This PSP Action Quick Reference Guide provides additional information regarding which PSP Adjustment Action to use, when adjusting the current spending projection associated to a Purchase Order (PO) or set of POs.

The Payment Schedule Projection (PSP) establishes the projected cash impact of purchases at the time of obligation (i.e. when purchase order issued).

A **PSP Method** is used to determine how the projected expenditure of the PO will be recorded across Quarterly Budget Periods (or multiple years for Capital Projects). It provides business rules that support the PSP process which distribute the PO amount across quarters of the KK Financial Plan The PSP Method is **associated with each Purchase Order,** either directly on the PO or indirectly through defaults set for the associated requisition, contract, contract profile, or business unit,

An agency may choose to **Re-Allocate (Re-Alloc), Re-Calculate (Re-Calc), Re-Start (Re-Start), or Re-Plan (Re-Plan)** the current spending projection on a PO or set of POs. When making an adjustment to a PO's spending projection on the **PSP Adjustment** page, an agency must determine which PSP Adjustment Action is most appropriate to use.

The **Re-Alloc** action evenly spreads unspent prior period projection percentages/amounts over remaining periods up through the last allocation period (based on PSP Method configuration). Re-Alloc Action Not Valid for a Source type PSP Method.

The **Re-Calc** action spreads unspent prior period projection percentage allocations for the current and future period on a pro-rata basis using the current PSP Method quarter-by-quarter percentage configuration.

The **Re-Plan** action provides the ability to re-plan unliquidated PO amounts by changing the PSP Method to use a new PSP Method.

If funds are not expended on a PO, specifically, there are no vouchers associated with it, the allocation and projection can be restarted beginning with the current period through the adjustment page with a **Re-Start** action. The Re-Start action in essence moves the starting point of the projection, making it the current period.

Not sure which PSP Adjustment Action your agency should use on a PO? Refer to the sample scenarios included in the table below, for additional context.

Navigation to PSP Adjustment page: Main Menu > Commitment Control > PSP > Processes > PSP Adjustment

PSP Adjustment Action	Sample Scenario for Use	PSP Adjustment Action Explanation
Re-Alloc	An agency has contracted with external Trainers to teach for 100 hours on new software. The agency is using the PSP Method A_1-4_E for the PO, which allocates over 5 quarters at 25%-25%-25%-25%-0%. The software was not in place until the 3rd quarter, therefore the classes could not start until the 3rd quarter. The original plan was to teach 25 hours per quarter for the fiscal year. A PO was issued to pay out 100 hrs at 25% each quarter for 4 quarters. Now the	The agency would use a Re-Alloc so they can re-allocate the spending on the PO for the next 3 quarters evenly, without changing the PSP Method.

PSP Adjustment Action	Sample Scenario for Use	PSP Adjustment Action Explanation
	agency has 3 quarters left and the Trainers are planning on teaching 33 hours per quarter.	
Re-Calc	An agency has Programmers that are contracted to program for 100 hours on new software. The agency is using the PSP Method A_1-4_E for the PO, which allocates over 5 quarters at 25%-25%-25%-25%-0%. The software was not in place until the 3rd quarter, therefore the Programmers cannot program until the 3rd quarter. The original plan was to program 25 hours per quarter for the fiscal year. A PO was issued to pay out for the 100 hours, 25% each quarter, for 4 quarters. The initial project timeline end date is unchanged and they are planning on programming 50 hours per quarter over the next 2 quarters.	The agency would use a Re-Calc so they can re-allocate the spending on the PO for the next 2 quarters based on the remaining periods with percentages, without changing the PSP Method.
Re-Start	An agency has a project that requires 3 consultants to start in Q1. The agency issued a PO for $50,000 and is using the PSP Method A_1-4_E for the PO, which allocates over 5 quarters at 25%-25%-25%-25%-0%. The project the consultants were supposed to work on was delayed as was the project end date and the consultants didn't start until the second quarter (the current quarter).	The agency would use a Re-Start so they can re-start the spending on the PO for the next 4 quarters starting with the current quarter the agency is in. The agency still needs the consultants for 4 quarters and still wants the same PSP Method. The agency hasn't spent anything on the PO, therefore there are no liquidations.
Re-Plan	An agency purchased chairs for all employees in their new building. The PO is set up to pay out in the first quarter. The S_PO60 PSP Method was selected. The first quarter is over and the PO was only partially delivered, with significant backorders. It is now the Second Quarter and it is clear that the vendor will be delivering the chairs over a longer time period.	The agency would use a Re-Plan so they can change the PSP Method to A_1-4_E to recognize the change in expected spending relating to the PO. In this case whereas the vendor was supposed to deliver a single shipment, due to supply issues they would deliver more evenly spread over a much longer period of time.

Not sure which PSP Method your agency should use? Please refer to the **Agency PSP Method Guide** on SFS Secure for the complete list and definitions of Agency PSP Methods.

Navigation to Agency PSP Method Guide: SFS Secure > EE1 > Budget/KK > Right hand side of page under the Resources box > click Agency PSP Method Guide.