

THE UNMATCHED REPORT (FIN_PMO_288) IN RM3

HOW A DPA SHOULD USE THIS REPORT

This report is a tool for DPAs to identify transactions that may require action, and should not be considered a financial reconciliation report. The first week of each month, the DPA should run the 288 (DPA Unmatched) Report in ReportMart3 and review the capital transactions of the previous month.

Tips for maximizing the benefit of this reporting tool:

- The “ORG FROM” and “ORG TO” prompts should reflect the organization code range for all accounts under your organization’s control. If there is only one org code, it should be entered in both prompts. If you are unsure of your org code range, please contact your Property Service Representative (on PMO web site <http://ora.stanford.edu/ora/pmo/>).

Note: A future enhancement to this report is being sought, which will import the University Organizational Hierarchy into the database, allowing the parent org code to be entered, capturing all of the child org codes under it – feasibility is currently being studied.

- The “GL PERIOD FROM” and “GL PERIOD TO” should be the prior month in both prompt fields, for example, when running the report in early March 2009, the fields would both be FEB-2009. A report being run in early October 2010 would be for SEP-2010, etc. This way you will only get results involving transactions that occurred in the previous month.
- Each PO on the report should be reviewed for accuracy to line item detail. Correcting templates should be submitted for POs that are not capital, or to correct individual PO Lines that should not be capital (warranties, maintenance contracts, etc). For transactions that are capital, the item(s) must be located, tagged, and record(s) should be entered into Sunflower as soon as possible – in any event within 30 days of the receipt.
- Items that have not been physically received, or are only partially received and are awaiting additional components, installation, or transactions that exist only as a deposit on the purchase order should be noted as such and the appropriate Property Service Representative informed. Clearly these qualify as exceptions to the thirty-day record entry rule, and will appear on the report until the asset is recorded in the Sunflower system.

PMO will occasionally run the report for quarterly and annual reconciliations, in order to capture any purchases where late invoicing may have occurred, or other circumstances have caused a purchase order to not reflect accurately on the monthly report cycle. DPAs are free to do this also, particularly if there is a known purchase order that does not seem to be properly reflected in the report output. Such instances should be reported to PMO promptly, so a full review of the issue can take place and corrective actions taken if necessary.

Caveats and limitations to this report:

Limitations in Oracle prevent corrections to capital purchase orders from being 'linked' directly to the PO, so even though a capital template may have been submitted and processed, the original transaction will still appear on this report. Additionally, the amount for the PO is from the PO total, and does not break down capital and non-capital amounts, nor does it necessarily include taxes or shipping charges paid on the invoices. For this reason, capital correction templates must be submitted using actual payment information based on total invoices and expenditure types, and not from the data provided in this report.

When using this report outside of the prior month date parameters, additional caution should be used regarding transactions that appear to need corrections. It is highly recommended that an Invoice Detail Report be run in ReportMart3, using as the invoice number search prompt the requisition number followed by the percent sign, i.e. 1234567%. In this way, you will capture all corrective invoices that may have been processed. Correction invoices are created in AP using the PO number followed by the suffix CT. Additional corrections have an additional numeric added, such as CT1, CT2, CT3, etc. By using the requisition number and %, you capture all corrective invoices processed.

For areas that have fabrications under construction, the report also includes purchase orders for fabrication components. While there is currently an attempt to have those transactions filtered off, a simple review of the PO will quickly identify fabrication components by the expenditure type (53195, 55095, 58671 and 58676).

This document will be updated as any modifications or upgrades are made to the report, and announcements will be sent to the DPA Distribution email list.