Miscellaneous Expenditure Correction Procedures

Revised January 2018

The following scenarios address miscellaneous expenditure corrections:

Scenario 1

I want a PO returned to "open" status but I have already invoiced it. What should I do?
If the invoice is incorrect but the check has not been created: Query the invoice in USASWeb and click Delete or use VERINV Option 1. Both of these options will reopen the purchase order.
Use VERINV Option 8 to change the PO status if the PO was accidentally paid in full when it should have only been partially paid.

Scenario 2

I invoiced and paid the wrong vendor. The check has been voided. I want to delete the invoice but I can't because it's associated with a voided check. What do I do?
You can't delete an invoice or change a vendor on a purchase order once a check has been created. Use USASWeb/Invoice to cancel the purchase order and then create a new purchase order to the correct vendor, and Invoice and CKPROC it as usual.

Scenario 3

I need to delete several POs created yesterday due to several purchase orders being out of order. The purchase orders were created from requisitions; however, the
requisitions were deleted once they were converted to purchase orders. Do I have to re-enter all of the purchase orders or is there some kind of shortcut.
You can use the Modify option in POSCN or USASWeb/Purchase Orders to modify the purchase order numbers to the correct sequence.

Scenario 4

I paid a vendor from the wrong purchase order. The check has been reconciled. Is there a way I can adjust which purchase order it should have been paid on? The correct PO is still open.
The following steps should be taken to correct this:
1. Reverse reconcile the check using RCNCLE.
2. Resequence the check to a dummy check number using CHKSEQ Option 1.
3. Void the dummy check. By voiding the check, the invoice associated with it has been cancelled and the purchase order set back to its status prior to invoicing it.
4. Invoice and CKPROC the correct PO using the original check number (this amount may not be the same as the incorrect PO). You will have to either ask for credit or write another check if the first purchase order was for a greater amount. Please note that the PO number on the check stub will not be correct so the district should be making notes throughout this procedure for auditing purposes.

Scenario 5

I hand typed a warrant check and forgot to enter it onto the system. I have closed for the month and need to process this check on the system. Is this possible?
It is not possible to add this to the system as an expenditure with a date from the previous month. If the number on the physical check is still available on the system, you should go through the normal expenditure process of creating a purchase order, invoice, and check in the current processing month. Use the check number from the physical check when running CKPROC. Make a notation as to why the

physical check has a date from a month prior to the date of the purchase order, invoice, and check on the system for auditing purposes.

Scenario 6
I have a purchase order that has been invoiced and processed for payment. However, one of the items has caused a negative cash balance; thus, it was not included on the check. How can I get this item processed for payment prior to receiving money into this cash account?

Use VERINV Option 5 - Change account, to change the account code on this one item. This will change the account code on the invoice as well as the purchase order. Then re-run CKPROC to create a check for this item.

Once the money has been received into the original cash account, an error correction can be processed in one of two ways: by posting a receipt for a reduction of expenditure to the wrong account and a negative reduction of expenditure against the correct account, or through ACTMOD using the Expense/supplies distribution option to move the expenditure back to the correct account.

Scenario 7
A warrant check was voided on the system under the assumption it had been lost. However, the check has since been found, cashed, and now cleared the bank. How can I "unvoid" the check in order to reconcile the check.

The following steps should be taken to "unvoid" a warrant check:
1. Using CHKSEQ Option 1, resequence the voided check to a "dummy" check number (i.e. a check number you will never use). This will open up the check number of the physical check making it possible to use that number again on the system.
2. When the check was voided, the associated invoice was cancelled and the purchase order set back to the status prior to posting the invoice. Enter a new invoice through USASWeb/Invoice for the amount of the check.
3. Run CKPROC using the original check number. The check number is now back at a warrant status and can be reconciled as normal.

Scenario 8
A check was issued last month. The person who received the check unfortunately got the check wet and the bank will not accept it. A stop payment on the check was issued and I need to reissue another check. Do I need to enter a new invoice and cut a new check or is there an easier way?

You would need to use CHKSEQ Option 3 which will void the old check and create a new check. Once you complete this step you will need to run CHKSEQ again and choose option 2 to create the new print file.

This solution would apply to a refund check that needs reissued as well.