

Correcting Purchase Order Lines That Violate Cross Validation Rules



Purchase Order Lines

- All purchase order lines that currently are violating cross validation rules must be replaced with a chart string combination that is valid.
- This is a required step to have a clean chart of accounts before we begin the new fiscal year.
- On April 25, all Business Managers were sent the full listing of purchase order lines that are in violation, and need to be fixed by May 23.
- The following slides include a step-by-step guide on how to replace purchase order lines that are in violation with a valid chart string combination.
- **Note:** The purchase order line data is as of February 19, with PO amounts and balances as of April 20. We will monitor the system between now and June 30, and will be in touch to address PO lines created since February 19, and that remain in violation before year end.

How to replace invalid chart string combinations on purchase order lines

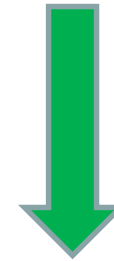
- Before you get started, verify with your manager that you are the designated person that is performing this task
- Get the listing of purchase order lines in violation that was emailed on April 25, 2018
- Filter on your unit or U-D-O in column 'F – UDO'



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Vendor Name	PO Number	PO Creation Date	PO Amount	PO Balance	UDO	CVR Rule Name	GL Account	New GL String	Project Number	Task Num	Expen Type	Expenditure Org	DFP Locati
4177	Academy Express LLC-p10166458	566959	06-07-2017	925.00	925.00	900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.000000		822227	800	61560	90019504377	0001
4178	Academy Express LLC-p10166458	566960	06-07-2017	3,275.00	275.00	900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.000000		822227	800	61560	90019504377	0001
4179	Academy Express LLC-p10166458	577858	06-22-2017	925.00	925.00	900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.560.6315.61560.0000.000.000000		822266	800	61560	90019504377	0001
4198														
4199														
4200														

How to replace invalid chart string combinations on purchase order lines

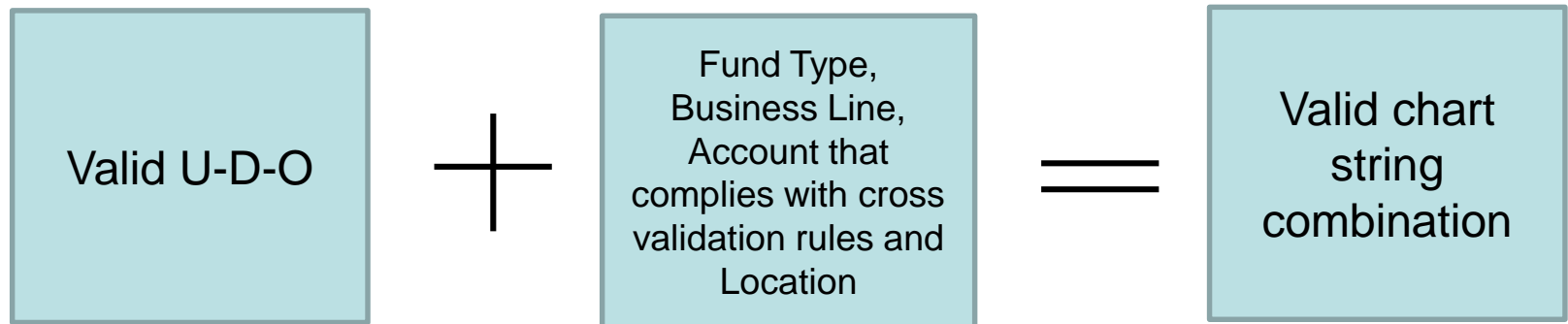
- You will see all of your purchase order lines that are in violation of the new cross validation rules
- You will need to provide a new chart string combination in column 'I' for each invalid chart string in your department



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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4178	Academy Express LLC-p10166458	566960	06-07-2017	3,275.00	275.00	900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.000000		822227	800	61560	90019504377	0001
4179	Academy Express LLC-p10166458	577858	06-22-2017	925.00	925.00	900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.560.6315.61560.0000.000.000000		822266	800	61560	90019504377	0001
4198														
4199														
4200														

How to replace invalid chart strings on purchase order lines

- How do I know what chart string to use?
- Rules of the road:
 - The U-D-O you use must be on the valid U-D-O list
 - Use the CVR list – the Fund Type, Business Line, and Account must comply with the cross-validation rules, and Location
 - Build your valid chart string combination

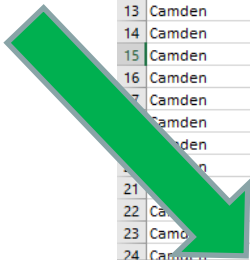


How to replace invalid chart string combinations on purchase order lines

Getting the right U-D-O

- To ensure you are providing a U-D-O that is valid,
 - Review the list of valid U-D-Os. You can download the list from the [University Controller's website](#).
 - You must choose a U-D-O on the 'VALID' tab
 - You can search for data in your U-D-O

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY					
Valid UDO Combinations					
As of April 9, 2018					
Campus	Unit	Division	Organization	UDO	UDO Description
Camden	100	1510	3103	100.1510.3103	Chancellor Camden_University Controller_Controller
Camden	100	1510	9999	100.1510.9999	Chancellor Camden_University Controller_Z NonOperations
Camden	100	3500	1647	100.3500.1647	Chancellor Camden_CMD Office of the Chancellor_Boathouse
Camden	100	3500	2935	100.3500.2935	Chancellor Camden_CMD Office of the Chancellor_Community Leadership Center
Camden	100	3500	3894	100.3500.3894	Chancellor Camden_CMD Office of the Chancellor_Events & Programs
Camden	100	3500	6330	100.3500.6330	Chancellor Camden_CMD Office of the Chancellor_Office of Institutional Diversity Inclusion
Camden	100	3500	6428	100.3500.6428	Chancellor Camden_CMD Office of the Chancellor_Office of the Chancellor
Camden	100	3500	8311	100.3500.8311	Chancellor Camden_CMD Office of the Chancellor_Student Experiential Learning
Camden	100	3510	3327	100.3510.3327	Chancellor Camden_CMD Development Office_Development Office
Camden	100	3520	7373	100.3520.7373	Chancellor Camden_CMD External Relations_Public Information Marketing
Camden	100	3600	1066	100.3600.1066	Chancellor Camden_CMD Office of the Provost_Academic Technology Services
Camden	100	3600	2032	100.3600.2032	Chancellor Camden_CMD Office of the Provost_Center for Constitutional Studies
Camden	100	3600	6344	100.3600.6344	Chancellor Camden_CMD Office of the Provost_Office of International Students
Camden	100	3600	6484	100.3600.6484	Chancellor Camden_CMD Office of the Provost_Office of the Provost
Camden	100	3600	7632	100.3600.7632	Chancellor Camden_CMD Office of the Provost_Research & Sponsored Programs
Camden	100	3600	8131	100.3600.8131	Chancellor Camden_CMD Office of the Provost_Southern Regional CCR&R Agency
Camden	100	3600	8311	100.3600.8311	Chancellor Camden_CMD Office of the Provost_Student Experiential Learning



How to replace invalid chart string combinations on purchase order lines

Using the right Location, Fund Type, Business Line, Account:

- To ensure you are providing a valid combination of Fund Type, Business Line, and Account:
 - Review the list of cross validation rules. You can download this from the [University Controller's website](#).
 - Read the job aid on the cross validation rules. You can download this at the [University Controller's website](#).

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY PROPOSED CROSS-VALIDATION RULES (CVR) APRIL 10, 2018						
Rule Name	Description	*Error Message	If you use this Segment	Values	Then use this Segment	Values
CVR Account-Unit 01	This rule enforces that House Staff and Affiliate Revenue Accounts can only be used in combination with certain RBHS Units (700-855,900).	CVR Account-Unit 01 - The Account value used is not valid for this Unit value	Account	42500-42699,45000-46699	Unit	700-855,900
CVR BL-Account 01	This rule enforces that Business Lines (0000-9899) can only be used in combination with P&L (Revenue & Expense) Accounts. <i>The Default Business Lines (9991-9999) can only be used in combination with Balance Sheet (Assets & Liabilities) Accounts.</i>	CVR BL-Account 01 - The Business Line value used is not valid for this Account value	Business Line	0000-9899	Account	30010,40000-99999
CVR BL-Account 02	This rule enforces that Default Business Lines (0001-0000) can only be used in combination with P&L (Revenue & Expense) Accounts.	CVR BL-Account 02 - The Business Line value used is not valid for this Account value	Business Line	9991-9999	Account	10000-39999

How to replace invalid chart string combinations on purchase order lines

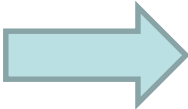
Understanding the cross validation rules: Using right Fund Type, Business Line, Account

- The combination you use for Fund Type, Business Line, and Account must pass these rules six categories of rules:
 - **Account – Unit:** If you use any account in column E (Condition Filter Values), you must use a unit in column H (Validation Filter Values)
 - **Business Line – Account:** If you use any business line in column E, you must use an account in column H
 - **Fund Type – Account:** If you use any fund type in column E, you must use an account in column H
 - **Fund Type – Business Line:** If you use any fund type in column E, you must use a business line in column H
 - **Fund Type – Unit:** If you use any fund type in column E, you must use a unit in column H
 - **Unit – Business Line:** If you use any unit in column E, you must use a business line in column H

How to replace invalid chart string combinations on purchase order lines

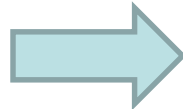
Example: Putting together a valid chart string combination

Invalid chart string from PO lines – this one violates rule CVR FT-BL 07



F	G	H
CVR Rule		
UDO	Name	GL Account
900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.00000
900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.00000
900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.560.6315.61560.0000.000.00000

Verify or change the U-D-O



	A	B	C	D	E	F
1	RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY					
2	Valid UDO Combinations					
3	As of April 9, 2018					
4						
5						
6						
7	Campus	Unit	Division	Organization	UDO	UDO Description
2177	Central Units	900	1950	1136	900.1950.1136	Central Units_GAIA General_Administrative Director
2178	Central Units	900	1950	1759	900.1950.1759	Central Units_GAIA General_Business Office
2179	Central Units	900	1950	2893	900.1950.2893	Central Units_GAIA General_Communications & Marketing
2180	Central Units	900	1950	4377	900.1950.4377	Central Units_GAIA General_Global Programs
2181	Central Units	900	1950	4391	900.1950.4391	Central Units_GAIA General_Global Relations

In this case, the U-D-O is valid. If the U-D-O was not valid, you would need to provide one from the valid U-D-O list.

How to replace invalid chart string combinations on purchase order lines

Example: Putting together a valid chart string combination:

Invalid chart string combinations from PO lines



F	G	H
UDO	CVR Rule Name	GL Account
900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.00000
900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.00000
900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.560.6315.61560.0000.000.00000

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
PROPOSED CROSS-VALIDATION RULES (CVR)
APRIL 10, 2018

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CVR BL-Account 02	This rule enforces that Default Business Lines	CVR BL-Account 02 - The Business Line	Business Line	9991-9999	Account	10000-39999

The rule that is violated in column G of the PO lines spreadsheet is CVR FT-BL 07. In this case, the Fund Type (500), must be used with a research, healthcare, public service, or scholarship business line. By looking up the cross validation rules, you can find the rule being violated, and make the correction (the rule says that Fund Type 500 must be used with Business Line 3100,3110,3180,3185,3200-3280,3300,4000-4410,9991-9999). Fund Type **or** Business Line must change.

Verify or change the Location, Fund Type, Business Line, Account

How to replace invalid chart string combinations on purchase order lines

Finally – update the spreadsheet with the valid chart string combination:



	A	B	C	D	E	F	G	H	I	J	K	L
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4178	Academy Express LLC-p10166458	566960	06-07-2017	3,275.00	275.00	900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.500.6315.61560.0000.000.00000		822227	800	61560
4179	Academy Express LLC-p10166458	577858	06-22-2017	925.00	925.00	900.1950.4377	CVR FT-BL 07	900.1950.4377.0001.560.6315.61560.0000.000.00000		822266	800	61560

- After validating that your new chart string is on the valid U-D-O list, and passes each of the six categories of the cross validation rules, enter the chart string combination in column I
- As an example, this chart string combination needed to be update with a Business Line of “3100”
- If you need to see the purchase order details, go to RU Marketplace to lookup the PO number that is provided
- After you update the spreadsheet with your unit or U-D-O, return the spreadsheet on or before May 23 to coa@finance.rutgers.edu