

# Hot Sheet



Topic	Correcting Integration Error due to Accounting Change Orders
<b>Document Types Involved</b>	Bid <input type="checkbox"/> Requisition <input type="checkbox"/> PO <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input type="checkbox"/> Credit Memo <input type="checkbox"/> Report <input type="checkbox"/> Vendor <input type="checkbox"/> User Profile <input type="checkbox"/> Agency Setup <input type="checkbox"/> Other <input type="checkbox"/>
<b>Reason for Publication</b>	Purchase Order in Ready to Send status is receiving the <b>“Funding Total does not equal Commodity Line Total (A159)”</b> error and there is no explanation for it.
<b>Steps Resulting in Scenario</b>	<ol style="list-style-type: none"> <li>1. The Purchase Order may’ve received an error before sending to vendor encouraging the user to attempt an accounting update.</li> <li>2. The agency processed at least one Change Order on the PO.               <ol style="list-style-type: none"> <li>a. The Change Order reapplied the same accounting to the document, often minus the inferred accounting segments.                   <div style="margin-left: 20px;">  <p>The Document receives the <b>ERROR : Header : The document could not be submitted due to errors.; ERROR : Funding Total does not equal Commodity Line Total (A159);</b></p> <ul style="list-style-type: none"> <li>• There is no other explanation for the error such as a Tax Profile difference between ProcureAZ and AFIS.</li> </ul> </div> </li> </ol> </li> </ol>
<b>Recommended Strategy</b>	<p><b>PREREQUISITE</b></p> <ul style="list-style-type: none"> <li>➤ When the document is a Release, the person who created the document will need to complete these steps OR a BP user that has the DA Super User role for the Department on the document can complete these steps.           <ul style="list-style-type: none"> <li>▪ IF the BP user attempts the Change Order Processing, they will need to be in the DA Tab/Role when they complete the process.</li> </ul> </li> <li>➤ Please make note of the current OBJECT before beginning the process.</li> </ul> <p><b>STEPS</b></p> <ol style="list-style-type: none"> <li>1. Complete a Change Order using the specific methodology:       <ul style="list-style-type: none"> <li>• Go to Item 1</li> <li>• Create a Change on the ITEM &gt; ACCOUNTING tab:           <ul style="list-style-type: none"> <li>○ Change the OBJECT to a different Object code.</li> <li>○ Do NOT remove any inferred COA segments – the only thing you should alter is the OBJECT.</li> </ul> </li> <li>• <b>Repeat for each item</b></li> <li>• Submit/apply the Change Order.</li> </ul> </li> </ol>

2. Complete Another Change Order to change the Object BACK using the same process:
  - Go to Item 1
  - Create a Change on the ITEM > ACCOUNTING tab:
    - Change the OBJECT back to the original/desired Object code.
    - Do NOT remove any inferred COA segments – the only thing you should alter is the OBJECT.
  - **Repeat for each item**
  - Submit/apply the change order.
3. IF there are any other problems with the document, process a Change Order for those problems now/after completing the above steps.
4. Send the PO to the Vendor.

Screenshots

**Precursor Step that Caused the Error**

**User entered a Change Order that placed the SAME accounting on the items.**

- Most of the time, the user re-entered the accounting without the inferred segments
- Sometimes, this reassignment appears to have been completed inadvertently when they added a new item and then reapplied the accounting from the HEADER.
  - Please see Hot Sheet entitled “Best Practice for Adding Items Via Change Order”

**Release Purchase Order ADSP015-085238:498**

General	Items	Vendor	Address	Accounting	Routing	Attachments	Notes	<b>Change Orders(1)</b>	Reminders	Summary
Change Order #:	1			Posted Date:	07/20/2015 05:25:14 PM					
Comment:				Posted User:	Elli Balstad					
Created User:	Elli Balstad			Created Date:	07/20/2015 05:23:12 PM					

**Item Accounting Changes**

Modified Field	Item #	Account Code				Fiscal Year	Description
Account Code	1	2015--RMDADM9780--		7599-		15	Account code added.
Account Code	1	2015--RMDADM9780--	9600--AD4216--AD0000-	7599-	700000-710000----	15	Account code deleted.

## 1. Release Requisition with Error Message – error message is not explained by Tax Profile difference

**Release Purchase Order ADSP015-085238:498** Status: 3PRS - Ready to Send

General | Items | Vendor | Address | Accounting | Routing | Attachments | Notes | Change Orders(1) | Reminders | **Summary**

**System Error(s)**

- Exception occurred trying to send the PO. Cause: ERROR : Header : The document could not be submitted due to errors.; ERROR : COMMGP=1,COMM=1 : Funding Total does not equal Commodity Line Total (A159); ERROR : DOC\_CD = RQPZ1 AND DOC\_DEPT\_CD = ADA AND DOC\_ID = RQ0000007047 AND DOC\_VERS\_NO = 3 : The document could not be submitted due to errors.; ERROR : DOC\_CD = RQPZ1 AND DOC\_DEPT\_CD = ADA AND DOC\_ID = RQ0000007047 AND DOC\_VERS\_NO = 3 AND DOC\_COMMGP\_LN\_NO = 1 AND DOC\_COMM\_LN\_NO = 1 : Funding Total does not equal Commodity Line Total (A159); ...

**Header Information**

<b>Purchase Order Number:</b>	ADSP015-085238	<b>Release Number:</b>	498	<b>Short Description:</b>	Resolve Integration Error
<b>Status:</b>	3PRS - Ready to Send	<b>Purchaser:</b>	Elli Balstad	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2015	<b>PO Type:</b>	Release	<b>Minor Status:</b>	

## 2. User with appropriate access processes change order on each item on the document, changing the OBJECT on the ITEMS > ACCOUNTING tab from 7599 to 6011

**Change Order (In Progress) - Release Purchase Order ADSP015-085238:498**

General | Items | Subcontractors | Address | Accounting | Attachments | Summary | [Back to PO](#)

General | Address | **Accounting**

**System Error(s)**

- Exception occurred trying to send the PO. Cause: ERROR : Header : The document could not be submitted due to errors.; ERROR : COMMGP=1,COMM=1 : Funding Total does not equal Commodity Line Total (A159); ...

**Item #1: widget**

Delete All	Fiscal Year	Budget Fiscal Year*	Accounting Template	Function	Sub Function	Unit	Sub Unit	Fund	Sub Fund	ApprUnit	Object
<input type="checkbox"/>	15	2015		RMDADM9780		9600		AD4216		AD00001	6011

Event Type :

3. User Submits for Approval / Apply Change Order – do NOT Send to Vendor
- Error message is no longer displayed on the document

Release Purchase Order ADSP015-085238:498 Status: 3PRS - Ready to Send

General Items Vendor Address Accounting Routing Attachments Notes **Change Orders(2)** Reminders Summary

**Header Information**

Purchase Order Number: ADSP015-085238 Release Number: 498 Short Description: Resolve Integration Err  
 Status: 3PRS - Ready to Send Purchaser: Elli Balstad Receipt Method: Quantity

4. User creates another Change Order changing the OBJECT for each item on the ITEMS > ACCOUNTING tab to return the OBJECT to the original value

Change Order (In Progress) - Release Purchase Order ADSP015-085238:498

General Items Subcontractors Address Accounting Attachments Summary [Back to PO](#)

General Address **Accounting**

Item #1: widget

Delete All	Fiscal Year	Budget Fiscal Year*	Accounting Template	Function	Sub Function	Unit	Sub Unit	Fund	Sub Fund	ApprUnit	Object
<input type="checkbox"/>	15	2015		RMDADM9780		9600		AD4216		AD00001	7599

Event Type : PR05 ▼

5. User Submits for Approval / Apply Change Order

Release Purchase Order ADSP015-085238:498 Status: 3PRS - Ready to Send

General Items Vendor Address Accounting Routing Attachments Notes **Change Orders(3)** Reminders Summary

**Header Information**

Purchase Order Number: ADSP015-085238 Release Number: 498 Short Description: Resolve Integration Error  
 Status: 3PRS - Ready to Send Purchaser: Elli Balstad Receipt Method: Quantity

**6. If no other item corrections are needed, the User can now Notify the Vendor**

**Vendor Notification Actions**

Option(s)

Send Email and Notify Vendor

Set to Printed Status

Save & Continue