PRISM user creates a new PRISM CLIN that will contain the additional contract value to be added
- If additional PR ALIs (from a different PR PLI) are needed the PRISM user adopts the additional ALIs to the line item ship to section.

Scenario 8 – How to Decrease Value of a Converted Award and decrease obligation

In order to reduce the value and obligation of a converted award below the value and obligation that was converted, the PRISM user will have to submit an SR to the IEMP competency center to have a prgroup temporarily added to the exception table (this will allow a user to manually update the (current contract value and potential contract value fields in SAP). A potential example of this scenario would be a contract level novation scenario.

Reducing the value and obligation of a converted award requires that the user:

OPT OUT (PO document types from SAP)

- Access the document in PRISM to be modified.
- Determine the amount that the contract value will be reduced by
- Determine the item number and value of the contract line item(s) to be reduced
- Submit an SR to have a Pgroup temporarily added to the Pgroup exception table (this will allow the NASA data tab contract value and potential contract value fields to be manually changed by an SAP super user)
- Submit form to the SAP super user including contract, contract line item number, amount that the contract value needs to be reduced by, and the amount of the obligation that the contract needs to be reduced by. .
- Access the document in PRISM to be modified.
- Click the “modify” button at the top of the screen
- Select the appropriate mod number for the award
- Click submit
- Click on the “Items” hyperlink on the left hand menu
- Select the Converted Summary Line (1st line)
- Reduce the line item amount by the same amount the contract is to be reduced by. **NOTE: THE PRISM USER MUST NEVER MODIFY THE ALI AMOUNT (OBLIGATED AMOUNT) FOR THE CONVERTED SUMMARY LINE UNLESS FOLLOWING THE CONVERTED DEOBLIGATION EUP.**
- Follow steps from “Deobligation Modification for Converted Line Item” EUP
- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI’s NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.

OPT IN

CLIN - Contract Obligates (Note: this does not apply to BOA or IDIQ award types since funding orders are not permitted against these award types)

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the “Items” hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the “modify” button on the items screen
- Reduce the CLIN “amount” (or “quantity” for supply line items) field
- Click on the “Ship-to / Accounting” hyperlink on the left hand menu
- Reduce the “amount” (or “quantity” for supply line items) field
- Follow steps from “Deobligation Modification for Converted Line Item” EUP

- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI's NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.

CLIN - TO/DO Obligates

- Access the document to be modified
- Click on the modify button at the top of the screen
- Select the appropriate mod number for the award
- Click Submit
- Click on the "Items" hyperlink on the left hand menu
- Select the appropriate line item to be modified and click the "modify" button on the items screen
- Reduce the CLIN "amount" (or "quantity" for supply line items) field
- Click on the "Ship-to / Accounting" hyperlink on the left hand menu
- Reduce the "amount" (or "quantity" for supply line items) field
- Access the TO/DO document to be modified
- Follow steps from "Deobligation Modification for Converted Line Item" EUP
- In SAP, if you are a Superuser, you must be sure that the obligation being changed occurred in SAP before September 30, 2006. If the obligation occurred after that date, DO NOT Change that PLI. (Note: the superuser should not change any PLI in SAP whose PRISM data (PRISM Contract, PRISM LI, etc.) fields are filled out on the PLI's NASA Data Tab in SAP. The PRISM data fields being populated is an indication that the interface created the PLI and the PLI should not be touched by the superuser.