

QUICK REFERENCE GUIDE

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Correct Staged Accounting Errors

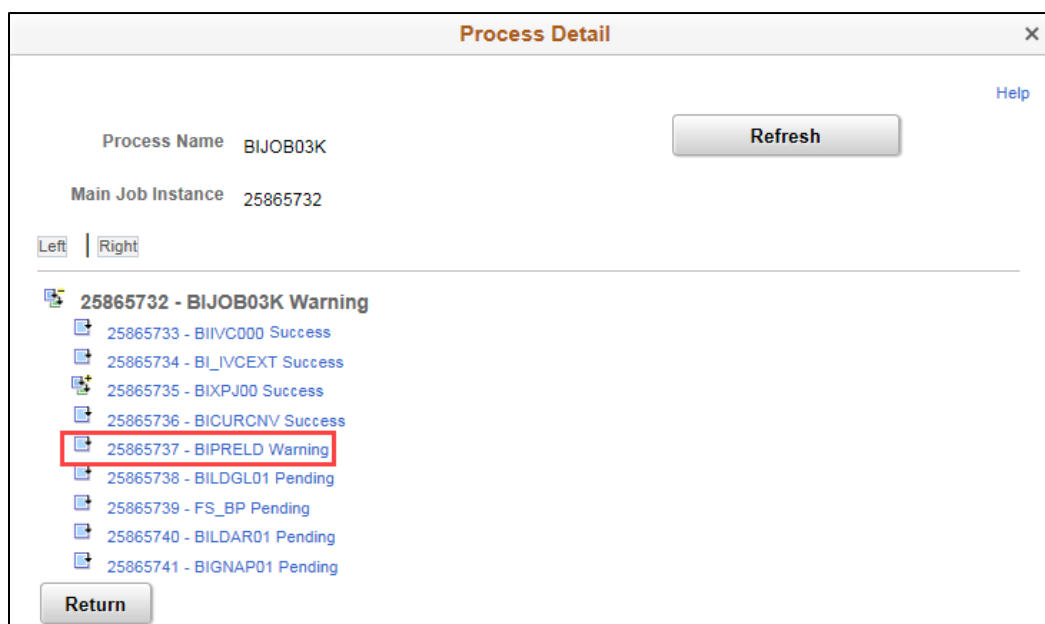
In this guide, you will learn to correct a “Staged Accounting Error” that caused accounting entries to fail during the Single Action Invoice Process (“SAIP”). The most common cause of this type of error is that a bill contains a *Project ID* that has been closed (inactivated). This error is used as the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

Steps to complete:

- Step 1: View the Warning on the SAIP Process Detail page
- Step 2: View the Correct Staged Accounting Errors page and Research the Issue
- Step 3: Correct the Error and Rerun SAIP

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

If you have a Staged Accounting Error, you will 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 will indicate that a bill contains a “Combo Edit Error” and the *Bill Summary Info 2* page for the bill with errors will also indicate a “Combo Edit Error” in the Pre-Load Status.



Step 2: View the Correct Staged Accounting Errors page and Research the Issue

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 the Business Unit.
3. Click the **Search** button. The **Search Results** listing displays.

Staged Acctg Errors Correction

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 =

Invoice begins with

[Basic Search](#)

Search Results

View All
1-1 of 1

Business Unit	Invoice
B4201	00000491482

4. Click on the Invoice link. The *Staged Entry Summary* page appears.

The screenshot shows the 'Accounting Entry Summary' page. At the top, it displays 'Unit B4201', 'Bill To 000000004', 'Invoice Amt 400.00 USD', and 'Invoice 00000491482'. Below this is the 'Bill Line' section with 'Seq 1', 'Line 1', and 'Net Extended 400.00'. The 'Accounting Entries' section is active, showing a table with columns: Error Status, GL Unit, Acctg Date, Type, Account, Fund, Fin DeptID, Appropriation ID (CF3), Project, SW Cost, Sub Acct, and Category. Two rows are visible, both with 'Error Status' of 'ChartField Combo Edit Error'. The first row has GL Unit 'MN001', Acctg Date '10/29/2018', Type 'Accounts Receivable', Account '120001', Fund '3000', Fin DeptID 'B4233770', Appropriation ID 'B423700', and Project 'B421823'. The second row has GL Unit 'MN001', Acctg Date '10/29/2018', Type 'Recognized Revenue', Account '411105', Fund '3000', Fin DeptID 'B4233770', Appropriation ID 'B423700', and Project 'B421823'. The 'Error Status' field for both rows is highlighted with a red box. Below the table are buttons for 'Apply Correction', 'Save', 'Return to Search', and 'Notify', along with a 'Go to: Bill Line Inquiry' link and a 'More' dropdown menu.

5. On the **Acctg Information** tab, view the *Error Status* field information. In this instance, “ChartField Combo Edit Error” is displayed. This error message most often indicates:

- Project is closed (Inactivated)
- Project ID is incorrect

You’ll need to research the cause of the error which most likely will require contacting other staff in your agency.

Step 3: Correct the Error and Rerun SAIP

As previously discussed, staged accounting errors most likely result from the project being closed or being incorrect. Instructions for correcting the error for each scenario follow.

Scenario 1: If the Project was Inactivated/Closed

If a project needs to be re-opened (activated), staff with access to projects will need to activate the project. After the project is activated, you’ll need to navigate back to the *Correct Staged Acctg 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.

Navigation Options	Navigation Path
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 the *Business Unit* and enter the *Invoice ID*.
3. Click the **Search** button.

The screenshot shows the 'Accounting Entry Summary' interface. At the top, it displays 'Unit: B4201', 'Bill To: 0000000004', 'Invoice Amt: 400.00 USD', and 'Invoice: 00000491482'. Below this is a 'Bill Line' section with 'Seq: 1', 'Line: 1', and 'Net Extended: 400.00'. The 'Accounting Entries' section contains a table with the following data:

Error Status	GL Unit	Acctg Date	Type	Account	Fund	Fin DeptID	Appropriation ID (CF3)	Project	SW Cost	Sub Acct	Category
Chartfield Combo Edit Error	MIN001	10/29/2018	Accounts Receivable	120001	3000	B4233770	B423700	B421823			
Chartfield Combo Edit Error	MIN001	10/29/2018	Recognized Revenue	411105	3000	B4233770	B423700	B421823			

At the bottom of the screen, the 'Apply Correction' button is highlighted with a red box. Other buttons include 'Save', 'Return to Search', and 'Notify'.

4. Click the **Apply Correction** button. The below Message appears indicating that no correction changes have been detected.

The message dialog box contains the following text:

No correction changes detected. (12500,413)

Press OK to indicate correction is complete, or Cancel to return and make correction changes.

Buttons: **OK**, **Cancel**

5. Click the **OK** button. This is OK because the change was made to the project.
6. Click the **Save** button. This will clear the invoice from the Staged Acctg search results.
7. After correcting the Staged Accounting Error, you'll need to rerun 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 of the invoices failed with a Staged Accounting Error, the process halts for all of the invoices. After correcting the error, you can rerun SAIP with the same criteria as the original job to finish processing all the invoices. The invoices will not display on the *Bills to be Processed* page since they already are in "Invoiced" Status. This is OK; the invoices will still be processed. Also, the SAIP process "BIIVC000" will show a warning which you can ignore.

Scenario 2: If the Project was Incorrect

There is a known issue with correcting an incorrect *Project ID*. For bills that did not originate in the Grant Module, the *Project ID* must be corrected on the *Accounting Revenue Distribution* page and 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 helpdesk and we will help you with a workaround for this issue.

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 SAIP is reran for the invoice, a budget check error will be encountered. You will then follow the instructions contained in the “Correct Budget Check Errors” guide to correct the Accounting and Project ChartField entries.