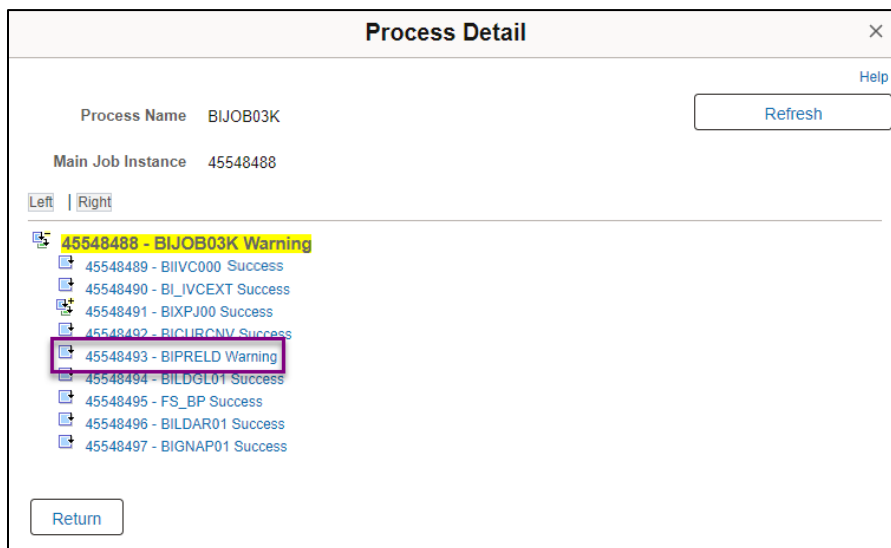


Correct Staged Accounting Errors

In this guide, we demonstrate how to correct a “Staged Accounting Error” that caused accounting entries to fail during the Single Action Invoice Process (SAIP). The most common cause of this type of error is that a bill contains a Project ID that has been closed (inactivated). This error is used as the example in this guide.

Step 1: View the Warning on the SAIP Process Detail Page

If you have a Staged Accounting Error, you see a “Warning” message on the **BIPRELD (Pre-Load)** or **BILDGL01** (Load GL – Create Accounting Entries) jobs when looking at the Process Detail page of SAIP. The Message Log for the process indicates that a bill contains a “Combo Edit Error.” You can also view the “Combo Edit Error” in the **Pre-Load Status** field of the **Bill Summary Info 2** page in Review Billing Information.



Step 2: View the Correct Staged Accounting Errors Page and Research

1. To view the Staged Accounting Error, navigate to the **Correct Staged Acctg Errors** page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left menu, Generate Invoices, Correct Staged Acctg Errors.
WorkCenter	Accounting, Billing, Billing WorkCenter, left menu, Reports/Processes section, Generate Invoices, Correct Staged Acctg Errors.

2. On the Staged Acctg Errors Correction search page, verify or enter the Business Unit.
3. Select the **Search** button.
4. Select the invoice you want to work with from the **Search Results**.

Staged Acctg Errors Correction
Find an Existing Value

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

Recent: Choose from recent searches | Saved: Choose from saved searches

Business Unit: [E3701] | Invoice: begins with []

Search Results
2 rows - Business Unit "E3701"

Business Unit	Invoice
E3701	00000136040CR
E3701	00000157209CR

5. The Accounting Entry Summary page appears. In the Accounting Entries section, review the **Error Status**. In this example, "ChartField Combo Edit Error" is displayed. This error message often indicates that the Project is closed (Inactive) or the Project ID is incorrect.

Accounting Entry Summary

Unit: E3701 | Bill To: E260100001 | Invoice Amt: -338.27 USD
Invoice: 00000157209CR | MN STATE COLLEGES/UNIVERSITIES

Bill Line

Seq: 1 | Line: 1 | Net Extended: -338.27
Identifier: | Description: Reimbursement of Expenses

Accounting Entries

Error Status	GL Unit	Acctg Date	Type	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Unit	Project	Activity
Chartfield Combo Edit Error	MN001	12/23/2016	Accounts Receivable	3000	E373C213	E370610	120001		E3706112	A
Chartfield Combo Edit Error	MN001	12/23/2016	Recognized Revenue	3000	E373C213	E370610	511303		E3706112	A

6. Research the cause of the error and contact other staff in your agency, if appropriate, to assist you in a solution. For example, to re-activate the project or correct the Project ID.

Step 3: Correct the Error and Rerun SAIP

Corrections for both an inactive project and an incorrect Project ID are described below.

Scenario 1: If the Project was Inactivated/Closed

If a project needs to be re-opened (activated), staff with access to projects can re-activate the project. Once the project is activated, return to the Correct Staged Accounting Errors page, and clear the error.

1. Navigate to the Correct Staged Acctg Errors page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left menu, Generate Invoices, Correct Staged Acctg Errors.
WorkCenter	Accounting, Billing, Billing WorkCenter, left menu, Reports/Processes section, Generate Invoices, Correct Staged Acctg Errors.

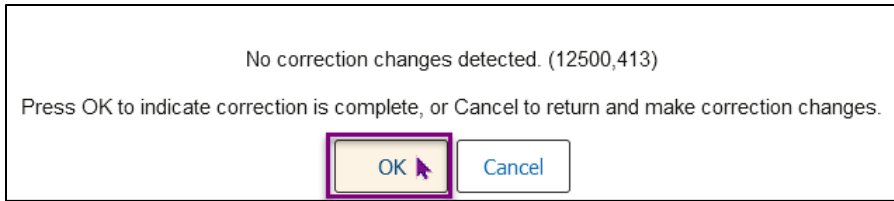
2. Select the Invoice ID from the **Staged Acctg Errors Correction** search page.
3. Select the **Apply Correction** button.

The screenshot shows the 'Accounting Entry Summary' page for Unit E3701, Invoice 00000136040CR. The bill line details show a net extended amount of -2,309.00 USD. The 'Accounting Entries' section contains two error entries:

Error Status	GL Unit	Acctg Date	Type	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Busin
Chartfield Combo Edit Error	MN001	01/12/2016	Accounts Receivable	3000	E373A490	E370816	120001					E3701
Chartfield Combo Edit Error	MN001	01/12/2016	Recognized Revenue	3000	E373A490	E370816	511303					E3701

At the bottom of the page, the 'Apply Correction' button is highlighted with a red box. Other elements include 'Go to: Bill Line Inquiry' and a 'More' dropdown menu.

4. A message displays indicating that no correction changes are detected. Select the **OK** button.



5. Select the **Save** button. This clears the invoice from the **Staged Acctg Errors Correction** search results.
6. Next, rerun the invoice through **SAIP**. Refer to the [Single Action Invoice Process](#) guide for detailed instructions. Make sure to monitor the process to ensure it is successful.

Note: If you originally ran SAIP for multiple invoices and one invoice fails with a Staged Accounting Error, the process halts for all invoices. After correcting the error, you can rerun **SAIP** with the same criteria as the original SAIP job to finish processing all the invoices. SAIP generates invoices early in the process job before the budget check occurs. Therefore, invoices included in a second or subsequent run for SAIP, do not display on the **Bills to be Processed** window. This is OK and expected. SAIP still processes the referenced invoices. The SAIP process “BIIVC000” may show a warning you can ignore.

Scenario 2: If the Project is Incorrect

There is a known issue with correcting an incorrect Project ID. For bills that did not originate in the Grant Module, you must correct the Project ID on the **Accounting Revenue Distribution** page in the **Project ChartFields** section of the **Line – Project Info** page. From the Correct Staged Accounting Errors page, you can **ONLY** correct the Project ID field on the Accounting Revenue Distribution page. If you encounter this issue, contact the SWIFT Help Desk to assist you with a workaround.

Note: The workaround may consist of navigating to the Accounting Revenue Distribution page from the Correct Staged Accounting Errors page and entering the correct Project ID and an INCORRECT ChartField. Then, when the invoice runs through SAIP again, a budget check error is encountered. Next, refer to the [Correct Budget Check Errors](#) guide to correct the Accounting and Project ChartField entries.