PAYMENT SERVICES USER MANUAL

CORRECTING A COST DISTRIBUTION IMPORTED FROM A PURCHASE ORDER

INTRODUCTION

A purchase order imported into the **Distribute** screen automatically imports the fiscal coding and cost distribution for each item from the purchase order. If the Payment Services user needs to update the cost distribution, the purchase order can be corrected and re-imported into Payment Services. Payment Services and Purchasing are individual applications and an updated purchase orders does not automatically update an imported invoice distribution.

The Payment Services personnel must undo any approval steps that are in process and/or clear all distribution rows that have been saved but not completed, update the **Invoice** screen as needed, and then re-import the purchase order after it has been corrected.

TO CORRECT THE COST DISTRIBUTION AND INVOICE

1. To clear the distribution, follow the steps below. Each step must be done by the appropriate person assigned to each process in each application. (These steps can be done before the purchase order has been corrected)
   a. If the cost distribution has been not been saved, click **Undo Updates**.
   b. If the cost distribution has been saved but *not completed*, click **Clear All Distribution** on the **Distribute** screen and then click **Save & Continue**. (The original row of distribution, which is simply the amount from the **Invoice** screen, will remain.)
   c. If the cost distribution has been saved and *completed* and the invoice is ready for approval:
      - On the **Approval** screen, click **Undo Approval** and save the invoice back to **Awaiting Authorization**.
      - Update the **Invoice** screen to reflect a different amount or vendor, if needed, and add comments regarding the updated purchase order. (NOTE: The cost distribution amount must match the **Invoice** amount.)
      - After the invoice has been updated, click **Authorize Invoice**.
      - On the **Distribute** screen, click **Clear All Distribution** and then click **Save & Continue**. (The original row of distribution, which is simply the amount from the **Invoice** screen, will remain.)

2. On the **Distribute** screen (and after the purchase order has been updated in Purchasing), click the asterisk next to **PO**.
3. Check the check boxes to select the purchase order items.
4. Click **Import**.
5. Click **Del** next to the original row in the distribution grid to delete it (all imported rows are simply added to the distribution grid). (NOTE: The Payment Services distribution amount must match the **Invoice** amount.)
6. Continue with any fiscal coding or distribution and then click **Save & Continue** or **Save & Clear**. See the Payment Services Fiscal Coding and Cost Distribution documentation for more details.

TO CORRECT THE PURCHASE ORDER

To correct the purchase order (and requisition), follow the steps below. Each step must be done by the appropriate person assigned to each process in each application.

1. On the **Receiving** screen, click **Correct** on *at least two line items* of the purchase order. (If only one item is 'corrected' and then rejected by the purchaser all other items are "received", the purchase order status becomes "All items received" and cannot be added to or updated.) If there is only one line item, click **Correct** on that line.
2. From the **Purchase Orders** screen, open the purchase order and click **Menu** next to the line item(s) that needs to be updated and click **Reject Line Item**.
3. On the **Requisition** screen, open the requisition and update the line item(s) as needed and then click **Itemization Complete**.
   a. Update the fiscal coding as needed and then click **Coding Complete**.
   b. To approve *all* line items of the requisition, click **Approve**. To approve individual line items of the requisition, click **Menu** next to a line item, and then click **Approve Line Item**.
4. From the **Purchase Orders** screen, open the purchase order and click the **PO** tab.
5. On the **PO** screen, check the check boxes next to the updated line items and click **Save**.
6. On the **Receiving** screen, check the check boxes next to the purchase order items and click **Receive**. The updated purchase order can then be re-imported in Payment Services.