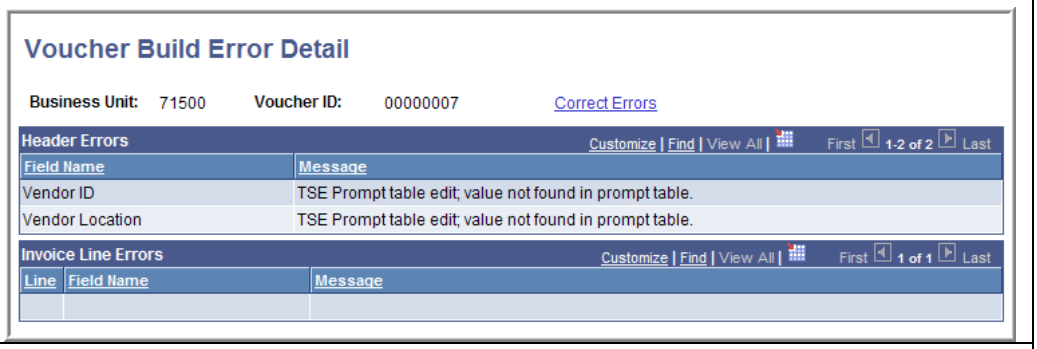
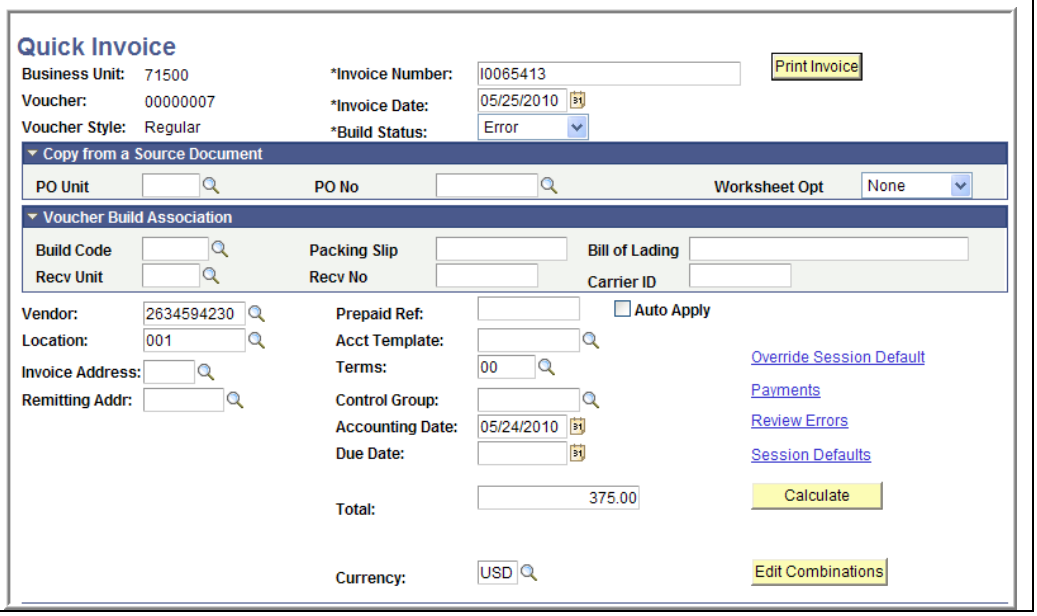
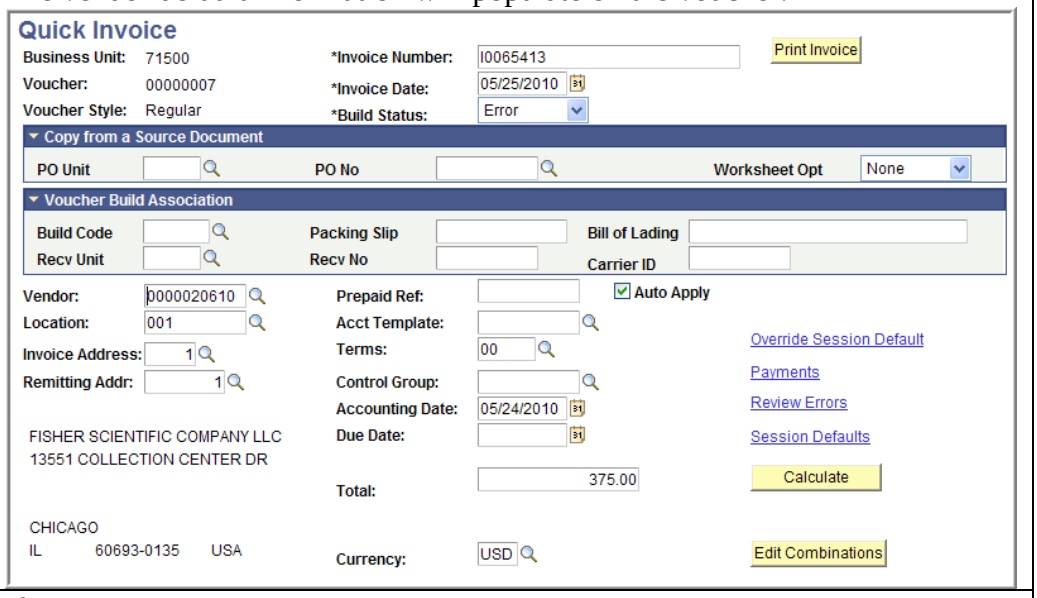
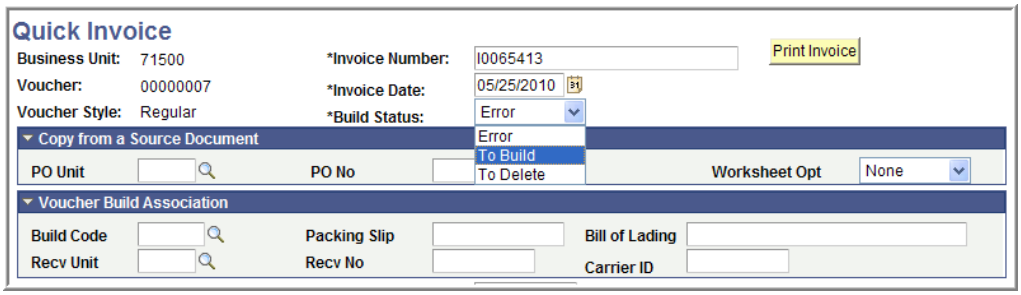
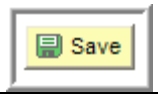
State of Kansas
Voucher Build Error Detail

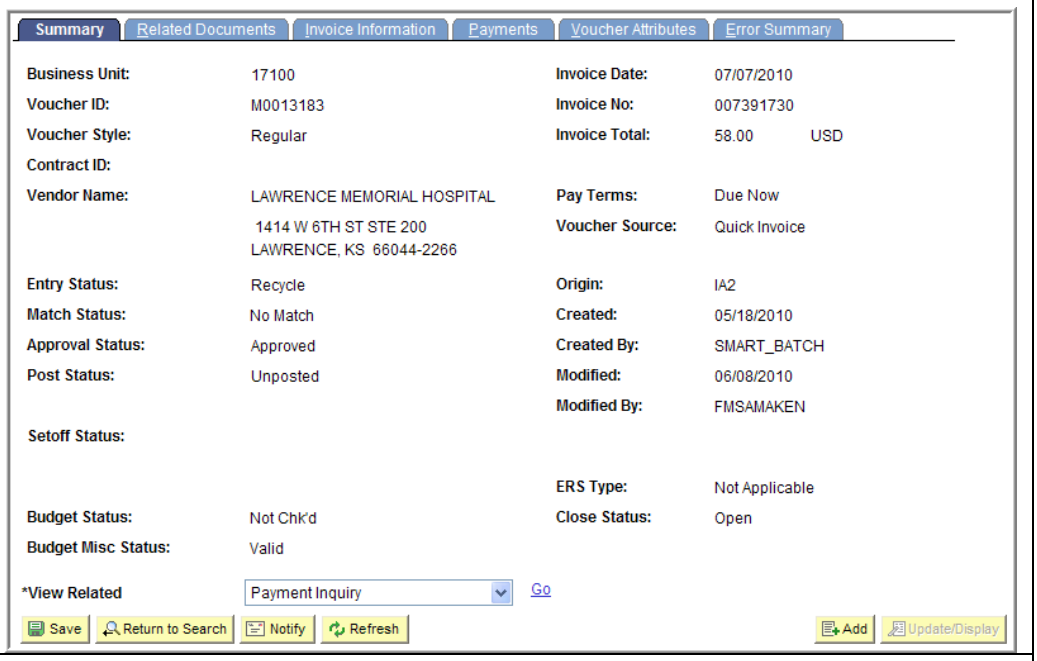
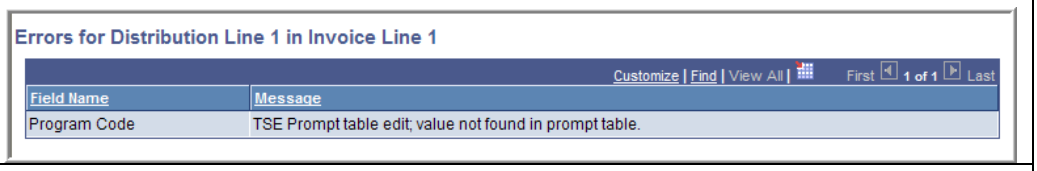
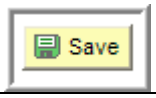
Statewide Management, Accounting, and Reporting Tool

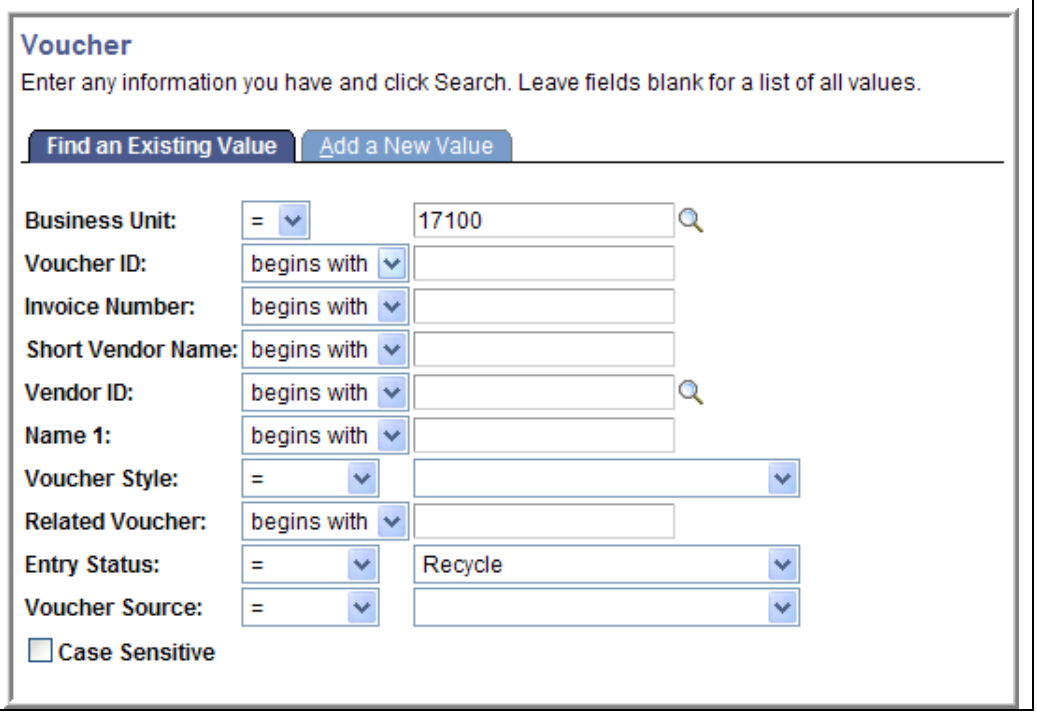
Step	Action
1.	The Voucher Build process can result in pre-edit errors, stored in the quick invoice tables, or vouchers in recycle status, stored in the online voucher tables. For access to the vouchers stored in the quick invoice tables, follow steps 1-14. For access to the vouchers stored in the online voucher tables see steps 15-35 Click the **Accounts Payable** link. ▷ Accounts Payable
2.	Click the **Vouchers** link.
3.	Click the **Maintain** link.
4.	Click the **Voucher Build Error Detail** link.
5.	Click the **Look up Business Unit** button.
6.	Click an entry in the **Business Unit** column. 71500
7.	To locate all voucher build errors, search by the Business Unit. Click the **Search** button. Search
8.	Click an entry in the **Voucher ID** column. Search Results View All Business Unit: 71500; Voucher ID: 00000007; TSE Run ID: 31227; Origin: IW1; Control Group ID: (blank); Vendor ID: 2634594230; Buying Agreement ID: (blank); Invoice Number: I0065413

Step	Action
9.	Review the errors for the voucher. The Voucher error in this example is a Vendor error. The vendor number may be incorrect or in an inactive status. In this example, we will update the vendor number. 
10.	Click the Correct Errors link.
11.	Clicking the Correct Errors link will take you either to the Quick Invoice or the Voucher pages to correct the error listed in the Distribution Line Errors section of this page. This example shows the Quick Invoice page. 

Step	Action
12.	Click the Look Up Vendor button and select a valid vendor. The vendor default information will populate on the voucher. 
13.	If corrections are applied on the Quick Invoice page, the ***Build Status** must be reset to release the data for further Voucher Build processing. Select "To Build" from the drop down in the Build Status field. 
14.	Click the Save button. 
15.	Vouchers without pre-edit errors pass to the voucher edit subprocess. The voucher edit subprocess marks any vouchers that fail its edits as Recycled. These vouchers can be accessed either through the Accounts Payable>Vouchers>Add/Update>Regular Entry – Find Existing Value Tab or Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail navigation. For this example we will use the following navigation: Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail

Step	Action
16.	Click the **Accounts Payable** link. ▷ Accounts Payable
17.	Click the **Vouchers** link.
18.	Click the **Maintain** link.
19.	Click the **Voucher Build Error Detail** link.
20.	Click the **Look up Business Unit** button.
21.	Click an entry in the **Business Unit** column. 17100
22.	To locate all voucher build errors, search by the Business Unit. Click the **Search** button. Search
23.	Click an entry in the **Voucher ID** column. Search Results View All First 1 of 1 Last Business Unit | Voucher ID | TSE Run ID | Origin | Control Group ID | Vendor ID | Buying Agreement ID | Invoice Number | Invoice Date | Gross Invoice Amount | Transaction Currency | Voucher Source 17100 | M0013183 | 31227 | IA2 | (blank) | 0000079070 | (blank) | 007391730 | 07/07/2010 | 58 | USD | Quick Inv
24.	Review the error for the voucher. The Voucher error in this example is a Chartfield error on the Distribution Lines. In this example, we will update the invalid chartfield values. Voucher Build Error Detail Business Unit: 17100 Voucher ID: M0013183 Correct Errors Header Errors Customize | Find | View All | First 1 of 1 Last Field Name | Message Invoice Line Errors Customize | Find | View All | First 1 of 1 Last Line | Field Name | Message Distribution Line Errors Customize | Find | View All | First 1 of 1 Last Line | Distribution Line | Field Name | Message 1 | 1 | Program Code | TSE Prompt table edit; value not found in prompt table. Return to Search | Previous in List | Next in List | Notify
25.	Click the Correct Errors link. Correct Errors

Step	Action
26.	Clicking the Correct Errors link will take you either to the Quick Invoice or the Voucher pages to correct the error listed in the Distribution Line Errors section of this page. This example shows the Voucher page. 
27.	Click on the Invoice Information tab. In the Distribution Line section click on the **Go to Review Errors** icon. A list of the voucher errors will be displayed. 
28.	Click the Return button.
29.	Navigate to the chartfield in error and select a valid value from the look up. Repeat this step for each distribution line and/or chartfield that is in error.
30.	Once all errors are corrected, click the Save button. 

Step	Action
31.	The Entry Status on the voucher summary page will be Postable once all errors have been successfully corrected.
32.	To access vouchers in Recycle status directly from the Voucher page, navigate to Accounts Payable>Vouchers>Add/Update>Regular Entry – Find Existing Value Tab
33.	Select a Business Unit, select an Entry Status of Recycle and click Search. 

Step	Action
34.	All vouchers for the selected Business Unit with an Entry Status of Recycle will be returned. **Search Results** View All — First 1-2 of 2 | Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Related Voucher	Entry Status
---	---	---	---	---	---	---	---	---	---	---	---
17100	M0013758	007394166	435366.02	435366.02	07/07/2010	MEDICALTR-002	0000046896	MEDICAL TRANSPORTATION MANAGEMENT INC	Regular	(blank)	Recycle
17100	M0013183	007391730	58	58	07/07/2010	LAWRENCEM-002	0000079070	LAWRENCE MEMORIAL HOSPITAL	Regular	(blank)	Recycle
35.	Click an entry in the **Voucher ID** column and repeat steps 27-31.