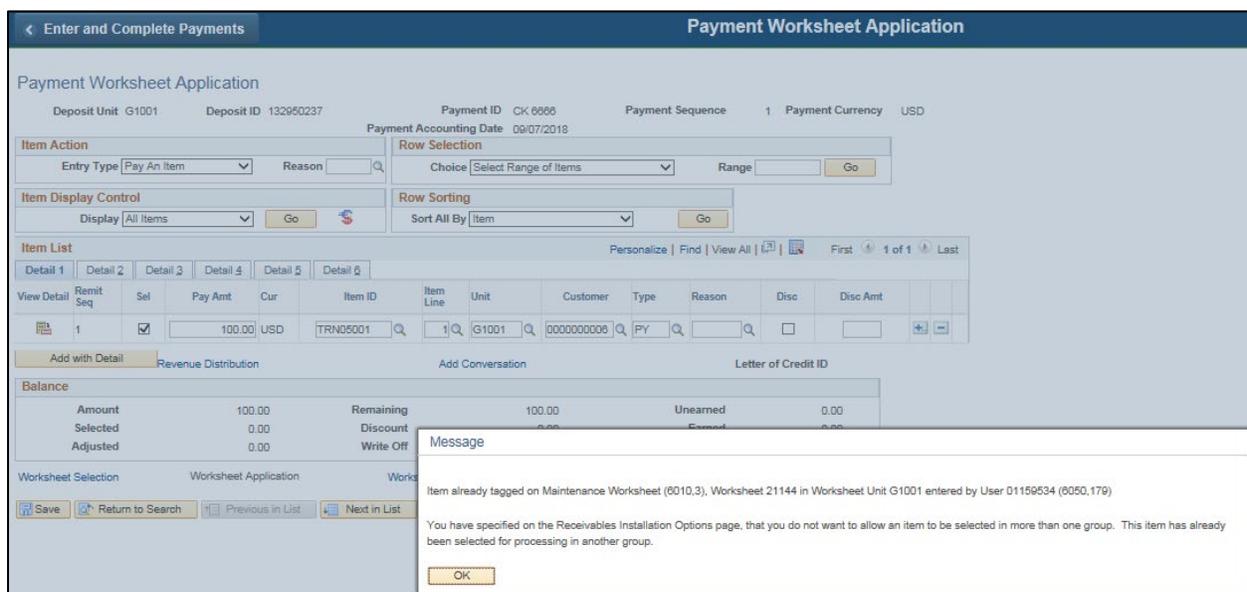


QUICK REFERENCE GUIDE

November 1, 2019

Resolve Error – Item Already Tagged in Another Group

If you try to save a Payment or Maintenance Worksheet Application page and receive an error indicating that the item is already tagged in another group, it means that there is another unposted Maintenance or Payment worksheet that has the item selected. You won't be able to save and process this worksheet until you resolve this issue.

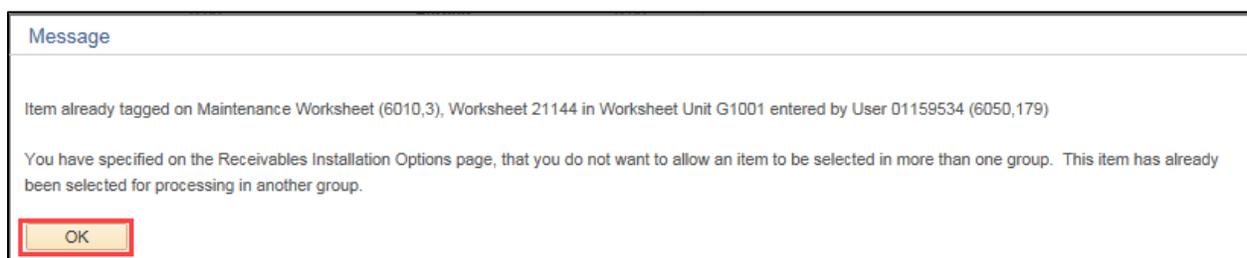


Steps to Resolve this Issue:

- Step 1: Review the Item in Others Group page
- Step 2: Determine the Corrective Action

Step 1: Review the Item in Other Groups page

1. Click on the **OK** button at the message.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

2. Uncheck the **Sel** checkbox for the item in error on the *Worksheet Application* page.
3. Click on the **View Detail** (📄) icon for the item.

Payment Worksheet Application

Deposit Unit G1001 Deposit ID 132950237 Payment ID CK 6666 Payment Sequence 1 Payment Currency USD

Payment Accounting Date 09/07/2018

Item Action **Row Selection**

Entry Type Reason Choice Range

Item Display Control **Row Sorting**

Display Sort All By

Item List Personalize | Find | View All | | First 1 of 1 Last

Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt		
	1	<input type="checkbox"/>	100.00	USD	TRN05001	1	G1001	0000000006	PY		<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

 Revenue Distribution Add Conversation Letter of Credit ID

Balance

Amount	Remaining	Unearned	Disc	Disc Amt
100.00	100.00	0.00	0.00	0.00
Selected 0.00	Discount 0.00	Earned 0.00		
Adjusted 0.00	Write Off 0.00			

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

4. On the *Worksheet Application Detail View* page, click on the **Item in Other Groups** link on the right side of page.

Worksheet Application Detail View Return to Worksheet Application Summary View

Deposit Unit G1001 Deposit ID 132950237 Payment ID CK 6666 Pay Seq 1 Currency USD Accounting Date 09/07/2018

Item Detail Find | View All First 1 of 1 Last

Selected

Sequence Document

Payment Amount Currency Bill of Lading Due Date 10/07/2018

Item ID Contracts BU Acctg Date 09/07/2018

Item Line Contract

Business Unit Contract Line **Item Activity**

Customer ID Order No Add Conversation

League of Minnesota Cities PO Ref **Item in Other Groups** (highlighted)

SubCustomer 1 Region Code Additional Cust Information

SubCustomer 2 Letter of Credit Currency Exchange Aid

Entry Type Claim Number Revenue Distribution

Entry Reason Terms Invoice Attach(1)

Discount Take Discount Location VAT Transaction

Sales Person Credit Analyst VAT Amount

Sales Person2 Collector Deduction Reason Deduction Date

Balance

Amount	Remaining	Unearned	Disc	Disc Amt
100.00	100.00	0.00	0.00	0.00
Selected 0.00	Discount 0.00	Earned 0.00		
Adjusted 0.00	Write Off 0.00			

Worksheet Selection Worksheet Application Worksheet Action Return to Worksheet Application Summary View

5. View the *Item in Other Groups* page which lists the other Payment or Maintenance worksheet(s) where the item has been referenced.
 - In this example, the header is entitled “Maintenance Groups” which means that the item is also referenced on a Maintenance Worksheet. If the item is also referenced on Payment Worksheet, the header would display “Payment Groups”.
 - The *Group ID* listed is the Worksheet ID that you will use to look up the other Payment or Maintenance worksheet and view the information.

Maintenance Groups						
Group ID	Group Unit	Business Unit	Customer ID	Name	Item ID	Line
21144	G1001	G1001	0000000006	League of Minnesota Cities	TRN05001	1

Step 2: Determine the Corrective Action

You'll need to review the other worksheet to determine what needs to be done to resolve the issue.

Depending on the circumstances, you may need to:

- Post the other worksheet
- Unselect or delete the item on the other worksheet
- Delete the other worksheet from the *Worksheet Action* page as shown in the example print screen below

Unit G1001 Worksheet ID 21144 Accounting Date 09/10/2018

Status Do Not Post

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Worksheet Selection

Posting Action

Action: Submit to Workflow

Worksheet Application

Accounting Entry Action

Create/Review Entries

Worksheet Action