



Invalid SID 21118

DOTPC_W10_INVALID_SID_21118

Introduction

Description and Purpose

Use this query to quickly identify Project Expense Distributions (ACT/PAY/GLE) coded against Advanced Construction SID (21118). Report output includes coding information. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found".

Results indicate a Purchase Order or AP Voucher was created with the Class/SID of 21118. Class/SID 21118 is to be used for Advanced Construction and is NOT to be transacted against. If results are displayed, refer to the following pages for corrective actions.

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PO Not Received (N): Pending Approval Status – Never Has Been Dispatched

For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:

1. Navigate to Purchasing > Procurement Contracts > Add/update Contract.
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .

Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

SetID: = 

Contract ID: begins with

Contract Process Option: =

Short Vendor Name: begins with 

Master Contract ID: begins with 

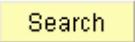
Correct History

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.

6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
8. Click the **Find an Existing Value** tab.
9. Enter the PO number in the **PO ID** field and click .

The Purchase Order is displayed.

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Business Unit: = DOTM1 

PO ID: begins with 0000022922

Purchase Order Date: = 

PO Status: = 

Short Vendor Name: begins with 

Vendor ID: begins with 

Vendor Name: begins with

Buyer: begins with 

Buyer Name: begins with 

PO Type: = 

Purchase Order Reference: begins with

Hold From Further Processing

Case Sensitive

Search
Clear
Basic Search  Save Search Criteria

10. Click the Line's Schedule  icon.

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status			
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active			
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active			

- Click **View All** to see all your lines at once.

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007			1460000006	1.0000		USD	Closed

All PO lines are displayed.

Lines 1 & 2

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

- Click on the line's Distributions/ChartFields icon.

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007			1460000006	1.0000		USD	Closed

- Make the necessary changes to the ChartField Distribution for the appropriate line.

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
NONPC	DOT01702704				
DOTM1	DOT01702704CN	SF0000	SF117		

- Click **Refresh** to ensure that new information will be processed. Validated fields with incorrect information will appear in Red. If necessary, make corrections.
- Click **OK** to return to the Line Schedules.

- 16. Repeat for additional lines requiring correction.
- 17. Click the [Return to Main Page](#) link.

Return to Main Page

Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1,654.50 USD

Schedules Customize | Find | View All First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2,200.40 USD

Schedules Customize | Find | View All First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

- 18. Click  Save.

The Approvals will follow workflow as determined by Dept. Origin. No additional action is required.

PO Line Partially Received (P):

For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:

1. Navigate to **Purchasing > Procurement Contracts > Add/update Contract.**
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .

Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

SetID: = 

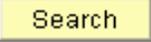
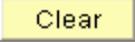
Contract ID: begins with

Contract Process Option: =

Short Vendor Name: begins with 

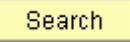
Master Contract ID: begins with 

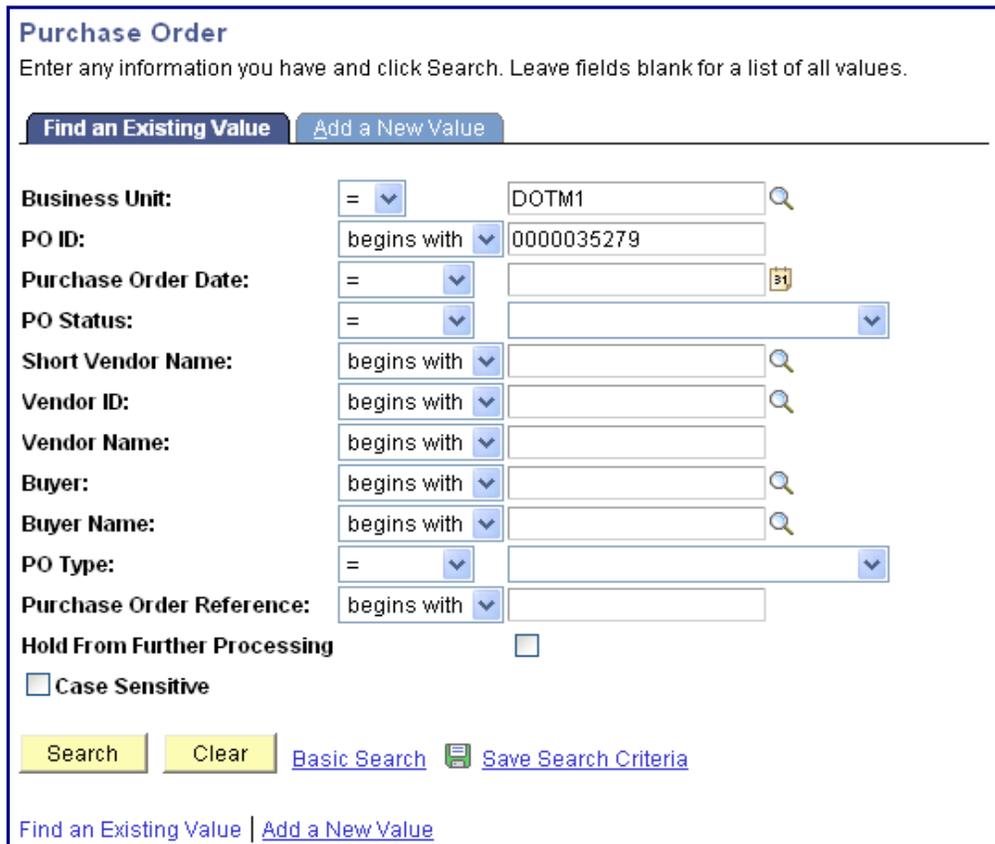
Correct History

  [Basic Search](#)  [Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. If the contract line has already been received on, then another contract line needs to be added so that the contract line and PO Chartfield distribution line will be identical. Contact the Contract Creator to have them add another contract line with its new Chartfield distribution coding. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
8. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
9. Click the **Find an Existing Value** tab.
10. Enter the PO number in the **PO ID** field and click .



Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Business Unit: = 

PO ID: begins with

Purchase Order Date: = 

PO Status: =

Short Vendor Name: begins with 

Vendor ID: begins with 

Vendor Name: begins with

Buyer: begins with 

Buyer Name: begins with 

PO Type: =

Purchase Order Reference: begins with

Hold From Further Processing

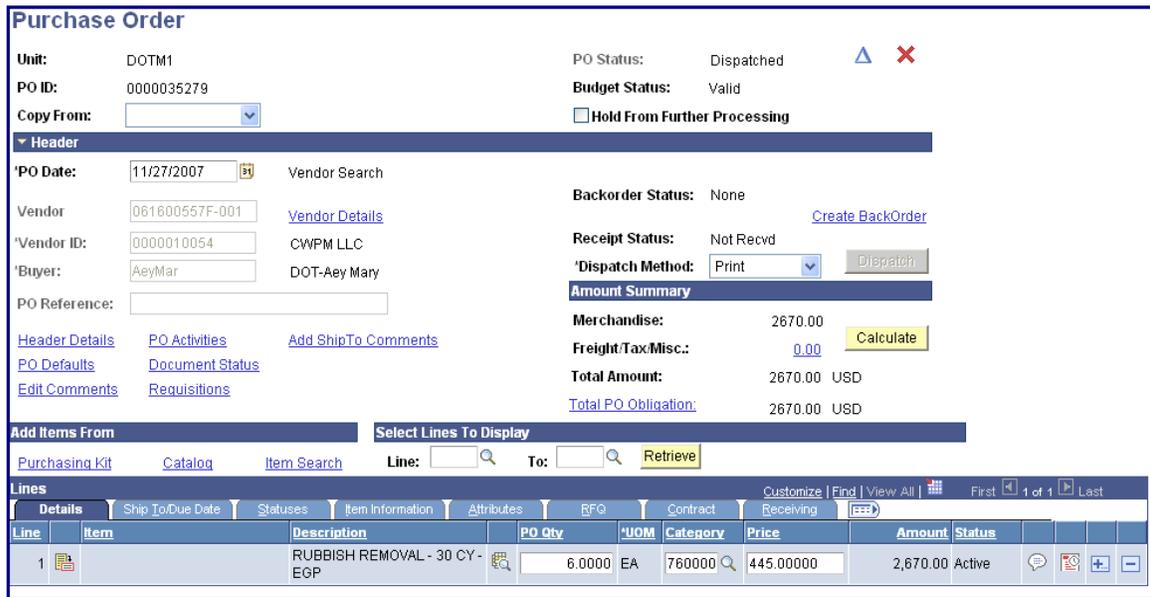
Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Purchase Order is displayed.

11. Click the Change Order  icon.



Purchase Order

Unit: DOTM1 PO Status: Dispatched  

PO ID: 0000035279 Budget Status: Valid

Copy From:

Hold From Further Processing

Header

*PO Date: 11/27/2007 Vendor Search

Vendor: 061600557F-001 [Vendor Details](#)

*Vendor ID: 0000010054 CWPM LLC

*Buyer: AeyMar DOT-Aey Mary

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print

Amount Summary

Merchandise: 2670.00

Freight/Tax/Misc.: 0.00

Total Amount: 2670.00 USD

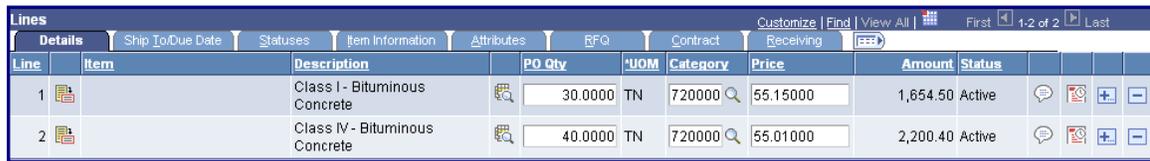
Total PO Obligation: 2670.00 USD

Add Items From Select Lines To Display

Purchasing Kit Catalog Item Search Line: To:

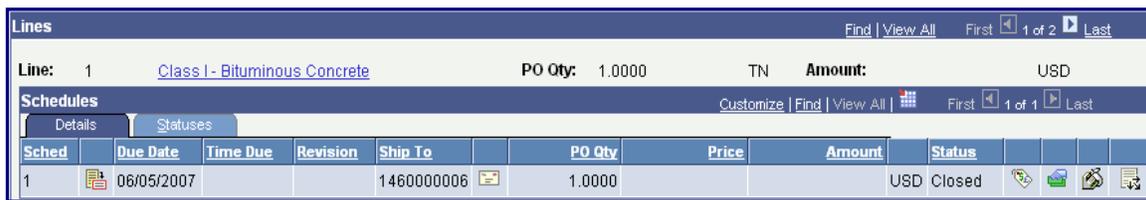
Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		RUBBISH REMOVAL - 30 CY - EGP	6.0000	EA	760000	445.00000	2,670.00	Active

12. Click the Line's Schedule  icon



Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active

13. Click  to see all your lines at once.



Line: 1 [Class I - Bituminous Concrete](#) PO Qty: 1.0000 TN Amount: USD

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007			1460000006	1.0000		USD	Closed

All PO lines are displayed.

Lines 1 & 2



Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

- Click on the line's Distributions/ChartFields  icon.

Lines										
Find View All First 1 of 2 Last										
Line:	1	Class I - Bituminous Concrete		PO Qty:	1.0000	TN	Amount:	USD		
Schedules										
Customize Find View All First 1 of 1 Last										
Details Statuses										
Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status		
1	06/05/2007			1460000006	1.0000			USD Closed		

- Go into the Chartfield distribution line which needs correction and has been previously received. Drop the balance down to equal the amount/quantity you have already received. Don't change the Chartfield distribution coding. It needs to be corrected by the Budget Unit. A separate email needs to be sent to correct this line via an SSJ.

- Add a new line for the remaining amount still not received. Enter the correct Chartfield distribution coding that should have been used for each line.

(If you had incorrectly started this PO as a quantity based PO, you will now have to start a new PO for the remaining balance as an amount based PO.)

- Click **Refresh** to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.

- Click **OK** to return to the Line Schedules.

- Repeat for additional lines requiring correction.

- Click the [Return to Main Page](#) link to go back to the main page of your PO.

Return to Main Page										
Lines										
Find View All First 1-2 of 2 Last										
Line:	1	Item:	Class I - Bituminous Concrete		PO Qty:	30.0000	TN	Amount:	1,654.50 USD	
Schedules										
Customize Find View All First 1 of 1 Last										
Details Statuses Shipment Matching Receiving Freight RTV										
Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active				
Line:	2	Item:	Class IV - Bituminous Concrete		PO Qty:	40.0000	TN	Amount:	2,200.40 USD	
Schedules										
Customize Find View All First 1 of 1 Last										
Details Statuses Shipment Matching Receiving Freight RTV										
Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active				

21. Click [Edit Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyyyy.) Click **Send to Vendor** to notify the vendor of the reason for the change order.

PO ID: 0000035279	Budget Status: Valid
Copy From: <input type="text"/>	<input type="checkbox"/> Hold From Further Processing
Header	
'PO Date: 11/27/2007 <input type="text"/> Vendor Search	Backorder Status: None Create BackOrder
Vendor: 061600557F-001 Vendor Details	Receipt Status: Not Recvd Dispatch
'Vendor ID: 0000010054 CWPM LLC	'Dispatch Method: Print <input type="text"/> Dispatch
'Buyer: AeyMar DOT-Aey Mary	Amount Summary
PO Reference: <input type="text"/>	Merchandise: 2670.00
Header Details PO Activities Add ShipTo Comments	Freight/Tax/Misc.: 0.00 Calculate
PO Defaults Document Status	Total Amount: 2670.00 USD
Edit Comments Requisitions	
Comments Find View All First 1 of 1 Last	Comment Status: Active Inactivate +
Copy Standard Comments	

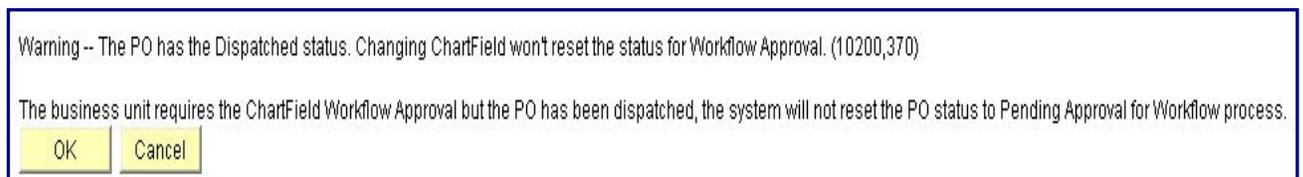
22. Click .

23. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyyyy.) Click **Send to Vendor** to notify the vendor of the reason for the change order.

Unit: DOTM1	PO Status: Dispatched <input type="button" value="▲"/> <input type="button" value="✖"/>
PO ID: 0000042571	Budget Status: Valid
Copy From: <input type="text"/>	<input type="checkbox"/> Hold From Further Processing
Header	
'PO Date: 04/09/2008 <input type="text"/> Vendor Search	Backorder Status: None Create BackOrder
Vendor: 320147173F-001 Vendor Details	Receipt Status: Not Recvd Dispatch
'Vendor ID: 0000099130 EXECUTIVE LUBE LLC	'Dispatch Method: Email <input type="text"/> Dispatch
'Buyer: GarlandPau DOT-Garland Paul	Amount Summary
PO Reference: <input type="text"/>	Merchandise: 44.60
Header Details PO Activities Add ShipTo Comments	Freight/Tax/Misc.: 0.00 Calculate
PO Defaults Document Status	Total Amount: 44.60 USD
Add Comments Requisitions	Total PO Obligation: 44.60 USD

24. Click .

25. Click . The following message will appear:



26. Click .

Notify the appropriate approvers.

27. To correct expenditures associated with the PO that was incorrectly coded, users should provide the following information to their Budget Coordinator, who will submit an expenditure correction request to the Budget Unit:

- PO number
- Vendor Name
- Voucher Number(s)
- Incorrect Coding
- Correct Coding
- Dollar amount

PO Fully Received (R) and Closed:

1. Purchase Orders that are fully received cannot be changed, however, the expenditures associated with the Purchase Order must be corrected. Users should provide the following information to their budget coordinator, who will submit an expenditure correction request to the Budget Unit:

- PO number
- Vendor Name
- Voucher Number(s)
- Incorrect Coding
- Correct Coding
- Dollar amount

AP Vouchers

1. Review the “Accounting Entries” and verify that SID 21118 was used to record the expenditure.
2. Determine if the voucher was processed in the current fiscal year or a prior fiscal year.
 - Current fiscal year requires an AP Journal Voucher entry
 - Prior fiscal year requires an SSJ (use the APC Analysis Type for project related lines.).
3. Process the correction document as required.
4. Determine what process is used to split cost to Federal and State.
 - FATE (100% goes to 22108)
 - Public Transportation & Other (Manual split, confirm % with the unit head)