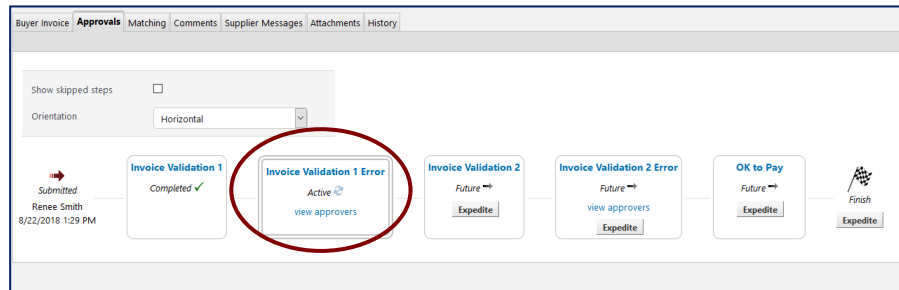


## HOW TO CORRECT INVOICE VALIDATION 1 ERROR

Last updated September 4, 2018

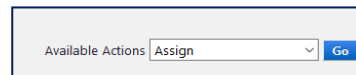
A Non-PO Payment Requests will go into the Invoice Validation 1 Error workflow step if there is an issue with an incorrect segment of the account string, i.e. if the Preparer submits the Non-PO Payment Request with an incorrect account string it will be sent to Approval Level 1 in an Invoice Validation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

See the screens shots below for how to correct the Invoice Validation 1 Error.



- 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



2. Click on the **History** tab to see the reason the account string failed

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	8/22/2018 1:29 PM	System	Invoice Validation 1	Message transmission to external system successful.				
	8/22/2018 1:29 PM	System	Invoice Validation 1	Invoice budget check passed				Invoice PM0118708
Line 1	8/22/2018 1:29 PM	System	Invoice Validation 1	Invoice line budget check passed				Invoice PM0118708, 870-8720-1-00000-ZZZZ-0000-0000 Failed Rule 91, Unable to Create Accounts us... more...
Line 1	8/22/2018 1:29 PM	System	Invoice Validation 1	Modified	Invoice Validation Error.Line	false	true	
	8/22/2018 1:23 PM	Renee Smith		Invoice created				

3. Go to the **Buyer Invoice** tab

4. Scroll down to the **Codes** section

5. Click **[edit]** on the line of the account string with the error
6. Make the necessary update to segment
7. Click **[save]**

CNAC	ORG	BUDGET CHK	FUND	OBJECT	PROGRAM	CENTER REF-CNAC
870 FIN/UR	8720 COMPTROLLER	1 YTD. ORIG/FUND -- UNIT TESTING ORG 140 FOR JAGGAER INTEGRATION 10022017 10032017	000000 GENERAL UNRESTRICTED	ZZZZ Placeholder/Dummy Value	0000 NOT PROG REL	0000-870 UNDEFINED

### 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)