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’
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
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
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Getting the right U-D-O

• To ensure you are providing a U-D-O that is valid,
  1. 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
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Using the right Location, Fund Type, Business Line, Account:

- To ensure you are providing a valid combination of Fund Type, Business Line, and Account:
  1. Review the list of cross validation rules. You can download this from the University Controller’s website.
  2. Read the job aid on the cross validation rules. You can download this at the University Controller’s website.
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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
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**Example: Putting together a valid chart string combination**

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

Verify or change the U-D-O

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.
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Example: Putting together a valid chart string combination:

Invalid chart string combinations from PO lines

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:

- 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