



PO v/s Cntrct Chartfld mismtch

DOTPO_W18_PO_CNTRCT_CF_MISMTCH

Introduction:

Description and Purpose:

This query lists all lines where Chartfield distributions on PO do not match with the chartfield distributions on the Procurement Contract. 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 for corrective actions:

A contract's Chartfield distribution line should be identical to the PO's Chartfield distribution line. Unmatched Chartfield distribution code will be identified with an "X" in the "flag" fields. You must look at each "flag" field in the report as there may be more than one flag on each line.

In this case, either the contract or the PO needs to be changed to have both in agreement. Please refer to the following pages for corrective actions.

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Updating Budget References on a DOT Contract

For DOT Contracts Only – Determine if the contract needs changing.

If the PO has a Budget Reference for the current year and the Contract still has the Budget Reference for the previous year, update the Budget Reference on the Contract's distribution line so that the Budget Reference on the Contract properly reflects the Budget Reference on the PO. In order to comply with legislative Public Act 07-01, POs created from the contract must accurately reference the correct budget reference year.

To update a Budget Reference

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

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: = STATE

Contract ID: begins with 04DOT0510AA

Contract Process Option: =

Short Vendor Name: begins with

Master Contract ID: begins with

Correct History

Search Clear Basic Search Save Search Criteria

PO v/s Cntrct Chartfld Mismtch

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



2. Enter new Budget Reference.

Dist	Dist Merch	Percent	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
1	105000.00	100.0000	STATE	12062	DOT57131	22108	34001	55850			2009	DOTM1	DOT00760189CN

3. Click **Refresh** to ensure that new information will be processed. Validated fields with incorrect information will appear in Red. If necessary, make corrections.
4. Click **OK** to return to the Line Schedules.
5. Click **Save** .
6. The contract needs to be in approved status before proceeding to the PO.

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

For DOT Contracts Only - Verify that the new Chartfield distributions on the PO are 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: = STATE 

Contract ID: begins with 04DOT0510AA

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.

PO v/s Cntrct Chartfld Mismtch

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 **Search**.

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

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				

PO v/s Cntrct Chartfld Mismtch

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

11. 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

12. 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		

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

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

PO v/s Cntrct Chartfld Mismtch

15. Repeat for additional lines requiring correction.

16. 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
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								

Lines										Find	View All	First	1 of 1	Last	
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
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								

17. 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 are 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: = 

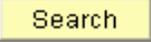
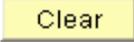
Contract ID: begins with

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

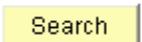
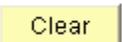
Enter any information you have and click Search. Leave fields blank for a list of all values.

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:

[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:

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 Lines' 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 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

Lines 1 & 2

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

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

Distribution														
Chartfields														
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	1200	DOT57252	1229	34002	54072			2008

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.
- 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													
Line	Item	Class		PO Qty	TN	Amount	Currency						
1		Class I - Bituminous Concrete		30.0000	TN	1,654.50	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							
2		Class IV - Bituminous Concrete		40.0000	TN	2,200.40	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							

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="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	
Comments	
Copy Standard Comments	Comment Status: Active <input type="button" value="Inactivate"/> <input type="button" value="+"/>

21. Click .

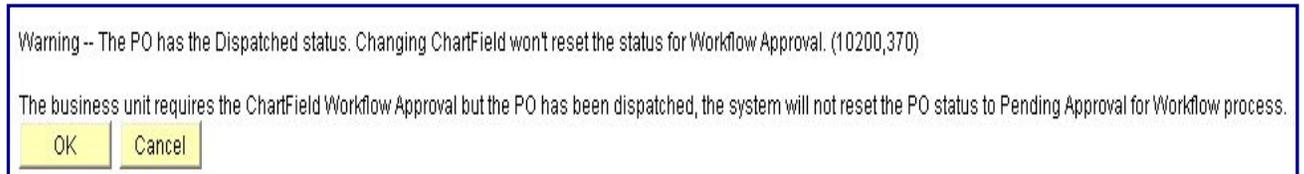
OR

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="✖"/>
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 <input type="button" value="Calculate"/>
Total Amount:	44.60 USD
Total PO Obligation:	44.60 USD

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 are 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: = 

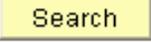
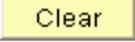
Contract ID: begins with

Contract Process Option: =

Short Vendor Name: begins with 

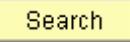
Master Contract ID: begins with 

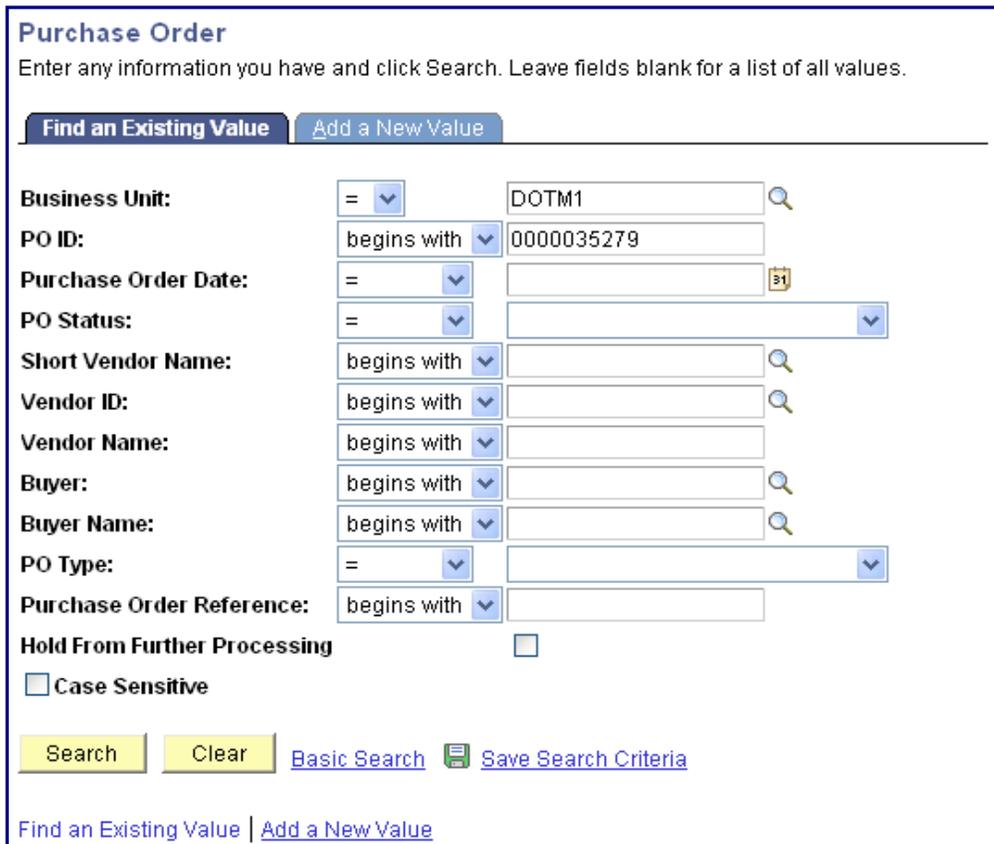
Correct History

  [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, 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:

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

- 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 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										
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 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 .

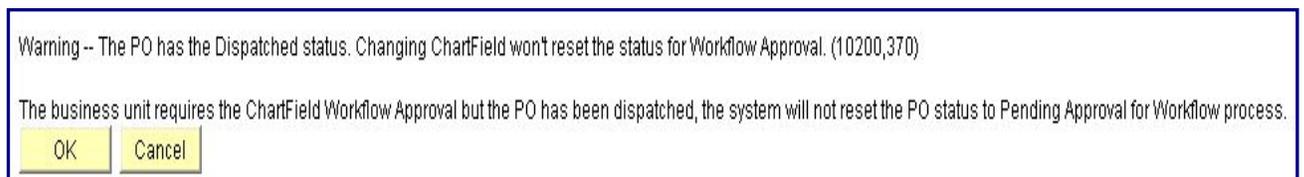
OR

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. 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