

Purchasing Services

Nov. 10, 2008

APPLYING MULTIPLE CHART STRINGS TO BLANKET ORDERS

It is preferred to use only 1 chart string per blanket order. However, there are 2 ways to charge multiple chart strings on a blanket order both with their attendant challenges.

Blanket Order – Model 1

This is a one line blanket order for a total dollar amount encumbered on one chart string.

1 Lot Misc parts as needed \$5000
Fund: 1000 Dept ID 10000 Program 10000

Once the receipt is entered, the receipt preparer has the option of using the Maintain Chartfield screen to alter the chart string that defaulted into the Receipt. This screen displays the blanket order's chart string(s) and allows you to enter different values. The sample below has open fields (fields can be edited) on the sample receipt #30044 that allows you to change the default chart string for this one receipt.

Chartfields										
Business Unit: UMN01 Receipt No.: 0000030044 SCOTT GERBER										
Receipt lines										
Receipt Line:	1	PO Number:	0000047717	Line:	1	Vndr UOM:	LOT			
Item ID:	Honoraria for the 24-hour Emer									
Due Date	10/10/2008	Vndr Rcpt Qty	1.0000	Vndr Accept Qty	1.0000	Amount	\$1050.00	Distribute by	Qty	
Account Lines										
Distribution Li	GL Unit	Fund	DeptID	Program	PC Bus Unit	Project	Activity	Account	Fin EmplID	Char
1	1	UMN01	3014	11168		UMSPR	06608121	1	730208	

Challenge with Model 1:

Voucher Specialist should copy from the receipt. If they copy the purchase order to make their voucher, the original chart string will default in – not the updated chart string of the receipt.

Blanket Order – Model 2

This is a multi-line blanket order for a total dollar amount encumbered. Each line is encumbered on its own chart string.

PO Line 1 – 1 Lot Misc Lab 2 Parts as needed \$5000
Fund: 1000 Dept ID 10000 Program 10000
PO Line 1 – 1 Lot Misc Lab 3 Parts as needed \$1000
Fund: 2000 Dept ID 20000 Program 20000

Blanket Order Total \$6000

The receipt will default to the chart string of whatever PO line is used to make the receipt.

Challenge with Model 2:

The Voucher Specialist must know at the time of voucher entry, which line from the invoice is going to tie to which line on the purchase order. The invoice they are using does not reference the Dept ID or PO line when they are keying.

SUMMARY: Both models are acceptable from a system process, but if you choose to use one of these models, you will need to address the challenges identified.