SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

# Review Invoice Errors Inquiry

This guide covers how to run the Review Invoice Errors inquiry. This inquiry displays invoices with certain types of errors that are detected by the Single Action Invoice Process (SAIP) and are omitted from further processing by SAIP. SAIP continues to process any other invoices you have selected to include for processing.

Steps to complete:

- Step 1: View the Warning and Message in SAIP

- Step 2: Review Invoice Errors Search Results

## Step 1: View the Warning and Message in SAIP

1. When an invoice has an error of this type, the "BIIVC000" process in the SAIP job will display a Warning.
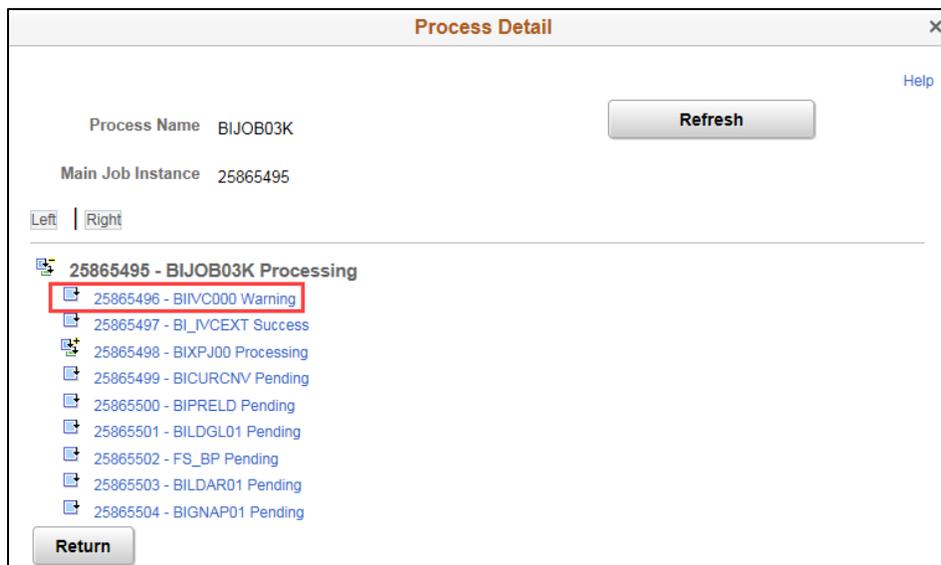
2. You'll need to check the Message Log to verify that there is an invoice in error. Click on the process link to display the *Process Detail* page.

3. Click on the *Message Log* link.

Process Detail

Process

Instance	25865201	Type	Application Engine
Name	BIIVC000	Description	Pre-process & Finalization
Run Status	Warning	Distribution Status	Posted

Run

Run Control ID NEWG10

Location Server

Server PSUNX

Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On 02/28/2019 1:40:26PM CST

Run Anytime After 02/28/2019 1:40:23PM CST

Began Process At 02/28/2019 1:40:44PM CST

Ended Process At 02/28/2019 1:40:59PM CST

Actions

Parameters   Transfer

Message Log   View Locks

Batch Timings

View Log/Trace

[OK] [Cancel]

4. The **Message Log** will indicate the number of bill(s) that were found to contain errors.

Message Log   ✕

Help

Process

Instance: 25865496   Type: Application Engine

Name: BIIVC000   Description: Pre-process & Finalization

1-9 of 9   View All

Severity	Log Time	Message Text	Explain
10	11:05:28AM	1 bill(s) were selected for processing.	Explain
10	11:05:28AM	1 bill(s) were found to contain error(s).	Explain
10	11:05:28AM	0 bill(s) were processed successfully.	Explain

5. Click on the **Explain** button and to see more detail. The *Description* will indicate "Review Error by Invoice page for detail of errors".
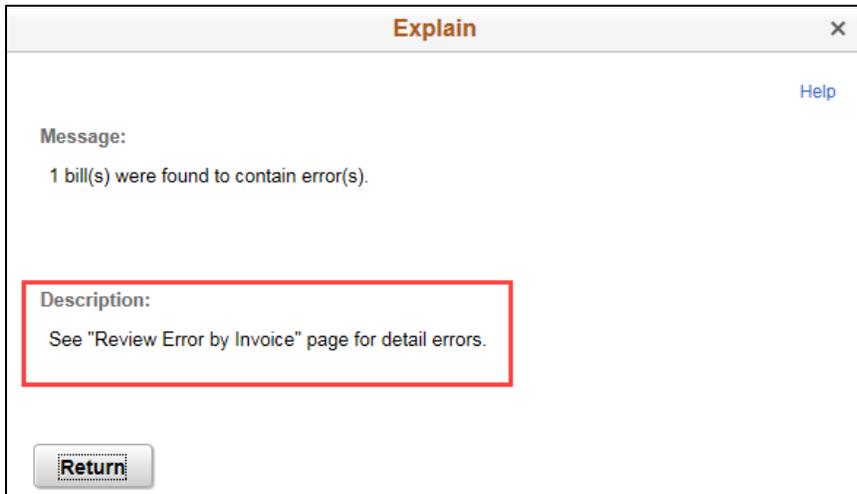
Step 2: Review Invoice Errors Search Results

1. Navigate to the *Review Invoice Errors* page by using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, Review Billing Information, Review Invoice Errors.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Review Billing Information, Review Invoice Errors.

2. At the *View Error by Invoice* search page, verify the *Business Unit* and click on the **Search** button to view invoices with errors for the selected *Business Unit*.
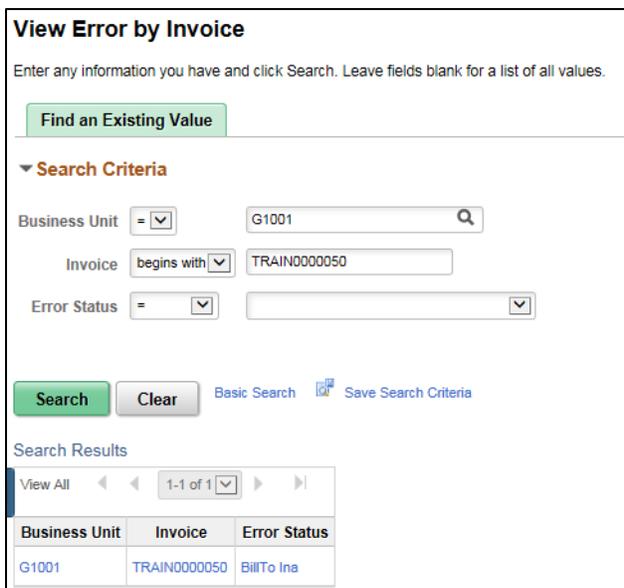
3. A list of invoices with processing errors will be displayed. Click on the *Invoice* link and the *Review Invoice Errors* page displays listing the invoice error.

4. The most common error that occurs is "Missing active Bill To Address". This error usually means that the Invoice Date is prior to the effective date of the customer record. If you see this error, enter a service desk ticket with the SWIFT Helpdesk.

5. After the error has been cleared, you will rerun the invoice through SAIP.