

HOW TO Populate Missing Contract Number

The most common reason for this is a missing funding code on the payment record data table. Check the Vendor & Payment page to confirm that the Contract Number appears in the middle of the screen (the blue field). If there is no contract number, then the link between the activity and the contract failed when the record was saved.

You should be able to correct this record on the Vendor & Payments page, using these steps:

Part 1 (remove the invalid contract link for this record):

Make sure you have selected the correct payment record.

If the payment has been paid, change the Approval Status to "Approved"

In the top row, change the fields to an incorrect option (you may be able to just change the Activity, or you may need to change all three fields in the top row to force the correction).

Save the record (this should force the blue contract field to update based on the incorrect activity). If the payment was paid, the approval status will change back to paid when you save the record.

Part 2 (make the correction to the payment record):

Make sure you have selected the correct payment record.

If the payment has been paid, change the Approval Status to "Approved"

In the top row, change the fields back to the correct data for this payment record.

Save the record. This should force the blue contract field to update based on the now correct activity data. If the payment was paid, the approval status will change back to paid when you save the record.

Once the correct contract number appears on this record, you should be able to verify the correction by looking for the Funding Code on the Batch Info page (the Funding Code column is on the far right side of the transactions grid on the Batch Info page). This will also allow the record to be included on the Monthly FSD LIHEAP report (if it was an ECIP payment).