

HOW TO CORRECT INVOICE VALIDATION 1 ERROR

Last updated September 4, 2018

A Non-PO Payment Requests will go into the Invoice Validation 1 Error workflow step if there is an issue with an incorrect segment of the account string, i.e. if the Preparer submits the Non-PO Payment Request with an incorrect account string it will be sent to Approval Level 1 in an Invoice Validation 1 Error workflow step. See the screens shots below for how to correct the Invoice Validation 1 Error.



Available Actions Assign

~ Go

- Approval Level 1 will receive an email notification of the error.
- The Level 1 Approver will have to take the following steps to correct the account string:
 - 1. Click Assign in the Available Actions drop-down box

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| | | Results Per Page 20 | | e Pters(a) | 8-41 | Records Fo | und: 5 | 1 | Nete | Page 1 of 1 | 1 4 |
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| | | 1:29 1 | PM | invoice validation 1 | Message transmission to external s | system succession. | | | 1 | | |
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Reasons for Validation 1 Error:

- ZZZZ cannot be used with this object code
- BC 2 can only be used with this fund
- BC 4 can only be used with this fund
- Failed Rule 56- this object code can only be used with grant funds
- 403- if Non-PO payment request is submitted outside of the hours of Mon-Sat 8am to 8pm (In Available Actions click "approve and complete" for this error)