Corrective Action

PO Activity/Fund Incorrect

DOTPO_W02_ACTVTY_FUND_MISMTCH

Introduction:

Description and Purpose:

Use this query to identify Purchase Order distributions where Activity is either NI or NF but it is not coded to State funding SIDs 13033 or 12001. Report output includes PO number, line number, vendor ID and coding information. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found". If results are displayed, please refer to the following pages for corrective actions.

PO Not Received (N): Pending Approval Status – Never Has Been Dispatched 2
PO In Dispatch and Valid Status: 6
PO Line Partially Received (P): 12
PO Fully Received (R) and Closed: 18

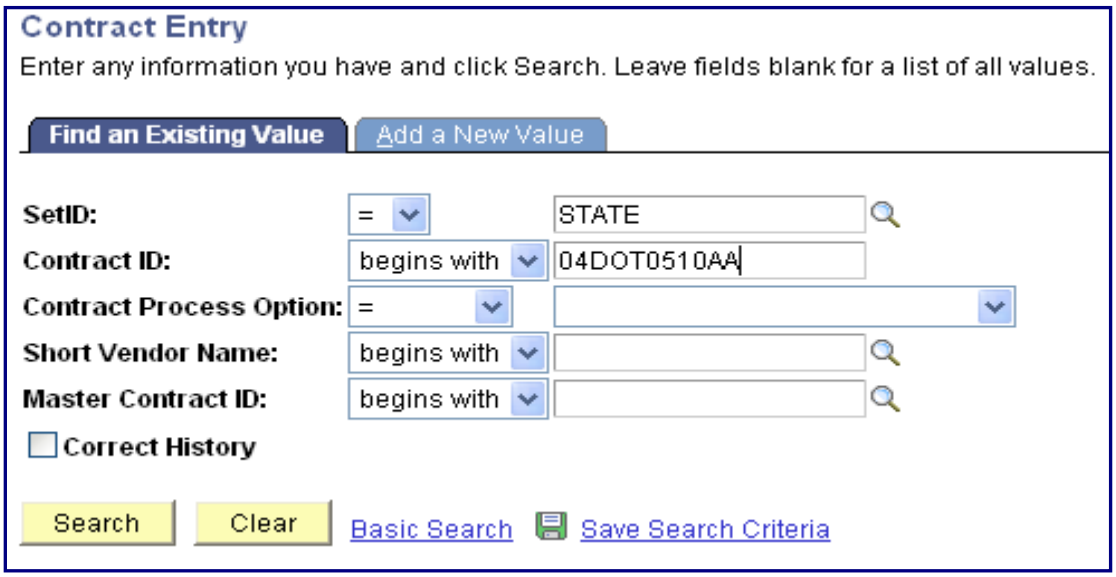
PO Not Received (N): Pending Approval Status – Never Has Been Dispatched

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:

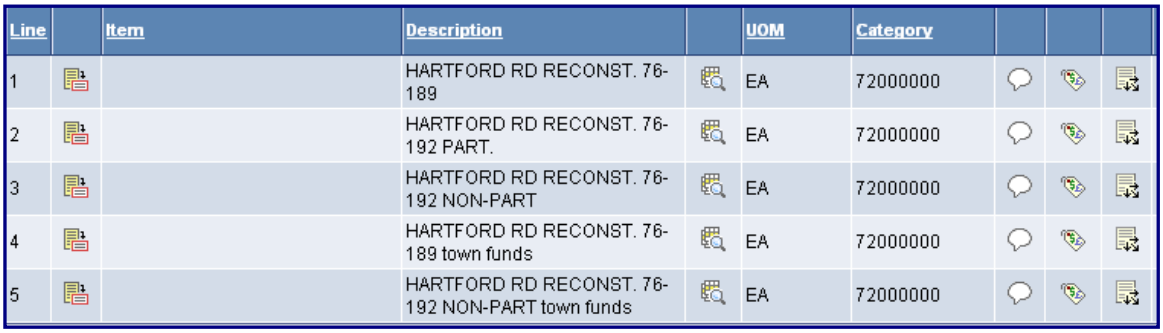
1. Navigate to Purchasing > Procurement Contracts > Add/update Contract.

2. Click the **Find Existing Value** tab.

3. Enter the contract number in the **Contract ID** field and click Search.



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			

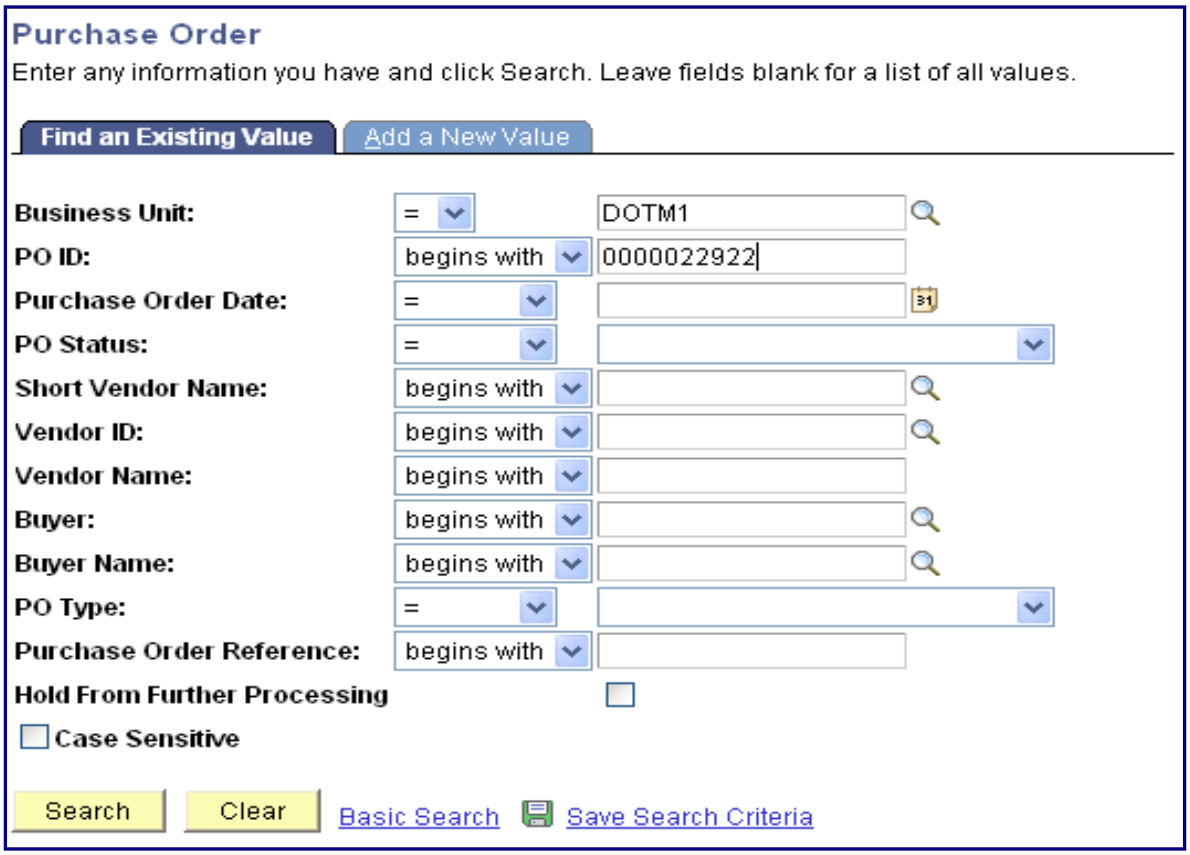
5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.

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**.

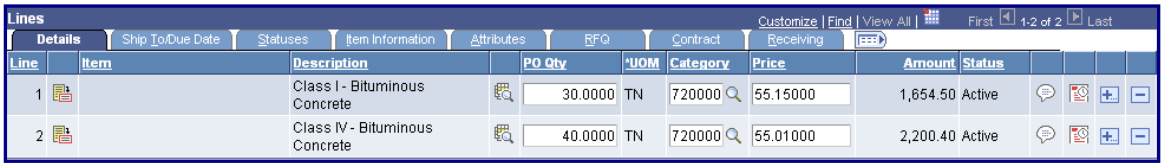
8. Click the **Find an Existing** Value tab.

9. Enter the PO number in the **PO ID** field and click Search.

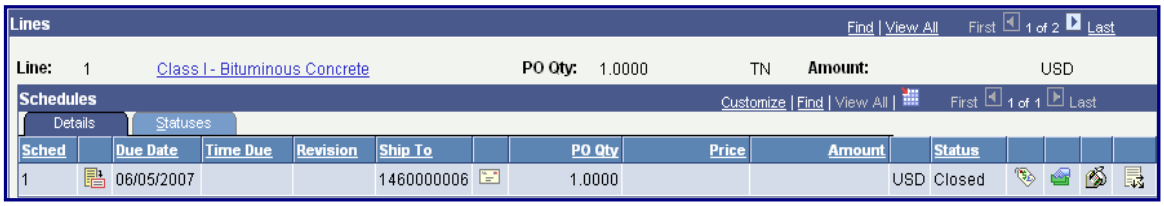


The Purchase Order is displayed.

10. Click the Line's Schedule icon.

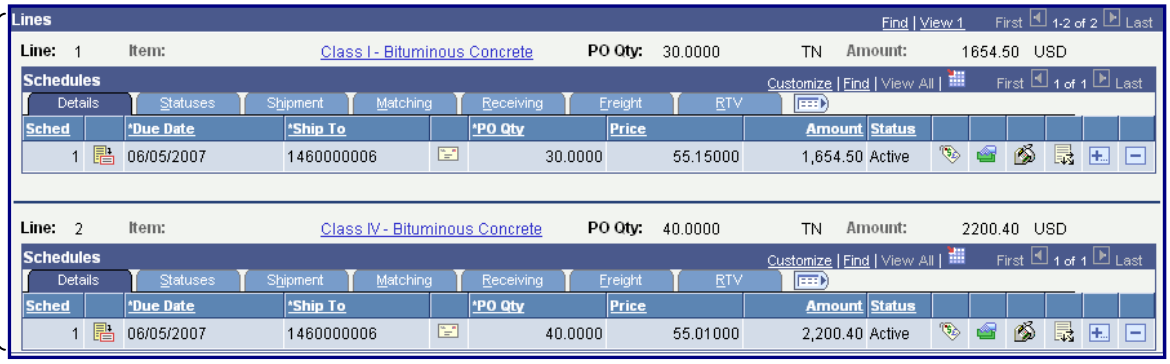


11. Click View All to see all your lines at once.

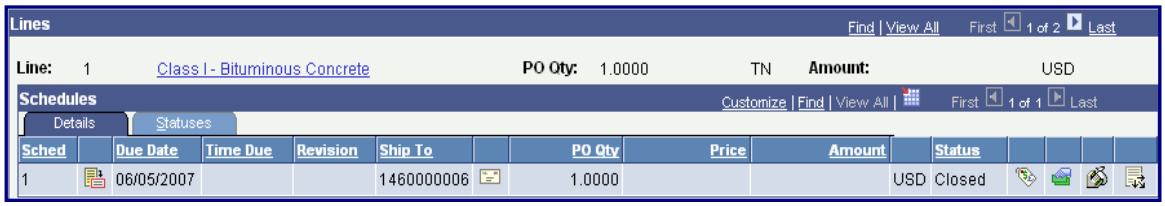


All PO lines are displayed.

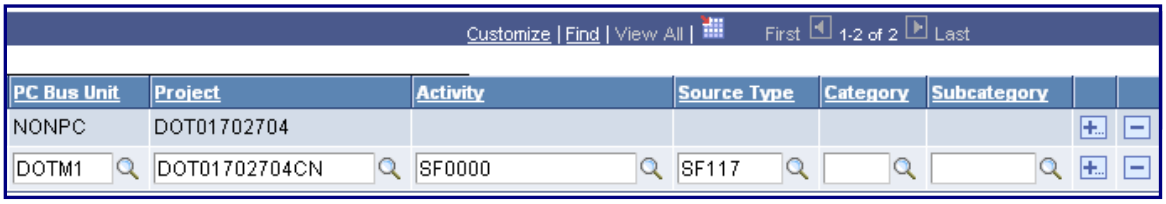
Lines 1 & 2



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



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

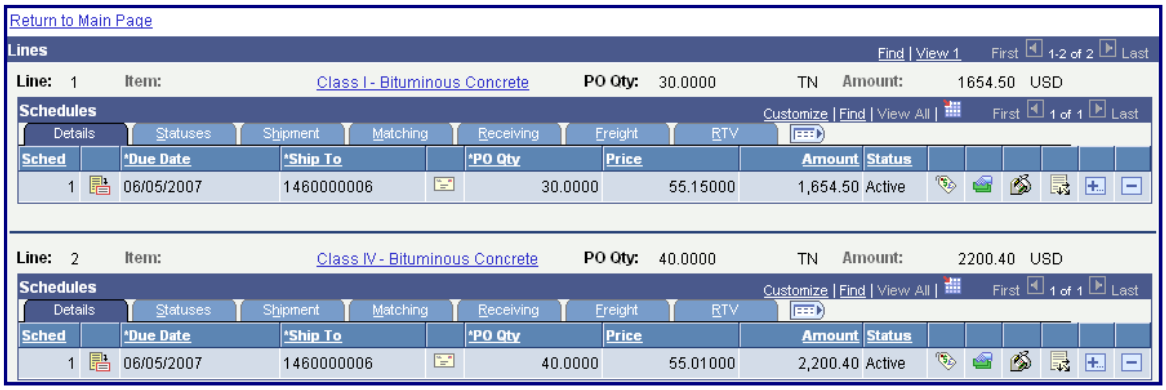


14. Click Refresh to ensure that new information will be processed. Validated fields with incorrect information will appear in Red. If necessary, make corrections.

15. Click OK to return to the Line Schedules.

16. Repeat for additional lines requiring correction.

17. Click the Return to Main Page link.



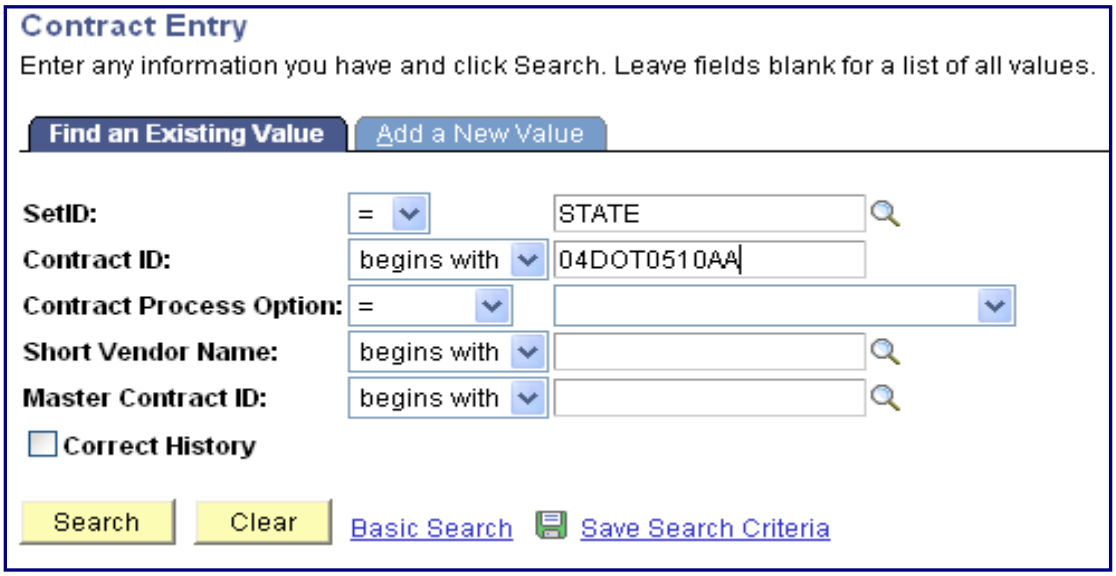
18. Click Save.

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

PO In Dispatch and Valid Status:

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 Search.



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.

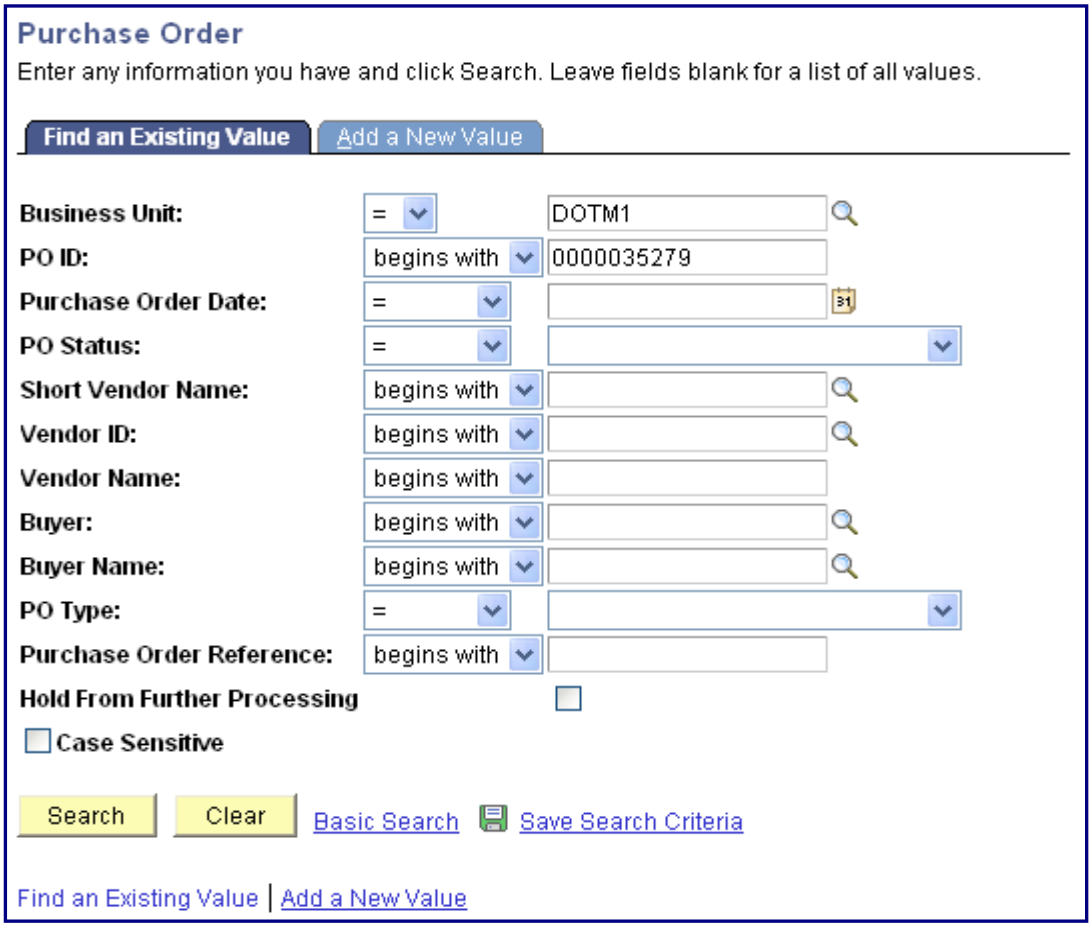
6. If the contract line has not been received on, then have the Contract Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.

7. If the contract line has already been received on from any previous POs and the new change does not match the old contract line, then another contract line needs to be added so that the contract line and PO Chartfield distribution line are 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**.

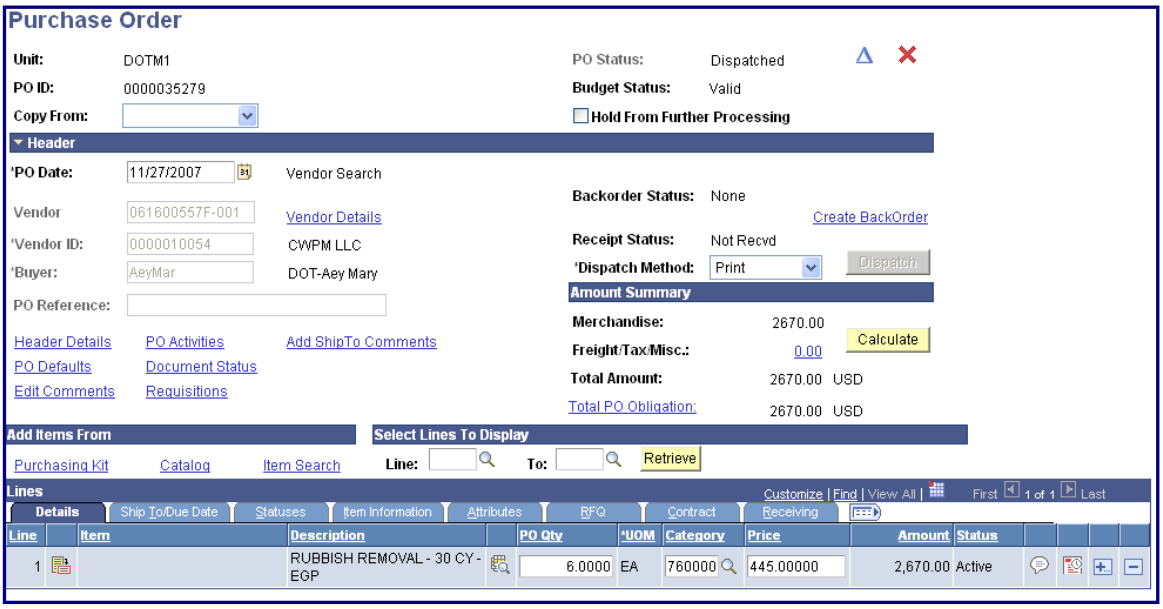
9. Click the **Find an Existing** Value tab.

10. Enter the PO number in the **PO ID** field and click Search.

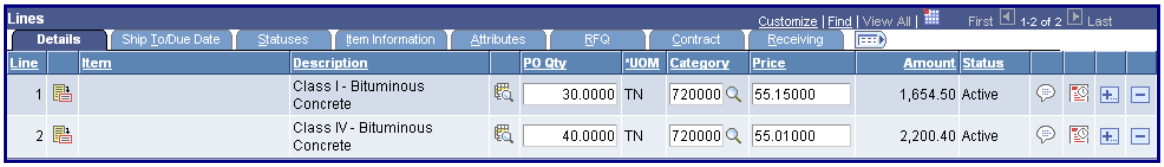


The Purchase Order is displayed.

11. Click the Change Order icon.



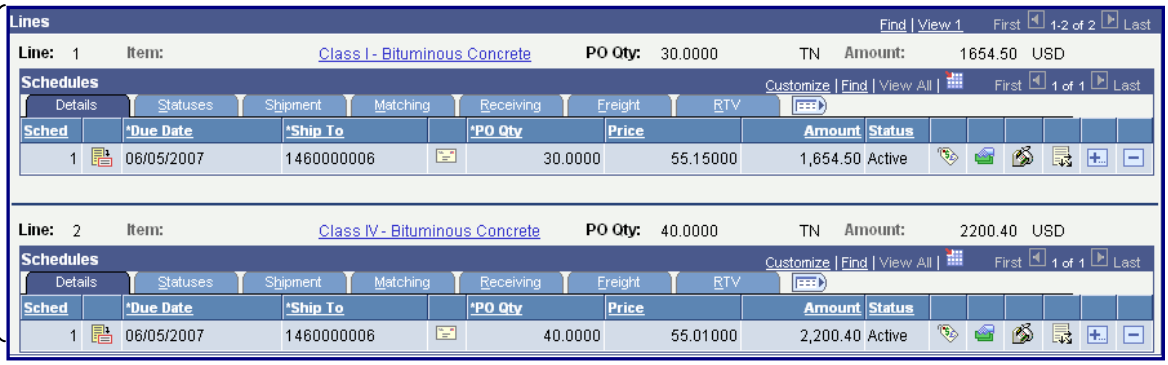
12. Click the Lines' Schedule icon.



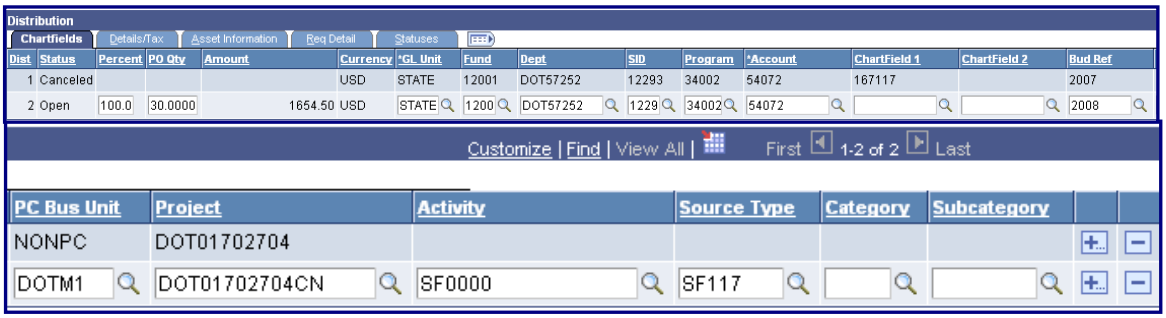
13. Click View All to see all your lines at once.

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

Lines 1 & 2



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

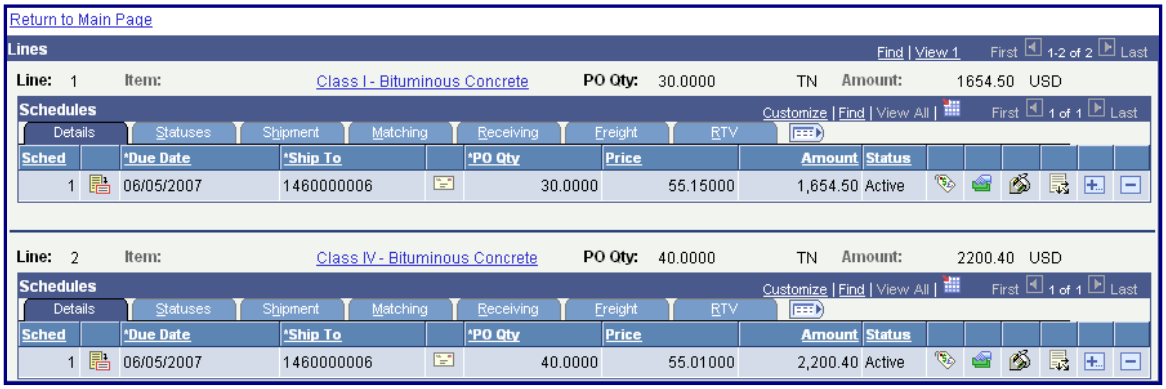


16. Click Refresh to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.

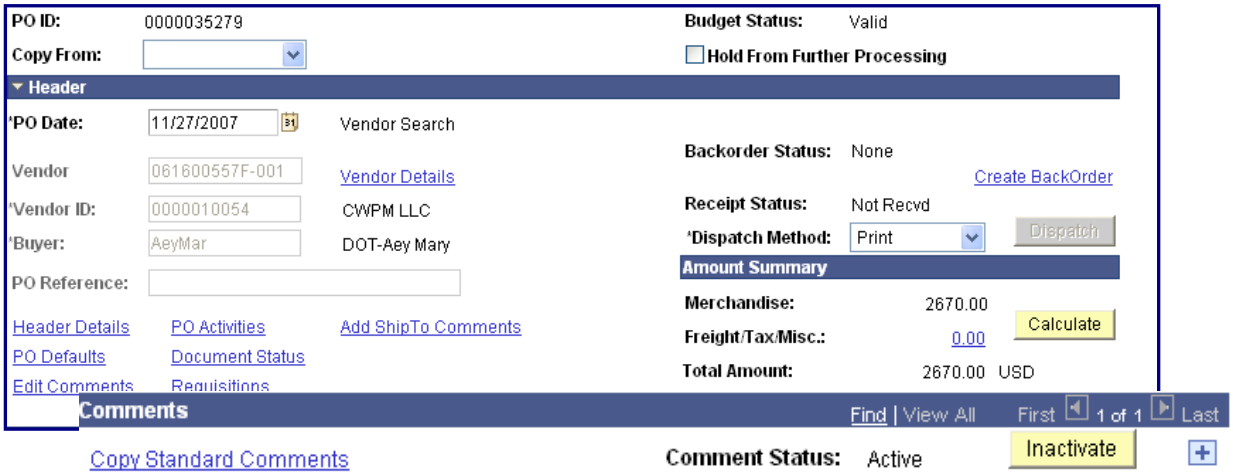
17. Click OK to return to the Line Schedules.

18. Repeat for additional lines requiring correction.

19. Click the Return to Main Page link to go back to the main page of your PO.



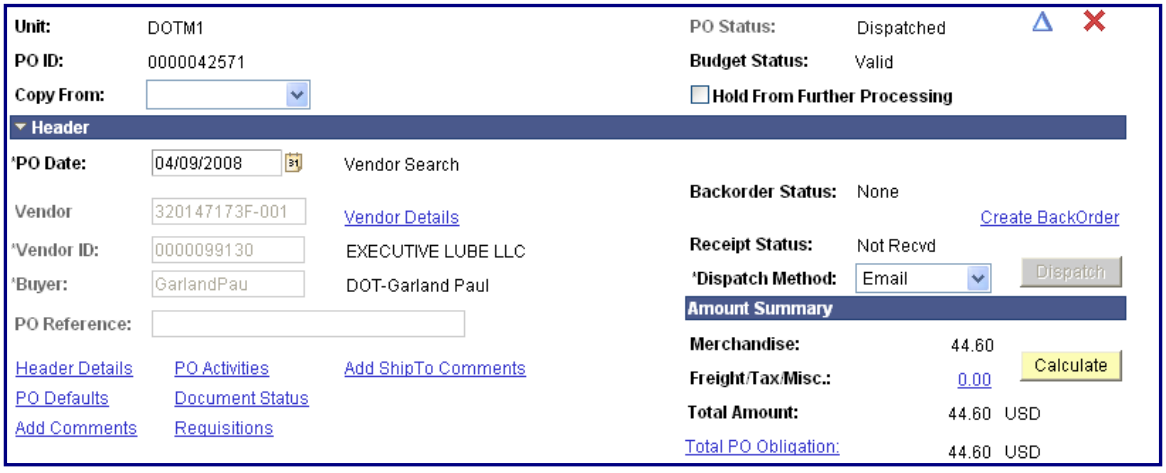
20. Click Edit Comments to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was …. on line xx ….. corrected on xx/xx/xxxx, by yyyy yyyyy.) Click Send to Vendor to notify the vendor of the reason for the change order.



21. Click OK.

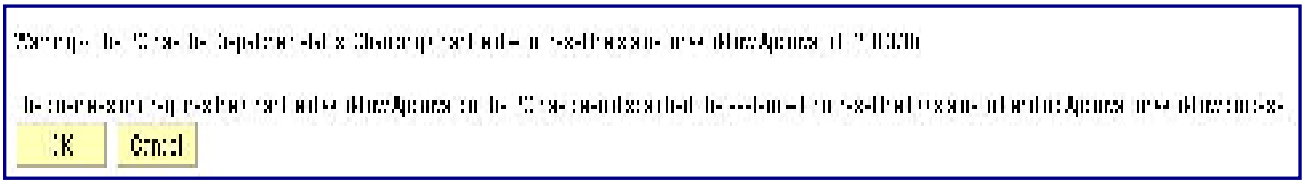
OR

22. 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 yyyyy.) Click Send to Vendor to notify the vendor of the reason for the change order.



23. Click OK.

24. Click Save. The following message will appear:



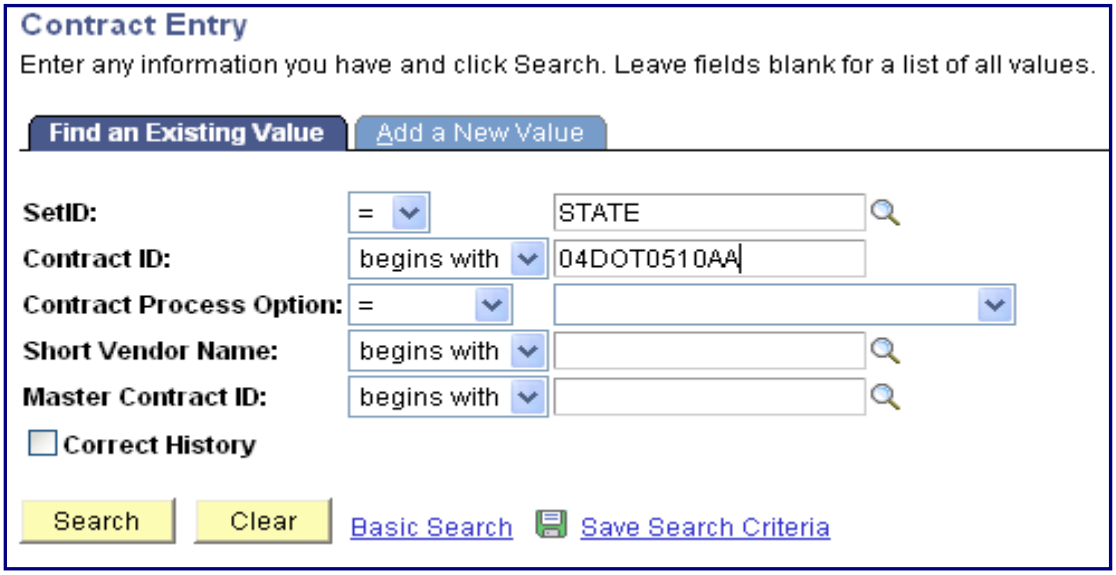
25. Click OK.

Notify the appropriate approvers.

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 Search.



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			
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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.

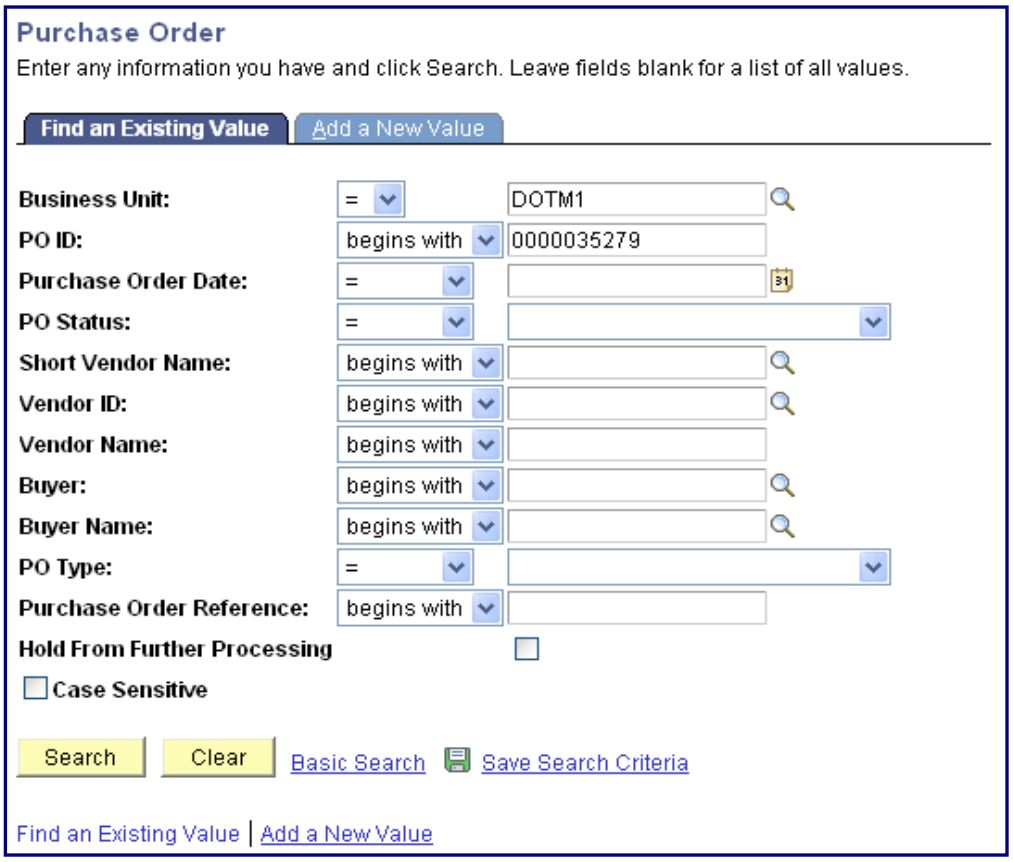
6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.

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**.

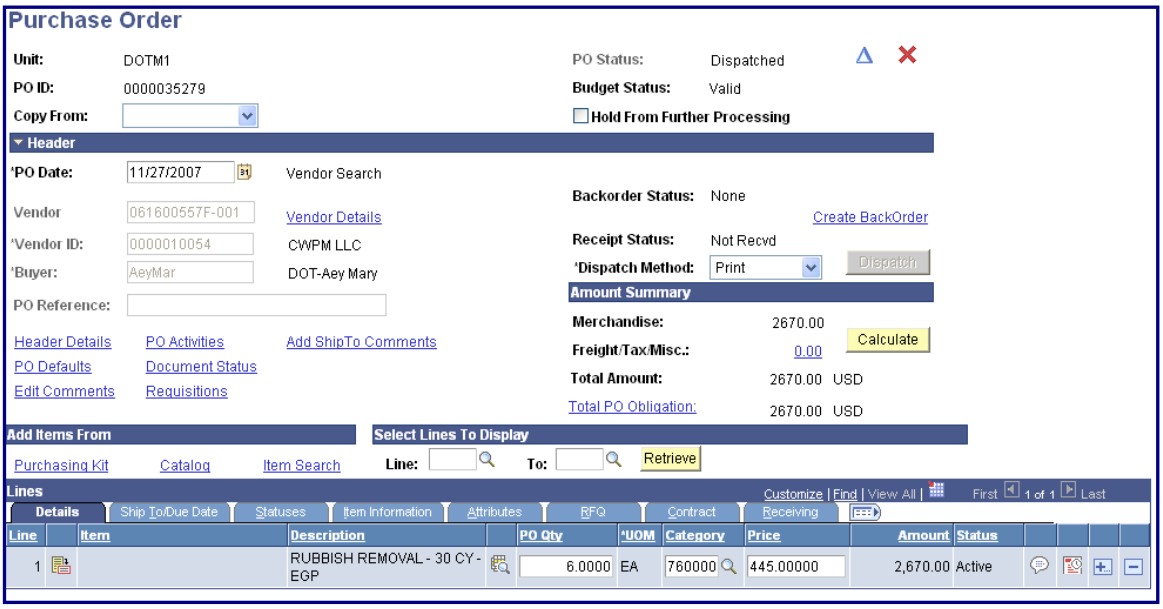
9. Click the **Find an Existing** Value tab.

10. Enter the PO number in the **PO ID** field and click Search.

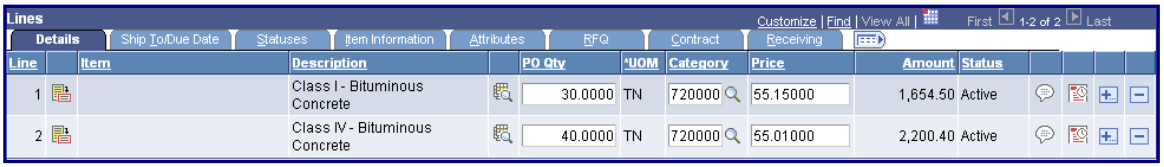


The Purchase Order is displayed.

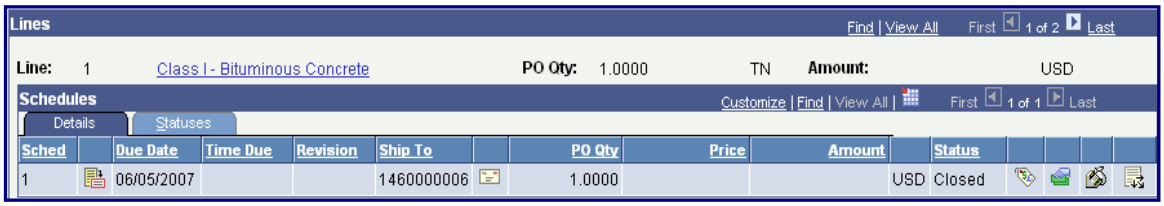
11. Click the Change Order icon.



12. Click the Line's Schedule icon

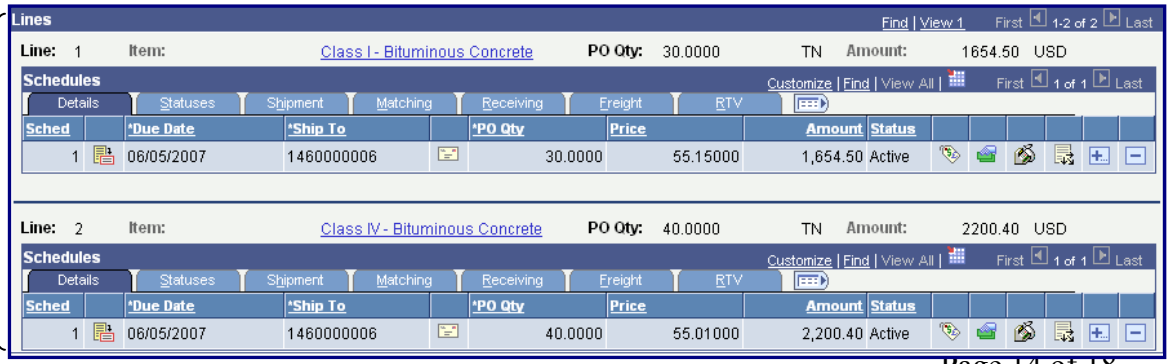


13. Click View All to see all your lines at once.

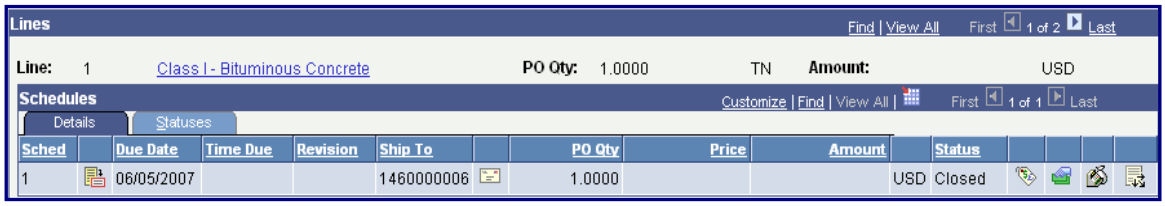


All PO lines are displayed.

Lines 1 & 2



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



15. 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.

16. 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.

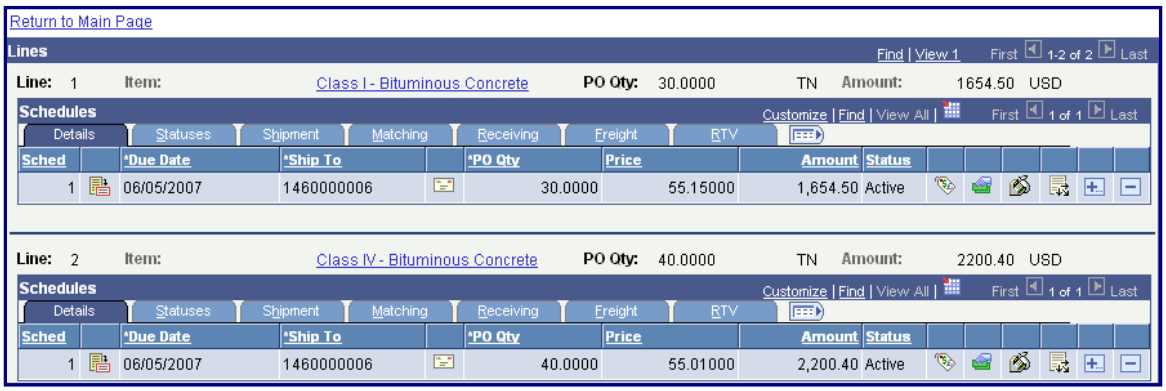
(If you had incorrectly started this PO as a quantity based PO, you will now have to start a new PO for the remaining balance as an amount based PO.)

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

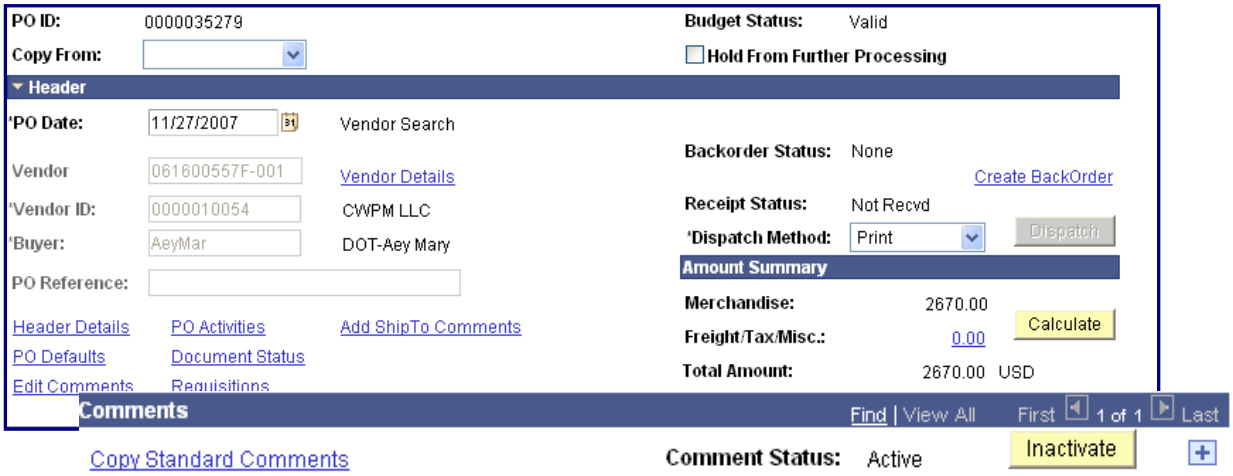
18. Click OK to return to the Line Schedules.

19. Repeat for additional lines requiring correction.

20. Click the Return to Main Page link to go back to the main page of your PO.



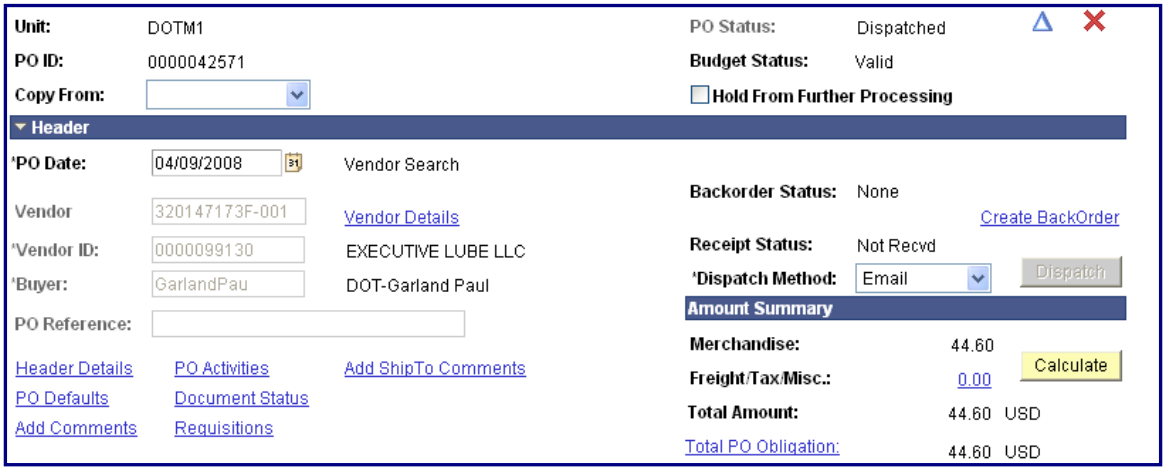
21. Click Edit Comments to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was …. on line xx ….. corrected on xx/xx/xxxx, by yyyy yyyyy.) Click Send to Vendor to notify the vendor of the reason for the change order.



22. Click OK.

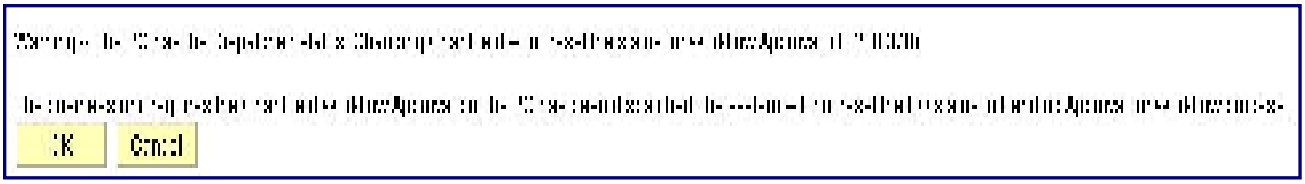
OR

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 yyyyy.) Click Send to Vendor to notify the vendor of the reason for the change order.



24. Click OK.

25. Click Save. The following message will appear:



26. Click OK.

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 Budge Unit:

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