

QUICK REFERENCE GUIDE

Interfaced Vouchers Troubleshooting

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Interfaced Vouchers Troubleshooting

Occasionally, vouchers that have been interfaced into SWIFT contain errors. This Quick Reference Guide walks you through the process of finding and resolving errors with interfaced vouchers.

For more details, refer to the *Accounts Payable Voucher Entry, Maintenance, Approval and Reporting Tools User Guide*.

Step 1: Use the Voucher Build Error Detail search page to find errors.

1. **Navigate to:** Accounts Payable, Vouchers, Maintain, Voucher Build Error Detail
2. On the **Voucher Build Error Detail** page, enter the *Business Unit* and click **Search**.

Voucher Build Error Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	= ▼	G0201	
Voucher ID:	begins with ▼		
TSE Run ID:	= ▼		
Origin:	begins with ▼		
Control Group ID:	begins with ▼		
Vendor ID:	begins with ▼		
Buying Agreement ID:	begins with ▼		
Invoice Number:	begins with ▼		
Invoice Date:	= ▼		
Voucher Source:	= ▼		▼

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Note: You will need the “Voucher Maintenance Error Detail” role in order to access this page.

- On the **Search Results** page, click on the *Voucher ID* to select it. This will take you to the **Voucher Build Error Detail** page.

Search Results

View All First 1-2 of 2 Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Vendor ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source
G0201	00114936	14062969	ONL	(blank)	PLACEHOLDER	(blank)	0220002344	04/07/2015	1962.21	USD	Online
G0201	00115002	14062969	ONL	(blank)	G9R000000	(blank)	IDC15007 4TH QTR FY15	05/12/2014	10974.73	USD	Online

Step 2: Use the Voucher Build Error Detail page to identify and correct the error.

- The **Voucher Build Error** page shows you the errors by Header, Invoice Lines and Distribution Lines, depending upon the error.
- Click on the *Correct Errors* link to view the voucher.

Voucher Build Error Detail

Business Unit: G0201 Voucher ID: 00114936 [Correct Errors](#)

Header Errors Personalize

Field Name	Message
Merchandise Amount	Voucher Merchandise Amount 1962.21 <> sum of invoice line amounts 697.51.

Invoice Line Errors Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message
2	Merchandise Amount	Invoice line Merchandise Amount .01 <> sum of Distrib Line amounts .02.

[Return to Search](#) [Notify](#)

Step 3: Correct errors on the voucher.

The **Summary** page shows the status of this voucher. Vouchers that are flagged with errors during the “Voucher Edit Sub-Process” are assigned the status of *Recycle*.

- You can also see the specific errors by selecting the **Error Summary** tab

Summary Related Documents Invoice Information Payments Voucher Attributes **Error Summary**

Business Unit: G0201 Invoice Number: 0220002344
 Voucher ID: 00114936 Invoice Date: 04/07/2015
 Style: Regular Total: 1,962.21 USD

Header Errors Personalize

Field Name	Message
Merchandise Amount	Voucher Merchandise Amount 1962.21 <> sum of invoice line amounts 697.51.

Invoice Line Errors Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message
2	Merchandise Amount	Invoice line Merchandise Amount .01 <> sum of Distrib Line amounts .02.

- Most errors are corrected on the **Invoice Information** page. Click on it.
 - The **Review Errors** button (yellow triangle) shows where the error occurs (e.g., Header).
 - The **red circle** shows the error.
 - In this example, the voucher is out of balance. The amounts in the Header, Invoice Lines and Distribution Lines do not match.

Business Unit: G0201 ⚠ Invoice No: IDC15007 4TH QTR FY15
 Voucher ID: 00115002 Invoice Date: 05/12/2014
 Voucher Style: Regular Voucher Accounting Date: 04/30/2015 Tax Exempt

Vendor ID: GSR0000000 MMB NON OPERATING Invoice Receipt Date: 05/12/2014
 ShortName: MMB NON OP-001 658 CEDAR ST Service Period Begin: 05/12/2014
 Location: 001 400 CENTENNIAL OFFICE BLDG Date: 04/30/2015
 *Address: 1 ST PAUL, MN 55155 Goods/Services Received: 04/30/2015

Invoice Lines: 10974.72 *Pay Terms: 000 Net 0
 *Currency: USD Basis Date Type: Non Merchandise Summary
 Miscellaneous: Freight: Sales/Use Tax Summary
 Use Tax: 0.00
Total: 10,974.72

Difference: 0.00
 Received By:

Invoice Lines

Line: 1 Item: UOM: LO
 *Distribute by: Amount Unit Price: 10,974.72000 Quantity: 1.0000
 Ship To: G02RECEPT Line Amount: 10,974.72
 SpeedChart: Description: STAR SWIDC 4TH QTR SFY15
 Buyer ID: Category ID:

Difference
 Line Amount: 10974.72
 Distributed: 4389.88 0
 Difference: 6584.84

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	Account	SW Cost	Agcy Cost 2	AppropID	PC Bu Unit
<input type="checkbox"/>	1	6,584.84	1.0000	MN001	3000	G0231061		420101			G021322	G0201
<input type="checkbox"/>	2	4,389.88	1.0000	MN001	3000	G0231061		420101			G021322	G0201

- Correct the errors and click on **Save**.

Step 4: Verify that the voucher no longer has errors.

- Check the **Error Summary** page. Make sure there are no errors.

Business Unit: G0201 Invoice Number: IDC15007 4TH QTR FY15
 Voucher ID: 00115002 Invoice Date: 05/12/2014
 Style: Regular Total: 10,974.72 USD

This Voucher does not have any errors.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | **Error Summary**

2. Run budget checking. On the *Action* list, select “Budget Checking”. Then click **Run**.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G0201	Invoice No:	IDC15007 4TH QTR FY15			Action:		Budget Checking			
Voucher ID:	00115002	Invoice Date:	05/12/2014			Run					
Voucher Style:	Regular Voucher	Accounting Date:	04/30/2015					<input type="checkbox"/> Tax Exempt			

3. On the **Summary** page, the status of the *Budget Status* is now “Valid.” The *Entry Status* is now “Postable.”

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G0201	Invoice Date:	05/12/2014								
Voucher ID:	00115002	Invoice No:	IDC15007 4TH QTR FY15								
Voucher Style:	Regular	Invoice Total:	10,974.72			USD					
Contract ID:											
Vendor Name:	MMB NON OPERATING 658 CEDAR ST 400 CENTENNIAL OFFICE BLDG ST PAUL, MN 55155					Pay Terms:		Net 0			
Entry Status:	Postable					Origin:		ONL			
Match Status:	No Match		Preview Approval		Created:		04/29/2015				
Approval Status:	Pending					Created By:		01106622			
Post Status:	Unposted					Modified:		05/13/2015			
Budget Status:	Valid					Modified By:		01087463			
Budget Misc Status:	Valid					ERS Type:		Not Applicable			
						Close Status:		Open			

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G0201	Invoice No:	IDC15007 4TH QTR FY15			Action:		Run			
Voucher ID:	00115002	Invoice Date:	05/12/2014								
Voucher Style:	Regular Voucher	Accounting Date:	04/30/2015			<input type="checkbox"/> Tax Exempt					
Vendor ID:	G9R0000000	MMB NON OPERATING	Invoice Receipt Date:	05/12/2014		Session Defaults					
ShortName:	MMB NON OP-001	658 CEDAR ST	Service Period Begin Date:			Attachments (0)					
Location:	001	400 CENTENNIAL OFFICE BLDG	Goods/Services Received:	04/30/2015		Comments(0)					
*Address:	1	ST PAUL, MN 55155	Customer Number:			Preview Approval					
Advanced Vendor Search											
Invoice Lines:	10974.72	*Pay Terms:	000	Net 0		Calc Basis Date					
*Currency:	USD	Basis Date Type:	Inv Date				Print Invoice				
Miscellaneous:		Non Merchandise Summary				Submit For Approval					
Freight:		Sales/Use Tax Summary									

4. Return to the **Invoice Information** page and submit it for approval.