# HOW TO CORRECT INVOICE VALIDATION 1 ERROR
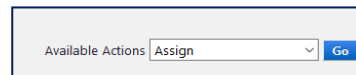
Last updated September 4, 2018

> *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.*
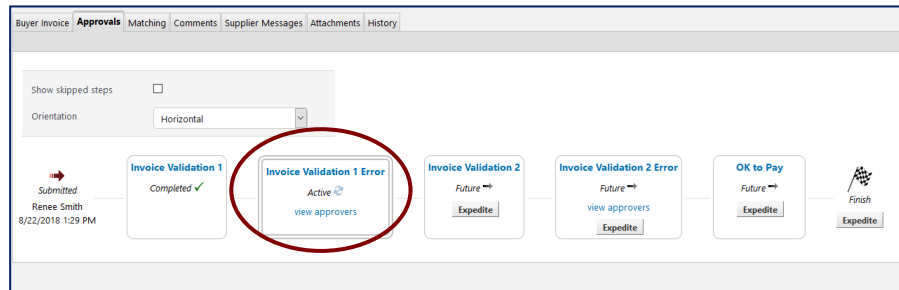
- **Approval Level 1 will receive an email notification of the error.**
- **The Level 1 Approver will have to take the following steps to correct the account string:**

1. Click **Assign** in the Available Actions drop-down box

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

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]**

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)