



Corrective Action



Invalid FHWA Project PO

DOTPO_W08_INVALID_PROJ_ON_DISTRB

Introduction:

Description and Purpose:

This query will list all Purchase Order that have multiple Projects on same line. 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):	13
PO Fully Received (R) and Closed:.....	19

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: = 

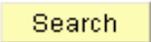
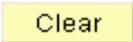
Contract ID: begins with

Contract Process Option: =

Short Vendor Name: begins with 

Master Contract ID: begins with 

Correct History

  [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 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. 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: = 

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 

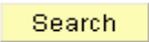
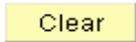
Buyer Name: begins with 

PO Type: =

Purchase Order Reference: begins with

Hold From Further Processing

Case Sensitive

  [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  to see all your lines at once.

Lines										
Line: 1		Class I - Bituminous Concrete			PO Qty: 1.0000		TN		Amount: USD	
Schedules										
Details		Statuses								
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

Lines										
Line: 1		Item: Class I - Bituminous Concrete			PO Qty: 30.0000		TN		Amount: 1654.50 USD	
Schedules										
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: 2200.40 USD	
Schedules										
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				

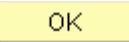
- Click on the line's Distributions/ChartFields  icon.

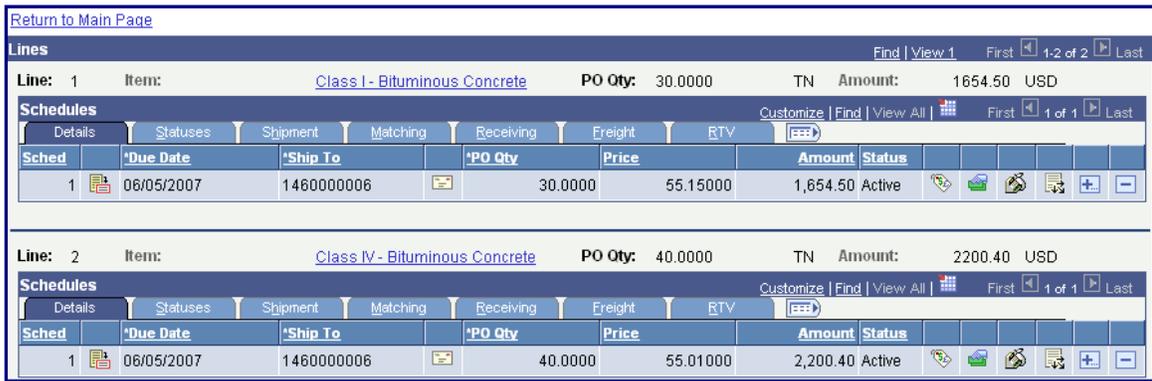
Lines										
Line: 1		Class I - Bituminous Concrete			PO Qty: 1.0000		TN		Amount: USD	
Schedules										
Details		Statuses								
Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status		
1	06/05/2007			1460000006	1.0000			USD Closed		

Customize Find View All										
PC Bus Unit	Project	Activity	Source Type	Category	Subcategory					
NONPC	DOT01702704									
DOTM1	DOT01702704CN	SF0000	SF117							

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

Invalid FHWA Project PO

14. Click  to ensure that new information will be processed. Validated fields with incorrect information will appear in Red. If necessary, make corrections.
15. Click  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: 1654.50 USD

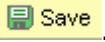
Schedules Customize | Find | View All First 1 of 1 Last

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: 2200.40 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 .

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 .

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: = 

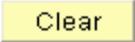
Contract ID: begins with

Contract Process Option: =

Short Vendor Name: begins with 

Master Contract ID: begins with 

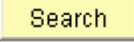
Correct History

  [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 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 .

Purchase Order

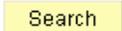
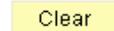
Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Business Unit:	=	▼	DOTM1	
PO ID:	begins with	▼	0000035279	
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

  [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:

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

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

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

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 Lines' Schedule  icon.

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

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.

Lines 1 & 2

Invalid FHWA Project PO

Lines																													
Line: 1		Item: Class I - Bituminous Concrete			PO Qty: 30.0000	TN	Amount: 1654.50 USD																						
Schedules																													
<table border="1"> <thead> <tr> <th>Sched</th> <th>*Due Date</th> <th>*Ship To</th> <th>*PO Qty</th> <th>Price</th> <th>Amount</th> <th>Status</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/05/2007</td> <td>1460000006</td> <td>30.0000</td> <td>55.15000</td> <td>1,654.50</td> <td>Active</td> <td colspan="3"></td> </tr> </tbody> </table>										Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active			
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																						
Schedules																													
<table border="1"> <thead> <tr> <th>Sched</th> <th>*Due Date</th> <th>*Ship To</th> <th>*PO Qty</th> <th>Price</th> <th>Amount</th> <th>Status</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/05/2007</td> <td>1460000006</td> <td>40.0000</td> <td>55.01000</td> <td>2,200.40</td> <td>Active</td> <td colspan="3"></td> </tr> </tbody> </table>										Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active			
Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status																							
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active																							

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

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

Distribution														
ChartFields	Details/Tax	Asset Information	Req Detail	Statuses										
Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
1	Canceled				USD	STATE	12001	DOT57252	12293	34002	54072	167117		2007
2	Open	100.0	30.0000	1654.50	USD	STATE	12001	DOT57252	12293	34002	54072			2008

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

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.

Lines																													
Line: 1		Item: Class I - Bituminous Concrete			PO Qty: 30.0000	TN	Amount: 1654.50 USD																						
Schedules																													
<table border="1"> <thead> <tr> <th>Sched</th> <th>*Due Date</th> <th>*Ship To</th> <th>*PO Qty</th> <th>Price</th> <th>Amount</th> <th>Status</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/05/2007</td> <td>1460000006</td> <td>30.0000</td> <td>55.15000</td> <td>1,654.50</td> <td>Active</td> <td colspan="3"></td> </tr> </tbody> </table>										Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active			
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																						
Schedules																													
<table border="1"> <thead> <tr> <th>Sched</th> <th>*Due Date</th> <th>*Ship To</th> <th>*PO Qty</th> <th>Price</th> <th>Amount</th> <th>Status</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/05/2007</td> <td>1460000006</td> <td>40.0000</td> <td>55.01000</td> <td>2,200.40</td> <td>Active</td> <td colspan="3"></td> </tr> </tbody> </table>										Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active			
Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status																							
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active																							

Invalid FHWA Project 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.

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

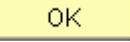
21. Click .

OR

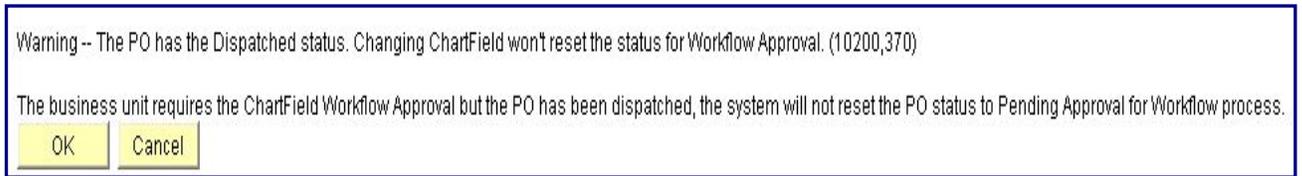
22. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyyy.) Click **Send to Vendor** to notify the vendor of the reason for the change order.

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

Invalid FHWA Project PO

23. Click .

24. Click . The following message will appear:



25. Click .

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 .

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 

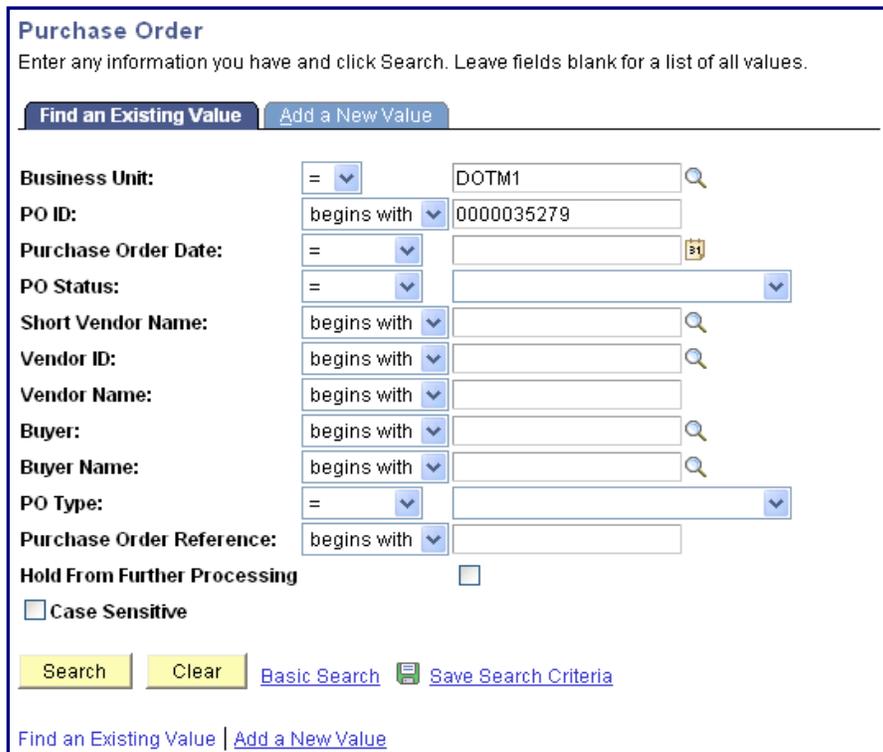
Correct History

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 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, 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: = [v] DOTM1 [magnifying glass]
PO ID: begins with [v] 0000035279
Purchase Order Date: = [v] [calendar icon]
PO Status: = [v] [dropdown]
Short Vendor Name: begins with [v] [magnifying glass]
Vendor ID: begins with [v] [magnifying glass]
Vendor Name: begins with [v] [magnifying glass]
Buyer: begins with [v] [magnifying glass]
Buyer Name: begins with [v] [magnifying glass]
PO Type: = [v] [dropdown]
Purchase Order Reference: begins with [v] [magnifying glass]

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:

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

'Dispatch Method: Print 

Amount Summary

Merchandise: 2670.00

Freight/Tax/Misc.: 0.00 [Calculate](#)

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: [Retrieve](#)

Lines

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

Lines

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 [View All](#) to see all your lines at once.

Lines

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

Schedules

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

Lines

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

Schedules

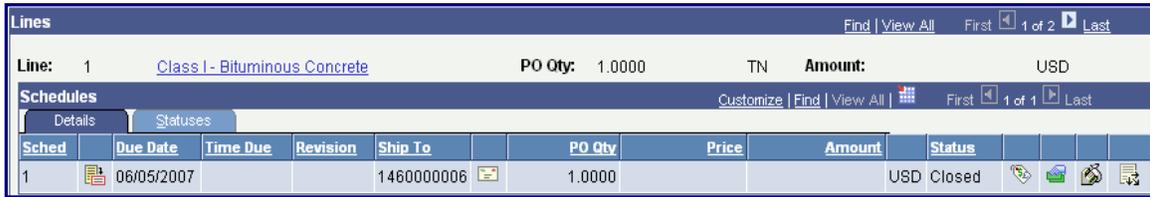
Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

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

Schedules

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

14. 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

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.

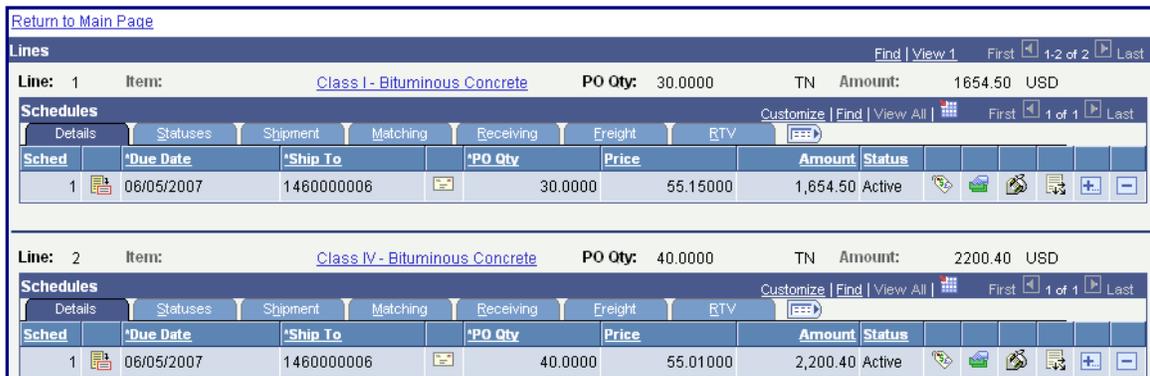
(If you had incorrectly started this PO as a quantity based PO, you will now have to start a new PO for the remaining balance as an amount based PO.)

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

18. Click  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.



Line	Item	PO Qty	Amount	Status
1	Class I - Bituminous Concrete	30.0000	1,654.50 USD	Active
2	Class IV - Bituminous Concrete	40.0000	2,200.40 USD	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 yyyyy.) 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="button" value="B"/>	Vendor Search
Vendor: 061600557F-001	Vendor Details
'Vendor ID: 0000010054	CWPM LLC
'Buyer: AeyMar	DOT-Aey Mary
PO Reference: <input type="text"/>	
Header Details PO Activities Add ShipTo Comments	
PO Defaults Document Status	
Edit Comments Requisitions	
Amount Summary	
Merchandise:	2670.00
Freight/Tax/Misc.:	0.00
Total Amount:	2670.00 USD
Comments	
Copy Standard Comments	Comment Status: Active <input type="button" value="Inactivate"/> <input type="button" value="+"/>

22. Click .

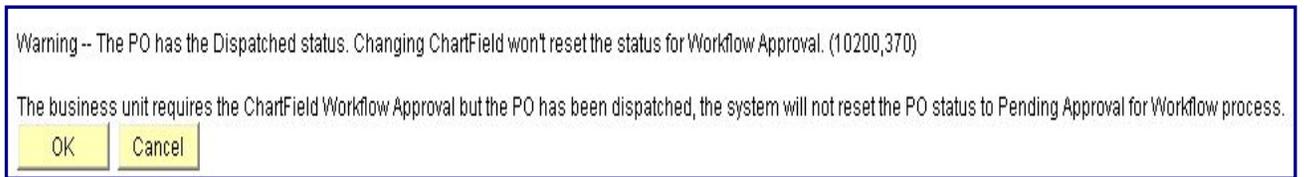
OR

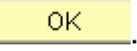
23. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyyy.) Click [Send to Vendor](#) to notify the vendor of the reason for the change order.

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="button" value="B"/>	Vendor Search
Vendor: 320147173F-001	Vendor Details
'Vendor ID: 0000099130	EXECUTIVE LUBE LLC
'Buyer: GarlandPau	DOT-Garland Paul
PO Reference: <input type="text"/>	
Header Details PO Activities Add ShipTo Comments	
PO Defaults Document Status	
Add Comments Requisitions	
Amount Summary	
Merchandise:	44.60
Freight/Tax/Misc.:	0.00
Total Amount:	44.60 USD
Total PO Obligation:	44.60 USD

24. Click .

25. Click . The following message will appear:



26. Click .

Notify the appropriate approvers.

27. No further action is required.

Invalid FHWA Project PO

PO Fully Received (R) and Closed:

Purchase Orders that are fully received and closed cannot be changed.