



- 1. I am getting an error message on my PD modifications that says "Contract date has ended". What does this mean?**

The end date for the Contract on the PASM Table has expired. If activity is necessary you may request that the end date be extended for the Contract.

- 2. Are all price agreement and commodity numbers the same?**

No. The Price Agreement Vendor/Commodity table (PAVC) will provide the combination of the Price agreement, the Vendor Code and the Commodity Code.

- 3. A PD document was entered from the suspense file and is still on the suspense file. I need to delete the document but it has already been accepted. How can I delete this document?**

Once a document has been accepted it cannot be deleted. You must modify the PD document to zero.

- 4. I entered a PG document and got the following error message: "Vendor n/a for PA#." What does this mean?**

The document you entered is referencing the incorrect vendor number on the PAVC table. Correct the transaction and re-queue the document.

- 5. How do I adjust a PD document for a difference in quantity ordered and actual quantity received?**

Modify the PD to increase or decrease the number of units.

- 6. How do I order from the express product listing?**

Put the Express Prod # in the Blanket # field on the header of PD document. For more information visit the Mississippi Information Technology Services (ITS) website at <http://www.its.state.ms.us> and click on Express Products List.

- 7. May I use a prior date in my SC document?**

Yes, as long as the accounting period is still open.

- 8. Should a modification reflect only the amount of the increase/decrease or should it reflect the corrected purchase order total?**

A modification should only reflect the amount of increase/decrease.

**9. My purchase documents are no longer on the Suspense file, but they did not print. Why?**

Purchase documents are sent to FMVIEW and are stored for three months. FMVIEW allows specified users to view or print agency reports/documents online. Baseline purchase orders can also be printed from the PRPO screen. EPS documents can be printed from the PCHD screen, but they require overnight processing, so print will not be available until the next day.

**10. I am getting an error on an SC document stating that the PA amount is exceeded. What does this mean?**

The Price Agreement amount has been exceeded for the Contract Number.

**11. When will rollover purchase orders print or should they be printed from FMVIEW?**

All purchase order print is sent to FMVIEW. There is no difference in how normally entered purchase orders are printed and how rollover documents are printed. Rollover purchase orders are run during the nightly processing and will be available the next morning on the SUSF. Once documents are on the SUSF, they must be quick edited and approved. Most agencies elect to have documents released automatically during the night at their printer so they are waiting for them the next morning. There are a few agencies, however, that elect not to have print released automatically. These agencies prefer to sign into FMVIEW the following morning and release it themselves.