

QUICK REFERENCE GUIDE

November 1, 2019

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

1. Navigate to the Review Interface – Errors page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Process Interface Bill, Correct Interface Errors.

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.

Review Interface - Errors

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

Find an Existing Value

Search Criteria

Interface ID =

Interface Line Number =

Transaction Type =

Transaction Type Seq =

Error Status =

Business Unit begins with

Customer begins with

Bill Source begins with

Bill Type Identifier begins with

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

Search Results

Only the first 300 results can be displayed.

[View All](#) 1-100 of 300

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier	Adjustment Transaction Type	Adjustment Delta Action	Invoice To Adjust	Line Sequence To Adjust
13683	362	Charge	1	Err in Row	P7801	E370100001	GRANTS	GM	(blank)	(blank)	(blank)	0
13683	363	Charge	1	Err in Row	P7801	E370100001	GRANTS	GM	(blank)	(blank)	(blank)	0

- 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.”

Billing Interface - 1 | Billing Interface - 1

Interface ID 13683 | Line Number 362 | Transaction Type LINE | Seq Num

Load Status ERR 0599 | Error in PS_INTFC_BI_AEDS row | Process Instance 28119025

Business Unit P7801 | Customer ID E370100001 | GL Business Unit MN001

Header Fields Key

Header Fields Bill By

Adjust Trans Type

Create New Bill:

Temporary Bill:

Entry Type

Entry Reason

Entry Event

*Business Unit P7801

GL Business Unit MN001

Customer ID E370100001

Letter of Credit ID

Letter of Credit Document ID

Sequence Number

Sold To Customer E370100001

Sold To Address Seq Number 1

PC Bus Unit P7801

Project P78STABE12

Activity 1

Source Type REIMB

Category

Subcategory

Analysis Type BIL

- 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.

The screenshot shows the 'Billing Interface - 1' window. At the top, it displays 'Interface ID 13683', 'Line Number 362', and 'Business Unit P7801'. Below this is the 'Accounting and Discount/Surcharge Entries' section, which includes a search icon and a table. The table has columns for 'Transaction Type', 'Seq Num', 'Type', 'Load Status', 'Error Status', 'Description', and 'Business Unit'. A single row is visible with 'AE' in the Transaction Type column, 'Unbilled Acct Receivables' in the Type column, 'ERR' in the Load Status column, 'Invalid Project ID' in the Error Status column, and 'Invalid Project ID' in the Description column. The Business Unit column shows 'P7801'. A red box highlights the 'ERR', 'Invalid Project ID', and 'Invalid Project ID' cells. At the bottom of the window, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Transaction Type	Seq Num	Type	Load Status	Error Status	Description	Business Unit
AE		Unbilled Acct Receivables	ERR	Invalid Project ID	Invalid Project ID	P7801

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.