

## **Procurement Specialist Memo – Year End Updates – May 19, 2009**

The below information is related to year end fixes to UStores orders.

### **Fixing match errors on UStores orders**

- 1) Match Errors caused by Unit of Measure on UStores vouchers - UStores will fix the match errors due to unit of measure.
- 2) Match Errors due to price problems on UStores vouchers – the Procurement Specialist should just override the error to allow processing. Call UStores if there are questions about price.

### **Fixing budget errors on U Stores vouchers**

If the voucher is against a UStores PO, UStores will contact the department to get a corrected ChartField string to charge. The corrected charge will be sent through as non-PO related, so the department will need to contact the Procurement Specialist to close these POs.