

# Hot Sheet



Topic	Correcting Integration Error due to Accounting Change Orders – Updated 8/10
Updates	8/10: Recommended Strategy updated with a note to highlight that agencies that use the AFIS Department Object Inference need to change Department Object during the change order process, rather than Object.
Document Types Involved	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"/>
Reason for Publication	Purchase Order in Ready to Send status is receiving the “Funding Total does not equal Commodity Line Total (A159)” error and there is no explanation for it.
Steps Resulting in Scenario	<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.                   <p data-bbox="483 779 535 844"></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> <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> </li> </ol> </li> </ol>
Recommended Strategy	<p><b>NOTE:</b> Agencies that use the <b>AFIS Department Object Inference</b> need to change the <b><u>Department Object</u></b>, instead of the Object, in the Steps/process that is outlined to address the issue. Agencies that fall into this category will <b><u>ONLY change the Department Object</u></b> – no other fields should be changed.</p> <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>

## STEPS

1. Complete a Change Order using the specific methodology:
  - Go to Item 1
  - Create a Change on the ITEM > ACCOUNTING tab:
    - Change the OBJECT to a different 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.
  
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.

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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 | **Change Orders(1)** | 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----978000-----ADA	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**

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

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 = 3 AND DOC\_COMMGP\_LN\_NO = 1 AND DOC\_COMM\_LN\_NO = 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 : PR05 ▼

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 :

**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