

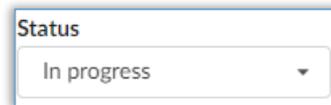
How to Review Integration Messages for a Purchase Order

Step-by-Step Instructions for Reviewing Integration Messages for a Purchase Order

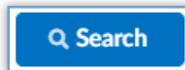
Requisitioners should closely monitor the status of their purchase orders (POs) in Ohio|Buys to ensure they were successfully encumbered and dispatched to the associated Supplier. POs that have been successfully dispatched out of OAKS will have a Status of *Ordered* or *Acknowledged* in Ohio|Buys. POs that have encountered some sort of integration and/or encumbrance error will have a Status of *In Progress*. To find your POs that have a status of *In Progress* and to review their corresponding integration messages, please refer to the steps in this job aid:

a) From the Main Menu Navigation Bar, click **Procurement** and then select **Browse Orders** from the drop-down menu.

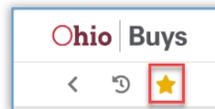
b) Select **In Progress** from the **Status** drop-down menu.



c) Click **Search**.



▲ To save this view, click the **Favorite** (★) icon and name the view. Then press enter on your keyboard. To access a favorite in the future, click **Favorite** (★) icon and select the desired page from the drop-down menu.



a) Review the **Status** of your orders, orders with a status of **In Progress** might have encountered an integration message.

PO ID	Supplier	Purchase Requisition	Ordered	Pcard Purchase	Received	Invoiced	Progress	PO	Order Date	Fiscal Year	Status
PO00000088	LIGHTHOUSE SOLUTIONS GROUP	Test Monday Morning	1,500,000	<input checked="" type="checkbox"/>			Initialized; Clear PO Issues		11/19/2018		In progress

a) Click on the **Pencil** (✎) icon to open an order and check for an integration error.

▲ In addition to checking the status of purchase orders on the Browse Orders page, users can also run the **POs not Dispatched** query. To access this query:

a) Click Analytics from the Main Menu Navigation Bar and then select Browse Queries from the drop-down menu.

b) Enter **POs not Dispatched** in the **Keywords** field.

c) Click **Search**.

d) Click the **Extract** (📄) icon for the **POs not Dispatched** query.

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If a purchase order (PO) encounters an integration message, it will be displayed in the **Integration Messages** section at the bottom of the page.

Integration Messages

PO NUMBER	PO LINE NUMBER	FIELD NAME	FIELD VALUE	DESCRIPTION	DATE
PO00007579	0	OH_RP_NUM_DAS	LOT00006	INVALID VENDOR ID: 0000004169 FOR OH RP DAS NUMBER: LOT00006	Aug 18 2020 9:45AM

1 Result(s)

A

The following is a list of possible integration errors that you may encounter on a PO, and recommended responses.

▲ **Note:** If a purchase order is no longer needed, open an OSS ticket and request that the PO is canceled.

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Example Integration Failure Message(s)	What Users Should Do
Budget Check Failed, please check Ivalue PO Data for PO Ref: PO00003872 and Business Unit: DRC01	Check if valid chartfield information is entered and if there is a mistake, create a change order to update the chartfield information and re-submit for approval. If the correct chartfield information is entered, please work with your agency Budget Analyst to correct the error. Once the budget status is "Valid" in OAKS, the status will automatically update in Ohio Buys. If the error cannot be corrected, please open a helpdesk ticket with OSS for further assistance.
INVALID VENDOR ID: 0000085895	Check if the right Order Supplier is selected and look in OAKS if the Open for Ordering checkbox is selected. If the wrong Order Supplier has been selected, create a change order to update the Order Supplier and re-submit for approval.
BILL LOCATION IS INVALID: P000506	Check if the selected Bill To Location is listed in OAKS. If the wrong location has been selected, create a change order to update the location and re-submit for approval.
INVALID VENDOR LOCATION: CHK	Check if the correct Supplier Location is selected for each line item. If the wrong location has been selected, create a change order to update the location and re-submit for approval. Users can also review the supplier record in OAKS to view valid Supplier Locations (i.e., payment methods).

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Example Integration Failure Message(s)	What Users Should Do
CATEGORY CODE IS INVALID: 41237689	Check if the correct Commodity Code is selected for each line item. If so, check in OAKS to see if the Commodity Code exists. If an invalid Commodity Code has been selected, create a change order to update the Commodity Code of the affected line item(s). If you find a Commodity Code that isn't in OAKS, open a helpdesk ticket with OSS.
UNIT OF MEASURE IS INVALID: BX	Check if the correct Unit of Measure is selected for each line item. If so, check in OAKS to see if the Unit of Measure (UOM) exists. If there is a UOM issue, create a change order to update the UOM for all impacted lines and re-submit. Please note, OAKS will only stop and send the first error it arrives on. There may be other UOM issues and users should review and correct all UOM issues before submitting the change order. Review all lines and make sure the UOM description (e.g., "Box" or "Package") and not an abbreviation (e.g., "BX" or "PK") is displayed. If there is still an issue, please open a helpdesk ticket with OSS.
OH ECB NUMBER IS INVALID: DAS0100579	Check if the Controlling Board Number is properly setup in OAKS and if the number has been transmitted to Ohio Buys. If an incorrect Controlling Board Number was selected, create a change order to update the Controlling Board Number and re-submit for approval. If there is a discrepancy between what is shown in Ohio Buys and OAKS, open a helpdesk ticket with OSS.
OH RP OIT NUMBER: INS01IT3 HAS EXPIRED OH RP DAS NUMBER IS INVALID: INS013	Check if the correct Release & Permit Number is selected for each item. If the proper Release & Permit Number is referenced, open a helpdesk ticket with OSS.
OIT RP num cannot be used if no OIT account or OIT contract exists on transaction line level.	An IT RP Number cannot be used if no IT account or IT contract exists on transaction line level. Please review the line information, ensure an OIT contract is selected, and create a change order to add an OIT contract and/or update line information

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SHIPTO LOCATION IS INVALID: P006495	Check if the selected Ship To Location is listed in OAKS. If the Ship To is invalid in OAKS, create a change order in Ohio Buys to update the Ship To to a valid value and re-submit for approval or complete the OAKS Location Form to make updates to Ship To statuses.
PO Data with Business Unit: DAS01 and PO Ref: PO00001234 not valid for PO Change	Open a helpdesk ticket with OSS for further assistance.
THE CONTRACT HAS EXPIRED: MCSA0068	Check your entry to make sure you are using the correct contract. If you have checked the contract document and believe you are receiving this message in error, open a helpdesk ticket with OSS.
CHANGE_PO_DISTRIB is required for PO Change	Open a helpdesk ticket with OSS for further assistance.
INVALID ACCOUNT: 521078 INVALID PRODUCT: 42322 INVALID FUND: 3890 INVALID DEPTID: LOT601300 INVALID CHARTFIELD1: 0LOR000157 INVALID CHARTFIELD2: ACCSTAFF INVALID CHARTFIELD3: AGEX1302 INVALID OPERATING UNIT: ACC INVALID PROJECT ID: ADJFA99 INVALID PROGRAM CODE: 8900E INVALID BUDGET REF: 2019 – 2019 Budget	Check if the chartfield value to be sure it is a valid value in OAKS. If the value no longer active, create a change order to update the value and re-submit for approval. If the value is active in OAKS, open a helpdesk ticket with OSS.
Contract ID and DAS RP Number cannot exist on the same line, Please correct line number 2.	A DAS RP Number cannot be entered on a line that has Procurement Contracts. Create a change order to remove the Contract ID or DAS RP Number and re-submit for approval.
DAS RP Number 72 has expired as of 08/18/20, Please re-enter.	The referenced DAS RP Number has an expiration date that is less than the transaction date which makes the number invalid for the transaction. Create a change order to enter a new DAS RP Number and re-submit for approval.
Transaction Amount is greater than DAS RP amount by \$50,000 USD.	Open a helpdesk ticket with OSS for further assistance.

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DAS RP Number 72 is active only between 01/01/20 and 08/18/20, please re-enter or save/review.	The transaction date is not in between the entered date and expiration date of the associated with the DAS RP Number, which makes the number invalid for the transaction. Create a change order to enter a new DAS RP Number and re-submit for approval.
DAS RP Number 72 is not valid for Agency DMH-OH Dept of MH & Addiction Svcs or vendor ELECTRONIC MANAGEMENT SERVICES INC, please re-enter.	Open a helpdesk ticket with OSS for further assistance.
DAS RP Number 72 is not in approved status, Please re-enter.	Open a helpdesk ticket with OSS for further assistance.
YTD Cumulative Trans Amount for vendor/agency exceeds DAS RP amount by \$50,000 USD.	Please create a change order and lower the transaction amount by the difference.
DAS DPA exceeded for Agency DMH-OH Dept of MH & Addiction Svc by \$50,000 USD; Increase DPA amount or reduce transaction amount for \$50,000.	Please create a change order to reduce the transaction amount and ensure a contract or Controlling Board Number is referenced.
Blanket DAS RP number 86 has expired, please re-enter or save/review.	The referenced DAS RP Number has an expiration date that is less than the transaction date which makes the number invalid for the transaction. Create a change order to enter a new Blanket DAS RP Number and re-submit for approval.
Blanket DAS RP Number 86 is being used incorrectly for agency DMH-OH Dept of MH & Addiction Svcs.	Please make sure transaction distribution level contains only blanket DAS accounts when using a blanket DAS RP number on the line. Create a change order to correct the account code or remove the blanket DAS RP number and re-submit for approval.
Blanket DAS RP Number 94 cannot be used for more than one Agency, please re-enter or save/review.	A DAS RP which is assigned to a particular agency can only be used for that particular agency. Check the chartfields for the various line items and ensure each line does not reference an agency other than the agency that the Blanket DAS RP is for. Create a change order as needed to update any discrepancies.
OIT RP Number is required for OIT contract CTR002694.	The Contract ID owned by IT requires that an OIT RP Number exists on the transaction. Create a change order to enter another IT RP Number and re-submit for approval.
OIT RP Number 82 cannot be used for more than one Agency, please re-enter or save/review.	An IT RP Number can be used only for one agency. Create a change order to break agency coding into separate item lines if there will be a need to have an OIT RP for each agency and re-submit for approval.

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OIT RP Number 143 does not exist, please re-enter or save/preview.	The IT RP Number entered on transaction does not exist or has not been defined, open a helpdesk ticket with OSS for further assistance.
Contract ID CTR002694 on transaction is different from contract ID meant for OIT Special RP 33.	Special IT RP numbers are contract-specific and cannot be used for purchases from another vendor/contract. Please validate the Contract ID on the RP matches the Contract ID referenced on the PO. Create a change order to either correct the Contract ID for the line item or enter another IT RP Number and re-submit for approval. If the Contract ID is correct, open a helpdesk ticket with OSS for further assistance.
OIT RP Number 91 is active only between 01/01/20 and 12/31/20, please re-enter or save/review.	The transaction date is not in between the entered date and expiration date of associated with the IT RP Number, which makes the number invalid for the transaction. Create a change order to correct the OIT RP number, or open a helpdesk ticket with OSS for further assistance.
OIT RP Number 91 is not valid for Agency DMH-OH Dept of MH & Addiction Svcs, please re-enter or save/preview.	The IT RP number entered on transactions is not valid for the agency the transaction is for. Create a change order to correct the budget data or update the IT RP number.
Special OIT RP Number 89 is not valid for vendor NETSMART TECHNOLOGIES INC, please re-enter or save/preview.	Special IT RP numbers are vendor-specific or contract-specific and cannot be used for purchases from another vendor/contract. Please validate the Supplier ID on the RP matches the Supplier ID referenced on the PO. Create a change order to either update the Supplier ID or enter another IT RP Number and re-submit.
Transaction Amount is greater than OIT RP 44/DPA amount by \$70,000 USD.	Please create a change order and lower the transaction amount by the difference.
YTD Cumulative Trans Amount for vendor/agency exceeds OIT RP 54 amount by \$65,000 USD.	Cumulative spending for the vendor/agency for the year has exceeded what is allowed for the IT RP. Please create a change order to reduce transaction amount.
You cannot save this transaction since OIT validations have failed, please correct and re-submit.	Create a change order to enter a valid IT RP Number and re-submit for approval. If the issue persists, open a helpdesk ticket with OSS.
You cannot save this PO since OIT validations have failed, please correct.	Create a change order to enter a valid IT RP Number and re-submit for approval. If the issue persists, open a helpdesk ticket with OSS.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).