Correct Invoice Errors

After the Billing Interface Process is complete, the bill line status is updated. In SWIFT, if the status is ERR, it indicates that an error occurred and the bill was not created.

When bills do not pass the validation process, they stay in the staging area with a status of ERR until you correct the error. Users with the appropriate security can correct the error and re-run the Billing Interface Process to create the bill.

Steps to complete:

- Step 1: Navigate and search for a Billing Interface invoice to correct an error
- Step 2: Rerun the Billing Interface Process

### Step 1: Navigate and Search for a Billing Interface Invoice to Correct an Error


<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Billing, Process Interface Bill, Correct Interface Errors.</td>
</tr>
</tbody>
</table>

2. At the Review Interface – Errors search page, enter the Interface ID and any other information you may have.

3. Click the Search button and Search Results section displays a list of errors with a number of columns.

   - “Charge” in the Transaction Type column refers to an invoice; a “Note” Transaction Type refers to a note on the header or line of the bill.
4. **Click** on an *Error Status* link that is identified with the “Charge” in the *Transaction Type* column and a new page displays with two tabs: the *PS_INTFC_BI* and *PS_INTFC_BI_AEDS*.

**Note:** As of the printing of this guide, each tab is named “Billing Interface – 1; however the tabs function as they are described in this guide. This will be fixed in a future upgrade.) Corrections can be entered on these tabs to fix interface errors.

The header of the *PS_INTFC_BI* page displays a number of fields, including the *Interface ID* and the *Load Status*, which displays the error description: “Error in *PS_INTFC_BI_AEDS* row.”

5. In this example, you would need to select the *PS_INTFC_AEDS* tab to view more information about the error and to correct the error.
6. Notice that the Error Status column indicates: “Invalid Project ID”. To fix this error, enter a valid Distribution Code or chart of accounts in the Accounting and Discount/Surcharge Entries fields on this tab.

7. If there are additional invoice errors, you can click on Next in the List button at the bottom of the page to work through the remaining interface invoice errors.

Step 2: Rerun the Billing Interface Process

After correcting all of the interface invoice errors, you’ll need to rerun the Billing Interface process. Refer to the “Process Billing Interface” guide for instructions.