

UNIVERSITY OF DELAWARE[®] EXCHANGE

Auto Return Troubleshooting Tips

Revised 6/4/2023

System Returns in UDX

- Requisitions can be returned by the system workflow for multiple reasons.
- This guide will assist with troubleshooting the return reasons in the Auto Return, Invalid Commodity Code, and PR Validation workflow steps.



Requisition • 3401141

Activate Cart

Summary PO Preview Comments Attachments **History**

This is not your active cart.

Start date End date User

If your requisition is returned to you, you can always find the reason in the History tab. Automatically returned requisitions show Action: **Requisition Returned** by User: **System**.

Line No	Date/Time ↓	User	Step(s)	Action	Field Name	From	To	Note
	11/12/2021 9:57:39 AM	System		Requisition returned		empty	Rachel Requester	Requisition was automatically returned. This may be an issue with project dates, the missing mul... Show more
	11/12/2021 9:57:28 AM	Rachel Requester		Requisition submitted				
	11/12/2021 9:56:45 AM	System		Requisition returned		empty	Rachel Requester	Requisition was automatically returned. This may be an issue with project dates, the missing mul...

Draft (returned)

Total (1,500.00 USD)

Subtotal 1,500.00

1,500.00

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow

Draft
Active
Rachel Requester

Auto Return
Future

Start - Parallel Steps



Auto Return Errors

Auto Return is the very first workflow step

- Auto Return is based on rules built in UD Exchange, not PeopleSoft.
- There is only one error message supplied at this step, but it may mean one of several things.
- You will be able to preview an Auto Return error in workflow.





Requisition • 3401141

Summary PO Preview Comments Attachments **History**

Start date

End date

Action

User

mm/dd/yyyy mm/dd/yyyy

Filter Clear All Filters

Export CSV

1-18 of 18 Results 20 Per Page ▾

Line No	Date/Time ↓	User	Step(s)	Action	Field Name	From	To	Note
	11/12/2021 9:57:39 AM	System		Requisition returned		empty	Rachel Requester	Requisition was automatically returned. This may be an issue with project dates, the missing multi-invoice subaward, e of an mmodity review our ng Guide mation.
	11/12/2021 9:57:28 AM	Rachel Requester		Requisition submitted				
	11/12/2021 9:56:45 AM	System		Requisition returned		empty	Rachel Requester	Requisition was automatically returned. This may be an issue

This requisition was automatically returned at the Auto Return step. It will continue to be returned until the Auto Return step is NOT shown in the workflow sidebar.

Draft (returned)

Total (1,500.00 USD) ▾

Subtotal 1,500.00

1,500.00

What's next for my order? ▾

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow

Draft
Active
Rachel Requester

Auto Return
Future

Start - Parallel Steps



Fixing Auto Return Errors: **Grants**

- The values associated with a chartfield string, including the project end date, are stored in PeopleSoft and update in UD Exchange hourly during business hours.
- They are static, not dynamic, which means once they are in your requisition, if associated values update, you will not see it.
- You must re-enter the SpeedType for the associated values such as project end date to repopulate with the refreshed “VALID” code.



Fixing Auto Return Errors: Grants

Many rules in this step focus on grant spending.

- Only certain types of purchases are allowed around the end dates of many types of projects.
- If you are attempting to spend on a grant code, please review the end date of the grant and type of purchase.
- You may need to communicate with the Research Office about the grant's end date to proceed.

Requisition Date within 45 days after the Project End Date and Account NOT Publications (148300), Printing Services (144300) or Subawards (153200, 153300)

If **Project_Type** NOT IN ('DA','SVCTR','VPFED','VPGIF','VPOTH','VPSTA','FACIL') and

System Date = 'POST_45'

Account NOT IN LIST ('148300','144300','153200','153300')

Requisition Date between 46 and 60 days after the Project End Date and Account NOT Subawards (153200, 153300)

If **Project_Type** NOT IN ('DA','SVCTR','VPFED','VPGIF','VPOTH','VPSTA','FACIL') and

System Date = 'POST_46_60'

Account NOT IN LIST ('153200','153300')

Requisition Date greater than 60 days after the Project End Date

If **Project_Type** NOT IN ('DA','SVCTR','VPFED','VPGIF','VPOTH','VPSTA','FACIL') and

System Date = 'POST_61'

If the Research Office adjusts the end date of the grant, you will need to re-enter the SpeedType/project ID on the requisition to pick up the new dates before resubmitting!



Requisition modified	Account Code	empty	141214
Requisition modified	Project End Date Flag 2	empty	:16.67%, :16.67%, :16.67%, :16.67%, :16.67%, :16.67%
Requisition modified	Project Type 2	empty	:16.67%, :16.67%, :16.67%, :16.67%, :16.67%, :16.67%
Requisition modified	Project End Date Flag 1	empty	VALID:16.67%, VALID:16.67%, VALID:16.67%, POST_46_60:16.67% VALID:16.67%, VALID:16.67%
Requisition modified			FEDRL:16.67%, FEDRL:16.67%, FEDRL:16.67%, OTHER:16.67%, FEDRL:16.67%, FEDRL:16.67%
Requisition modified			:16.67%, :16.67%, :16.67%, :16.67%, :16.67%, :16.67%
Requisition modified	User Ref	empty	:16.67%, :16.67%, :16.67%, :16.67%, :16.67%, :16.67%
Requisition modified	Project ID	empty	CHEG32224723000:16.67%, CHEG31231221000:16.67%, CHEG33211723000:16.67%, CHEG43226522000:16.67%, C... Show more
Requisition modified	Source	empty	33000000000:16.67%, 33000000000:16.67%, 33000000000:16.67%, 89000000000:16.67%, 33000000000:16.67%, 33... Show more

Codes are always shown in the same order in every field. This would be the fourth code listed on the requisition.

Entering a grant-related speedtype automatically populates many fields related to the chartfield, including some not shown on the requisition. However, they are all visible on the history tab. Here the user can see that one of the six projects in the funding split has a date that is not valid for this type of purchase.



Fixing Auto Return Errors: Subawards

Subawards **require** you check the multi-invoice/payment box, because subawards are always amount-based purchase orders.

The acknowledgement box on the subaward form serves as a reminder.

If your subaward is auto-returned, make sure the multi-invoice/payment box is checked.

Commodity Code RO-SUB2 - Research Office
Subawards >\$25K - to be used
on Subaward form only, not to
be used with any Goods or
Services purchase

Prior to submitting this request for approval, I will mark the cart for "Multi-Invoice/Payment". ★

☐ Acknowledged

NEW: If I have a \$0 placeholder on line 2, I will ALSO check the "PO Type Override" box before submitting. ★ ?

☐ Acknowledged

Prepared by Kristen Pickering

Purchasing UOD01
Business Unit UNIVERSITY OF DELAWARE

eBuilder no value
Process
Instance

Multi-
Invoice/Payment



Fixing Auto Return Errors: Subaward POTO box

Subawards may also return due to errors on a line item.

If the amount on the line is \$0, the PO Type Override (POTO) Box **MUST be checked**.

Whenever you *increase* the amount on the \$0 line to any amount, you must then **UNCHECK** the POTO box or the subaward will allow only one invoice against that line before closing. This cannot be fixed.

As of 11/2022, workflow will return the subaward requisition if the POTO box is not correctly used.

Commodity Code RO-SUB2 - Research Office
Subawards >\$25K - to be used
on Subaward form only, not to
be used with any Goods or
Services purchase.

Prior to submitting this request for approval, I will mark the cart for "Multi-Invoice/Payment". ★

☐ Acknowledged

NEW: If I have a \$0 placeholder on line 2, I will ALSO check the "PO Type Override" box before submitting. ★ ?

☐ Acknowledged



Fixing Auto Return Errors: Subaward POTO box

In this example, there is funding on both lines, but the POTO box is checked. This Subaward will automatically return to the submitter to uncheck the POTO boxes and resubmit.

The screenshot displays a subaward form with two lines. Each line has a 'POTO' (Potential Overlap) box checked, indicated by a green checkmark. The form also shows item details, account codes, and a draft status on the right.

Line	Subaward Details	Amount	Quantity	Total
1	Subaward Details - Line 1 (153200)	25,000.00	1	25,000.00
2	Subaward Details - Line 2 (153300)	21,000.00	1	21,000.00

ITEM DETAILS

Commodity Code: RO-SUB / Research Office Subawards <\$25K - to be used on Subaward form only, not to be used with any Goods or Services purchase.

Account Code: 153200
C&G SUBCONTRACT-AMT UP TO \$25K

Internal Note/Business Justification: no value

Internal Attachments: Add

External Note: no value

Attachments for supplier: Add

POTO Type Override: ☒

Subaward Details - Line 2 (153300)

Commodity Code: RO-SUB2 / Research Office Subawards >\$25K - to be used on Subaward form only, not to be used with any Goods or Services purchase.

Account Code: 153300
C & G SUBCONTRACTS-AMT>\$25K

Internal Note/Business Justification: no value

Internal Attachments: Add

External Note: no value

Attachments for supplier: Add

POTO Type Override: ☒

Draft (returned)

Total (46,000.00 USD)

Subtotal: 46,000.00

What's next for my order?

Next Step: COA Approver

Approver: Walueff, George

Workflow: Draft (Active), Victor Caruana

Auto Return: Future

PR Validation: Future

COA Approver: Future

Fixing Auto Return Errors: Subaward POTO box

In this instance, there is a \$0 line on the second line as a placeholder, but the POTO box is NOT checked.. This requisition will automatically return to the submitter to check the POTO boxes and resubmit.

1 Subaward Details - Line 1 (153200) 10,000.00 1 10,000.00 ...

ITEM DETAILS

Commodity Code	RO-SUB / Research Office Subawards <\$25K - to be used on Subaward form only, not to be used with any Goods or Services purchase.	Internal Note/Business Justification	no value
Account Code	153200 C & G SUBCONTRACT-AMT UP TO \$25K	Internal Attachments	Add
		External Note	no value
		Attachments for supplier	Add
		PO Type Override	✗

2 Placeholder 0.00 1 0.00 ...

ITEM DETAILS

Commodity Code	RO-SUB2 / Research Office Subawards >\$25K - to be used on Subaward form only, not to be used with any Goods or Services purchase.	Internal Note/Business Justification	no value
Account Code	153300 C & G SUBCONTRACTS-AMT>\$25K	Internal Attachments	Add
		External Note	no value
		Attachments for supplier	Add
		PO Type Override	✗

Draft (returned)

Total (10,000.00 USD)

Subtotal 10,000.00

10,000.00

What's next for my order?

Next Step COA Approver

Approver [Valueff, George](#)

Workflow

Draft
Active
Victor Caruana

Auto Return
Future

PR Validation
Future

COA Approver
Future

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Fixing Auto Return Errors: Subaward POTO box

UDX EXCHANGE TEST SITE

Change Requests • 3659426

Summary PO Preview External Communication Comments Attachments 2 History

This is a change request to add funds to the subaward, but the POTO box is still checked. These do not currently auto-return but do route to Procurement Help for review. If the POTO box is not appropriately checked it may be returned manually with specific instructions. If your subaward predates the introduction of the POTO box to UDX, Procurement Help will fix it at this step.

Account Code 153200
C&G SUBCONTRACT-AMT UP TO \$25K

External Note no value

Attachments for supplier Add

PO Type Override X

2	Adding funds for year 2	15,000.00	1	15,000.00	...
---	-------------------------	-----------	---	-----------	-----

ITEM DETAILS

Commodity Code RO-SUB2 / Research Office Subawards >\$25K - to be used on Subaward form only, not to be used with any Goods or Services purchase.

Account Code 153300
C & G SUBCONTRACTS-AMT>\$25K

Internal Note/Business Justification no value

Internal Attachments Add

External Note no value

Attachments for supplier Add

PO Type Override ✓

Misc Department Approval
Future

Subaward Auto Return 2-CR

Procurement Help
udexchange@udel.edu

COA Approver
Future

Dept Purchasing Specialist
Future

Missing Grant Approval
Future

PR Validation 2
Future

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Fixing Auto Return Errors: NPOP Agency Codes

If you are attempting to use the NP-Agency commodity code on a Non-PO Payment form, it MUST be used with a SpeedType that includes Fund Type AGENCY.

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	AGCY912155	AGCY912155	AGENCY AGENCY	02501	no value	no value	no value	no value	no value
N/A	INSTIT ARTS & EDUC	INSTIT ARTS & EDUC		ARTS & SCIENCES					

Internal Notes and Attachments **External Notes and Attachments**

1 Item

DELAWARE STATE OF · 1 Item · 1,500.00 USD

SUPPLIER DETAILS MAIN : 820 NORTH FRENCH ST, WILMINGTON, Delaware...

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Non-PO Payment Request					
Contract: no value					
1	moving funds		1,500.00	1	1,500.00

ITEM DETAILS

Commodity Code	NP-AGENCY / N-POP ONLY: For payments from AGCY codes where IID is the fiscal agent for funds	Internal Note/Business Justification	no value
----------------	--	--------------------------------------	----------

What's next for my order?

Next Step: Wait for Validation Response

Approvers: There are no approvers

Workflow

- Draft (Active, Rachel Requester)
- Start - Parallel Steps
- PR Validation (Future)
- Wait for Validation Response (Future)
- End - Parallel Steps

Fixing Auto Return Errors: **Old/Restricted Forms**

- The Auto Return workflow step will also show if you attempt to submit a requisition using an outdated form. This could happen if you copy a previous requisition to a new cart.
- As of April 2023, the Waiver of Bid form that was sunset on July 1, 2022 will cause an Auto Return if it is submitted with a new requisition.
- There are other forms for administrator use only which will prevent submission if submitted by a user without that role.



Fixing Auto Return Errors: **Honorarium Request**

- The Honorarium Request Form will automatically return if it is submitted with values that indicate Procurement is unable to pay the recipient, such as answering the question regarding whether the individual's visa type permits honorarium payments in the United States as “no.”
- If you are uncertain as to why the requisition is being automatically returned at this step, please email procurement@udel.edu.



Invalid Commodity Code Errors

- Invalid Commodity Code is the second workflow step
- Invalid Commodity Code errors are solely related to commodity code use in various types of requisitions.
- You will be able to preview an Invalid Commodity Code error in workflow.
- This step exists because users can overwrite the commodity code even when it is incorrect for that type of purchase.



Requisition • 3401141

- Summary
- PO Preview
- Comments
- Attachments
- History

...

Assign Cart

Place Order

In this example, the user is attempting to use the Non-PO Payment form with a numeric commodity code associated with purchase orders. The Invalid Commodity Code step will return this requisition if the Place Order button is checked.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
<div>Non-PO Payment Request</div>						
Contract: no value						
1	moving funds		1,500.00	1	1,500.00	...
<div>ITEM DETAILS</div> <div><div>Payment Notes/Instructions</div><div>Invoice Date</div><div>Payee Invoice Number</div><div>more info...</div></div> <div><div>Commodity Code</div><div>Account Code</div></div> <div><div>80000000 / Management, Business Professionals & Administrative Services</div><div>141235</div></div> <div><div>MANAGEMENT AND BUSINESS PROFES</div></div>						

1,500.00

Validation Response

There are no approvers

Workflow

Draft

Active

Rachel Requester

Invalid Commodity Code

Future

Start - Parallel Steps

PR Validation

Future

Wait for Validation Response

Future



UNIVERSITY OF DELAWARE

EXCHANGE

TEST SITE

All

Search (Alt+Q)

209.16 USD

24

8

Requisition

Summary

Place Order

26 Items

FASTENAL COMPANY · 24 Items · 184.80 USD

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 11/12/2021 9:26:00 AM

- 48mm x 55m Silver 9 mil Talon[REG] Heavy Duty Duct Tape

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 48mm x 55m Silver 9 mil Talon[REG] Heavy Duty Duct Tape	0617162	EA	7.70	Qty: 24 EA	184.80

ITEM DETAILS

Manufacturer NameTal[REG]

Supplier Part Auxiliary ID

more info...

Contract: no value

Commodity CodeNP-AWARD / N-POP ONLY: Cash award or prize

Account Code149200
AWARDS & PRIZES

Internal Note/Business Justificationno value

Internal AttachmentsAdd

External Note no value

Attachments for supplierAdd

209.16

What's next for my order?

Next StepWait for Validation Response

ApproversThere are no approvers

Workflow

Draft

Active Rachel Requester

Invalid Commodity Code

Future

Start - Parallel Steps

PR Validation

Future

Wait for Validation Response

Future



Why Invalid Commodity Code Errors Happen

- These types of errors happen most often when users “shop around” for their traditional or preferred account code and try to make the system use it.
- **Remember! The NPOP form is NOT a replacement for the Payment to Vendor form.** Anytime we purchase goods or services, you must have a purchase order in place prior to receiving an invoice. Only certain types of invoices can be paid without a PO via the NPOP form.
- Please refer to the “Guided Buying and Procurement Policy” and “Commodity and Account Codes” videos in the ConnectingU Requester training module for more information.



Fixing Invalid Commodity Code Errors

- The form type you use will guide you into use of the correct commodity codes available and therefore the correct account codes.
- NP commodity codes are only available for use on the NPOP form.
- Catalog, non-catalog and legacy bid waiver forms all use numeric commodity codes
- Subawards are the only forms to use RO-SUB codes and 153200/153300.
- Fix NPOPs or Subawards by undoing any manual overrides.
- Fix catalog and non-catalog requisitions and legacy bid waiver change requests by replacing an incorrect NP commodity code with a numeric code from the crosswalk.



PR Validation Errors

- PR Validation steps occur when UD Exchange communicates with PeopleSoft
- PR Validation errors are communicated from PeopleSoft and are not duplicated by rules built in UD Exchange.
- PR Validation errors are not previewed in the workflow sidebar since they are not known until UD Exchange communicates with PeopleSoft.
- PR Validation happens at the beginning and the end of every requisition.
- These errors always have text that is prefixed with “Line: 1, Split: 0” (the numbers may vary) which indicates the error code came from PeopleSoft.



Supplier Return Issues

Note

Line: 1, Split: 0 - Supplier number: 0000013244 may not exist, may be inactive or is not open for ordering.

[Show less](#)

Note

Line: 1, Split: 0 - Supplier number: may not exist, may be inactive or is not open for ordering. Line: 1, Split: 0 - Supplier number: , Location: Not found. Supplier Location may not exist or may be inactive.

- These errors occur when the supplier record in PeopleSoft is not in sync with the supplier record in UD Exchange.
- Most likely, the record is being edited in UD Exchange (as a result of a recent W9 submission).
- You may also have started your requisition before the supplier record went inactive (occurs 15 months after no payment) or before the Supplier Team completed approval of the supplier.



Fixing Supplier Return Issues

The screenshot shows the University of Delaware Exchange website. The header includes the University of Delaware logo and the word "EXCHANGE". Below the header, there is a navigation bar with "Shop • Shopping Home Page". The main content area features an "Organization Message" section with a "Welcome to the University of Delaware Exchange" heading. The text below the welcome message describes the platform's purpose. On the left side, there is a vertical navigation menu with icons for Home, Shopping Cart, Organization Message, Suppliers, Manage Suppliers, Performance, and a bar chart icon. The "Suppliers" menu item is highlighted with a red box, and its dropdown menu is open, showing options: "Suppliers", "Manage Suppliers", and "Performance". The "Suppliers" option is further highlighted with a red box, and its sub-menu is open, showing "Supplier Management Home", "Search for a Supplier", and "View Saved Searches". The "Search for a Supplier" option is highlighted with a red box, and a search bar is visible with the text "Curry, Rachel" and a magnifying glass icon.

UNIVERSITY OF DELAWARE EXCHANGE

Shop • Shopping Home Page

Organization Message

Welcome to the University of Delaware Exchange

Here you'll find the goods and services you need. The greatly expanded **University of Delaware Exchange** provides a familiar online shopping experience and negotiated pricing from UD's preferred suppliers. You can search for items by keyword or item number. When you find the item you need, just put it in your shopping cart, and assign or submit a request. If you can't find what you need, click on the [New Catalog Item](#) link, complete the form, and assign or submit.

Suppliers

Curry, Rachel

Manage Suppliers

Performance

Supplier Management Home

Search for a Supplier

View Saved Searches

Through noon on Sunday, November 10, 2019, during this time, please use a previous version of the updated guides on our website.

Showcase now offers shopping cart functionality. Purchase, which will provide appropriate guidance, review and recommendations needed prior to making a technology purchase. Visit the [Procurement website](#) for more details.

UD Exchange now has a new feature - the PO Type Override (POTO) Box. If you're not sure whether to click the button, comment on the item in the header because you have a combination of purchase order types. Standard on

Copy and Paste either the supplier number or supplier name in the Supplier Search area on the menu.



Fixing Supplier Return Issues

UNIVERSITY OF DELAWARE EXCHANGE

Suppliers ▸ Manage Suppliers ▸ [Search for a Supplier](#)

Showing 1 - 1 of 1 Results

Search Details

Results Per Page: 20 Sort by: Best Match Page 1 of 1 legend ?

Filtered By

Search Terms: Curry, Rachel [Remove All]

Network

☒ In Network Save New Search

Refine Supplier Search ?

Profile Last Updated By Supplier

Last Invitation Date

Registration Status

Approved (1)

Registration Type

Full Supplier Registration (1)

Registration Method

Proxy (1)

Registration Date

Curry, Rachel (Writings of Rachel)

Type: ☐ Registration Status: Approved Diversity Classifications: None Date Registered: 9/30/2021 2:16 PM Last Updated: 11/4/2021 11:24 AM

Registration Type: Full Supplier Registration Contract Party Types: Supplier

Manage

Click the name of the supplier that is returned in your search.



< Back to Results 1 of 1 Results < >

Curry, Rachel

Doing Business As : Writings of Rachel

Registration Status Approved

Registration Type Full Supplier Registration

About >

Contacts and Locations >

Workflow and Review <

Internal Notes

Supplier Registration Workflow

Supplier Review

View History

History

> Filter History Export CSV

Results Per Page 20 Records found: 34 Page 1 of 2

Date	User	Action	Context	Section	Field	Old Value	New Value	Note
11/4/2021 11:24:28 AM	System	Successfully exported to ERP (via System)	Supplier Registration Workflow					
11/4/2021 11:24:18 AM	System	Supplier Registration Approval Complete (via Workflow)	Supplier Registration Workflow					
11/4/2021 11:24:18	System	Modified (via Workflow)			Enable Sync with ERP	Off	On	
11:24:15 AM	Gonzalez	Assigned (via Workflow)	Workflow: Registration Review					
11/4/2021 11:24:04 AM	Bill Gonzalez	Modified		General	Active for Shopping	false	true	
11/4/2021 11:23:36 AM	Bill Gonzalez	Viewed		Payment Information	Account Number			ACH Payment
9/30/2021 2:19:59 PM	System	Modified (via Workflow)		General	OFAC SDN Information Status Last Updated	empty	9/30/2021 2:19 PM	

Information about the supplier's updates and review process can be found in **View History**. This supplier was approved on November 4 and should be active.





< Back to Results

1 of 1 Results < >

Curry, Rachel

Doing Business As : Writings of Rachel

Registration Status Approved

Registration Type Full Supplier Registration

- About
- Contacts and Locations
- Workflow and Review
- Internal Notes
- Supplier Registration Workflow
- Supplier Review Workflow

View History

History

> Filter History

Export CSV

Results Per Page 20

Records found: 34

Page 1 of 2

Date	User	Action	Context	Section	Field	Old Value	New Value	Note
11/4/2021 11:24:28 AM	System	Successfully exported to ERP (via System)	Supplier Registration Workflow					
11/4/2021 11:24:18 AM	System	Supplier Registration Approved	Supplier Registration					

HOWEVER, there is no PeopleSoft number listed for the supplier. That indicates there was an error in communication between systems. These are rare and are normally manually resolved, but please email procurement@udel.edu if the supplier appears Approved with no supplier number.

11/4/2021 11:24:04 AM	Bill Gonzalez	Modified	General	Active for Shopping	false	true	
11/4/2021 11:23:36 AM	Bill Gonzalez	Viewed	Payment Information	Account Number			ACH Payment
9/30/2021 2:19:59 PM	System	Modified (via Workflow)	General	OFAC SDN Information Status Last Updated	empty	9/30/2021 2:19 PM	





[Back to Results](#)

1 of 1 Results ▾ < >

Curry, Rachel

Doing Business As : Writings of Rachel

Supplier Number 0000041463
Registration Status Approved
Registration Type Full Supplier Registration

- About >
- Contacts and Locations >
- Workflow and Review >

[View History](#)

History

?

[Filter History](#)

[Export CSV](#)

Results Per Page 20 ▾

Records found: 40

Page 1 ▾ of 2 ▾

Date ▾	User ▴	Action ▴	Context ▴	Section ▴	Field ▴	Old Value	New Value	Note
11/12/2021 12:18:18 PM	System	Modified (via import)	Fulfillment Center: Fulfillment Center 1	General	Address ID	empty inherited	UD	
11/12/2021 12:18:18 PM	System	Modified (via import)	Address: 35	Addresses	Remittance			Updated

After the error message was reloaded, the supplier number was imported from PeopleSoft and the supplier record was updated in UDX.
The requisition can now be submitted because it will know to look for supplier ID 0000041463 in PeopleSoft when the requisition is sent.

PM								
11/12/2021 12:18:17 PM	System	Modified (via import)		General	Supplier Number	empty	0000041463	
11/4/2021 11:24:28 AM	System	Successfully exported to ERP (via System)	Supplier Registration Workflow					
11/4/2021 11:24:18 AM	System	Supplier Registration Approval Complete (via Workflow)	Supplier Registration Workflow					

After the error message was reloaded, the supplier number was imported from PeopleSoft and the supplier record was updated in UDX.

The requisition can now be submitted because it will know to look for supplier ID 0000041463 in PeopleSoft when the requisition is sent.





[Back to Results](#)

1 of 1 Results



CareerLeader LLC

Supplier Number 0000013244
Registration Status In Progress
Registration Type Full Supplier Registration

About

Contacts and Locations

Workflow and Review

Internal Notes

Supplier Registration Workflow

Supplier Review Workflow

[View History](#)

Supplier Registration Workflow

Submitted
10/14/2021 7:45 AM

OFAC Supplier Check

Completed ✓

Duplicate Robot

Completed ✓

Registration Review

Active

[View approvers](#)

Sy

Future



Note

Line: 1, Split: 0 - Supplier number: 0000013244 may not exist, may be inactive or is not open for ordering.

[Show less](#)

If a supplier has a number, but your requisition was returned with this error, they may have become inactive or needed/submitted a new W9.

You can check the **History** as well as the **Supplier Registration Workflow** in the **Workflow and Review** section to see if they are being updated.

Once fully reviewed and approved, resubmit the requisition.



Chartfield Return Issues: **General**

Line: 1, Split: 1 -
Different Source
(CF2) value found for
Speed Chart:
'RNOV853539'.
29000000000 \
27000000000 Line: 2,

Note

Line: 1, Split: 1 -
Different Department
value found for
Speed Chart:
'TEST123456'. 05825
\ 05804

- These errors occur when the SpeedType information on the requisition is out of sync with what is in PeopleSoft.
- Most likely, the SpeedType was entered on the requisition before an update was made in PeopleSoft.
- You may also be attempting to submit a change request without updating SpeedType values that are in a now-outdated chartfield string.
- These errors can also occur when you have an invalid purpose code/account code combination.



Fixing Chartfield Return Issues

Updated values come into UDX every hour. In most cases, simply re-entering the SpeedType will resolve the situation.

You may also see that a new child value is available to replace the old one.

- Click to select it as shown.

Note

Line: 1, Split: 1 -
Different Department
value found for
Speed Chart:

'TEST123456'. 05825
\\ 05804

Edit Accounting Codes

Accounting Codes

Work Order Number	SpeedType ★	Purpose	Fund	Organization Values	Source	Project ID
N/A	TEST123456	TEST123456	OPBAL	05804	OPMNT	No Value

★ Required fields

Save Close

Chartfield Return Issues: Combo Edit Rules

Note

Line: 1, Split: 1 -
Invalid
ChartField
combination
CHARTFIELD1/
ACCOUNT in
combo group
PURPNOBS

- These errors occur when an invalid or improper purpose code and account code combination is attempted.
- Historically, these rules cause UD webforms to reject as well.
- You may need to consult with your business office or General Accounting regarding proper use of purpose codes and account codes.

Note

Line: 1, Split: 1 -
Invalid ChartField
combination
CHARTFIELD1/
ACCOUNT in combo
group BSPURACT



Fixing Chartfield Return Issues: Combo Edit Rules

Note

Line: 1, Split: 1 -
Invalid ChartField
combination
CHARTFIELD1/
ACCOUNT in combo
group BSPURACT

Sometimes chartfield failures are a result of rules set up in PeopleSoft for combo edits - where the purpose code can ONLY be used with a matching account code.

The resolution is to ensure they match.

Line Type	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
GAA3	A2GAA3	OPBAL	04630	no value	no value	no value	no value	no value
N/A	NON STUDENT BILLING REFUNDS	NON STUDENT BILLING REFUNDS	OPERATING BALANCE	COLLECTION SERVICES				

ITEM DETAILS

Payee Invoice Number

Invoice Date

Payment Notes/Instructions

more info...

Commodity Code

Account Code

NP-FINANCE / N-POP VPFN USE ONLY: Payments related to codes required by VP Finance units to transact routine non-PO business, including Cashier's Office, Auxiliary Services, Procurement Services.

A2GAA3

Internal Note/Business Justification

Internal Attachments

External Note

Attachments for supplier

PO Type Override

no value

no value

×

refund fees paid



Fixing Chartfield Return Issues: Combo Edit Rules

This chart shows what each combo edit rule means and what area needs to be remedied to work.

Rule Name	Rule Purpose	Rule Logic
SPEEDCHART	Ensure only Valid ChartStrings as defined in SpeedTypes are used	Rule enforces that a ChartString with the exception of Account, must correlate to a valid SpeedType
EXCLACCNT	Ensure that certain Accounts, such as transfers, are not used on AP Vouchers	Rule specifies which Accounts cannot be used with all Purposes
EXCLPRGM	Ensure that certain Programs, such as reserves (RSRVS), are not used on AP Vouchers	Rule specifies which Programs cannot be used with all Accounts
SPDCHTACTR	Ensures that Non-Revenue Purposes do not have Revenue activity (Expense Purpose = Expense Activity)	Rule precludes the use of Revenue Accounts with non-Revenue Purposes as identified in the SpeedType Description - not containing REV or R/E for Funds OPBAS or OPSS
SPDCHTACTE	Ensures that Revenue Purposes do not have Expense activity	Rule preclude the use of Expense Accounts on Revenue Purposes as identified in the SpeedType Description - containing REV
SPDCHTCD	Ensure certain SpeedTypes are not used based upon Status Code in the SpeedType Description	Exclude Speedtypes that have a description starting with (D), (P), or (C)
BSPURACT	For balance sheet related SpeedTypes the Account and Purpose listed on the SpeedType must correspond.	If the SpeedType starts with A1-A9 or L1-L9, only the Account on the SpeedType is valid with the Purpose.
PURPPROJ	For SpeedTypes that have a Project listed, this rule enforces that the Purpose and Project correspond.	If a SpeedType contains Project this rule ensures the Project and Purpose match the SpeedType.
PURPNOBS	Ensure a balance sheet Account is not used with a non-balance sheet Purpose	For Purposes/SpeedTypes that do not begin with A1-9 and L1-L9 balance sheet accounts are not allowed (Asset, Liability, Equity).
PURPSRC	Ensure Sources are populated in as specified in the SpeedChart with the exception of Fund NOPLT or 1NOPL.	For SpeedTypes with a Source specified this rule will enforce that the transaction Source match with the exception of Fund NOPLT.
NOSRC	Ensure Source is not used on transactions where it is not specified on the SpeedType, except Fund NOPLT or 1NOPL.	For SpeedTypes without a Source specified, this rule will enforce that the transaction Source be blank.
SRCREQ	Require Source be populated when Fund NOPLT or 1NOPL.	Source is required with Fund NOPLT and 1NOPL



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [UDX Troubleshooting Tips](#)

