



State of Kansas

POs with Denied Vendors

Statewide Management, Accounting and Reporting Tool

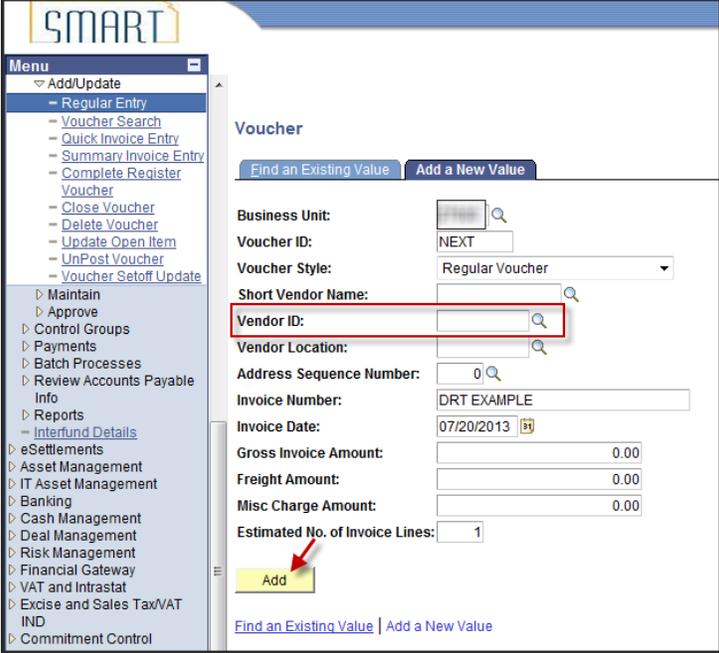
Date Created:	August 21, 2013
Version:	1.00
Reason for Job aid:	I receive an invoice and need to make a payment but the Vendor ID is now in 'Denied' status on the PO and I've been provided with an alternate Vendor ID to use, how do I make payment? Note: Once a Purchase Order has been Dispatched the Vendor ID cannot be changed.

1. Description of the issue.

1.1	I have a Purchase Order that was Dispatched prior to the Vendor ID being denied.	
1.2	The PO now shows that the Vendor name has changed and there is a new Vendor ID:	

1.3	Things to consider.	<ol style="list-style-type: none"> 1. The Vendor ID cannot be changed on the PO because the PO has already been dispatched. 2. In some cases a contract has been associated to the PO so if the PO is closed and a new Requisition / PO were created the release amount on the contract would be overstated. If the contract has a maximum amount, the agency may not be able to associate the contract to a new PO because the new PO would exceed the contract maximum amount. 3. The PO is documentation of a contractual agreement between the State of Kansas / Agency and the Vendor. Ideally this documentation would not be altered, after it has been dispatched, for the purpose of addressing a SMART functionality issue, such as the Vendor ID being denied. The SMART team realizes that there are situations in which the PO must be altered; however, all other possible options should be explored first.
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2. Steps for making payment when a Vendor ID has been denied:

2.1	Navigation	Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value (Tab)
2.2	<p>Leave the PO as it is.</p> <p>On the Voucher page be sure to leave the 'Vendor ID' field blank.</p> <p>Click the 'Add' button:</p>	 <p>The screenshot shows the SMART system interface for adding a new voucher. The 'Vendor ID' field is highlighted with a red box. A red arrow points to the 'Add' button at the bottom of the form. The form includes fields for Business Unit, Voucher ID (set to NEXT), Voucher Style (Regular Voucher), Short Vendor Name, Vendor ID, Vendor Location, Address Sequence Number (0), Invoice Number (DRT EXAMPLE), Invoice Date (07/20/2013), Gross Invoice Amount (0.00), Freight Amount (0.00), Misc Charge Amount (0.00), and Estimated No. of Invoice Lines (1).</p>

2.3 Click the 'Purchase Order Only' option from the 'Worksheet Copy Option' drop down menu:

2.4 Search for the PO, click the PO line to be pulled into the voucher and click the 'Copy Selected Line' button:

Select	Line Number	Schedule Number	Item ID	Description	Quantity	UOM	Unit Price	Extended Amount
<input checked="" type="checkbox"/>	22	1	930 N.E. Blvd	1,0000 EA	16843.54	USD	1,0000 EA	16,843.54

2.5 Change the Vendor ID.

		<div style="border: 1px solid black; padding: 5px;"> <p>Invoice Information Payments Voucher Attributes</p> <p>Business Unit: [REDACTED] Invoice Number: DRT EXAMPLE Voucher ID: NEXT Invoice Date: 07/20/2013 [B] Print Invoice Voucher Style: Regular Setoff Status: Not Processed by Setoff Interfund Status: N/A</p> <hr/> <p>Copy from a Source Document</p> <p>PO Unit: [] Purchase Order: [] Copy PO Worksheet Copy Option: None</p> <div style="border: 1px solid red; padding: 2px;"> <p>Vendor: 0000422581 Name: BROYLES PE-001 Location: 001 *Address: 1 Advanced Vendor Search BROYLES PETROLEUM EQUIPMENT CO 522 W COMMERCIAL ST SPRINGFIELD, MO 65803-2632</p> </div> <p>*Pay Terms: 00 Due Now Basis Dt Type Inv Date Control Group: [] Comments(0) Accounting Date: 08/21/2013 [B] Non Merchandise Summary *Currency: USD Session Defaults Total: 16,843.54 Calculate Lease Number: [] Packing Slip: []</p> </div>
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2.6 Select the 'Comments' link on the 'Invoice Information' page and enter a comment explaining that the Vendor name has changed.

Save and Approve the voucher.

Voucher Comments (Maximum number of characters allowed for comments is 254)

The Vendor name changed after PO 0000012953 was dispatched. The original Vendor ID was 0000049995 and the new Vendor ID is 0000422581.

▲

▼

OK
Cancel

2.7 After the next hourly batch processes run, the voucher will have a match exception. Click the 'Exceptions' link:

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: [REDACTED] Invoice Date: 07/20/2013
Voucher ID: 00090593 Invoice No: DRT EXAMPLE
Voucher Style: Regular Invoice Total: 16,843.54 USD
Contract ID:
Vendor Name: BROYLES PETROLEUM EQUIPMENT CO Pay Terms: Due Now
522 W COMMERCIAL ST Voucher Source: Online
SPRINGFIELD, MO 65803-2632
Entry Status: Postable ▲ Origin: ONL
Match Status: [Exceptions](#) ▼ Created: 08/21/2013
Approval Status: Pending Created By: DA00DRT
Post Status: Unposted Modified: 08/21/2013
Modified By: DA00KXH
Setoff Status: Not Processed by Setoff
ERS Type: Not Applicable
Budget Status: Not Chk'd Close Status: Open
Budget Misc Status: Valid

*View Related Payment Inquiry [Go](#)

Save
Return to Search
Notify
Refresh

Add
Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

2.8 The 'Match Exception Workbench Details' page will open.

The agency should review all match exceptions in order to determine the appropriate action. In this specific situation, it is appropriate and recommended to override the match exception.

Match Exception Workbench Details

Business Unit: 27600 KDOT Voucher: 00090593 Invoice: DRTEXAMPLE
 Vendor: 0000422581 Vendor SetID: SOKID Vendor Location: 001
 Vendor Name: BROYLES PETROLEUM EQUIPMENT CO Match Due Date: 08/21/2013 Invoice Date: 07/20/2013
 Updated By: DA00KXH Due Date: 07/20/2013 Matched Date: 08/21/2013
 Terms: 00 Due Now Origin: ONL Match Status: Match Exceptions Exist
 Gross Amt: 16843.54 USD Control Group:

Match Exception Summary Voucher Match Action:

Document Details

Line Details Find | View All First 1 of 1 Last

Voucher Line Number: 1 Voucher Line Match Action:

PO Business Unit: 27600 PO Number: 0000012953
 Line Number: 22 Schedule Number: 1
 View Document: Purchase Order 27600 000012953

Line Document Details Document Id: 27600 000012953

Match Rules

Details	Match Rule	Voucher	Purchase Order	Receiver
	Vendor does not equal PO vendor	0000422581	0000049995	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Voucher Line Price <=> PO Price with PO Amount T	16843.54000	16843.54000	
	Voucher Line Price <=> PO Price with PO Percent	16843.54000	16843.54000	

2.9 To override the match exception at the line level select 'Override' from the 'Voucher Line Match Action' drop down box.

Click the 'Apply' button

NOTE: If there are multiple lines with match exceptions, agencies should review each line exception.

To override **all** lines with exceptions, use the 'Voucher Match Action' drop down box located in the top portion of the page.

To override **individual** line match exceptions, use the 'Voucher Line Match Action' drop down box located under the 'Line Details' heading.

Match Exception Workbench Details

Business Unit: 27600 KDOT Voucher: 00090593 Invoice: DRT EXAMPLE
 Vendor: 0000422581 Vendor SetID: SOKID Vendor Location: 001
 Vendor Name: BROYLES PETROLEUM EQUIPMENT CO Match Due Date: 08/21/2013 Invoice Date: 07/20/2013
 Updated By: DA00KXH Due Date: 07/20/2013 Matched Date: 08/21/2013
 Terms: 00 Due Now Origin: ONL Match Status: Match Exceptions Exist
 Gross Amt: 16843.54 USD Control Group: Match Type:

Match Exception Summary Voucher Match Action:

Document Details

Line Details Find | View All First 1 of 1 Last

Voucher Line Number: 1 Voucher Line Match Action:

PO Business Unit: 27600 PO Number: 0000049995
 Line Number: 22 Schedule Number: 1
 View Document: Purchase Order 27600 000012953

Line Document Details Document Id: 27600 000012953

Match Rules

Details	Match Rule	Voucher	Purchase Order	Receiver
	Vendor does not equal PO vendor	0000422581	0000049995	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Voucher Line Price <=> PO Price with PO Amount T	16843.54000	16843.54000	
	Voucher Line Price <=> PO Price with PO Percent	16843.54000	16843.54000	

2.10 At this point there are a couple options. Matching can be manually started by selecting the 'Matching' option from the 'Action' drop down box and clicking the 'Run' button:

Terms: 00 Due Now Origin: UNL match Status: Match Exceptions Exist
 Gross Amt: 16843.54 USD Control Group: Match Type:

Match Exception Summary Voucher Match Action:

Document Details
 Line Details Find | View All First 1 of 1 Last

Voucher Line Number: 1 Voucher Line Match Action: Override
 PO Business Unit: 27600 PO Number: 0000012953
 Line Number: 22 Schedule Number: 1
 View Document:
 Line Document Details Document Id: 27600 0000012953

Match Rules
 Rules Override Options

Details	Match Rule	Voucher	Purchase Order	Receiver
	Vendor does not equal PO vendor	0000422581	0000049995	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Voucher Line Price <=> PO Price with PO Amount T	16843.54000	16843.54000	
	Voucher Line Price <=> PO Price with PO Percent	16843.54000	16843.54000	

Action:
 Matching

2.11 Second option is to select the 'Save' button and allow the next hourly batch processes to match the voucher.

Business Unit: 27600 KDOT Voucher: 00090593 Invoice: DRT EXAMPLE
 Vendor: 0000422581 Vendor SetID: SOKID Vendor Location: 001
 Vendor Name: BROYLES PETROLEUM Match Due Date: 08/21/2013 Invoice Date: 07/20/2013
 EQUIPMENT CO
 Updated By: DA00KH Due Date: 07/20/2013 Matched Date: 08/21/2013
 Terms: 00 Due Now Origin: ONL Match Status: Match Exceptions Exist
 Gross Amt: 16843.54 USD Control Group: Match Type:

Match Exception Summary Voucher Match Action:

Document Details
 Line Details Find | View All First 1 of 1 Last

Voucher Line Number: 1 Voucher Line Match Action: Override
 PO Business Unit: 27600 PO Number: 0000012953
 Line Number: 22 Schedule Number: 1
 View Document:
 Line Document Details Document Id: 27600 0000012953

Match Rules
 Rules Override Options

Details	Match Rule	Voucher	Purchase Order	Receiver
	Vendor does not equal PO vendor	0000422581	0000049995	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Life to Date Voucher Amount > PO Schedule Amount +	16843.54	16843.54	
	Voucher Line Price <=> PO Price with PO Amount T	16843.54000	16843.54000	
	Voucher Line Price <=> PO Price with PO Percent	16843.54000	16843.54000	

Action:

3. Strategies for Vendor Updates by Central		
	Scenario	Action Taken
3.1	A mistake of fact has been made when entering Vendor information. Example: TIN entered incorrectly OR name misspelled.	<ul style="list-style-type: none"> Vendor ID will stay active, no new vendor ID. If TIN is being corrected, the Location code will be updated with a new effective dated row [Jan 1st of current year] and the correct TIN entered.
3.2	Vendor ownership has changed and vendor is given	<ul style="list-style-type: none"> The Status on the Vendor ID will be changed to 'Denied'

	<p>a new TIN.</p> <p>Example: Corporation A has bought out Corporation B.</p>	<p>and a new Vendor ID will be created.</p> <ul style="list-style-type: none"> • If the state has entered into a contract with the vendor, additional steps are required: <ul style="list-style-type: none"> ○ Agencies will continue to pay out on existing POs by using the steps outlined in this job aid. ○ Procurement and Contracts staff will change the end date on the original contract to the date that the new contract is created. [Example: Original contract 12345 expires on 08/21/2013; new contract 34256 is created on 08/21/2013] ○ On the original contract, the 'Allow Open Item Reference' will be deselected so that the contract is not available to agencies from the drop down box when creating new requisitions. ○ If the contract has a 'Contract Maximum', the new contract will reflect the remaining amount of the original contract. [Example: Original contract maximum amount = \$1,200.00 / remaining amount = \$800.00: New contract maximum amount = \$800.00] ○ Agencies will need to use the new vendor ID and new contract number when entering requisitions after the original vendor ID has been denied.
3.3	<p>Name change but the TIN has not changed.</p> <p>Example: 'Past Time' changed to 'Past Time and Trip'</p>	<ul style="list-style-type: none"> • Vendor ID will stay active, no new vendor ID. • The Vendor name will be updated on the existing Vendor ID. • The new vendor name will display on transactions in SMART using the updated Vendor ID. <p>Example: If a PO was issued to 'Past Time' on August 1st and the Vendor Name was updated to 'Past Time and Trip' on August 15th, if the PO was accessed on August 16th the vendor name would display as 'Past Time and Trip'.</p>