

## **AP3 – VIEW AND CORRECT VOUCHER BUILD ERRORS**

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Activity: Daily Process to View and Correct Errors

Module: Accounts Payable(AP)

Roles: AP Processor  
AP Maintainer

The Voucher Build Error Detail page is used to view voucher build errors. Departments should run this process daily to view and correct errors on a timely basis. The AP Processor and AP Approver will view and correct errors using the following steps.

- 1 – Navigate to Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail
- 2 – Enter your Business Unit and click Search

**1** Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

### Voucher Build Error Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search Criteria

Business Unit:	=	8860	
Voucher ID:	begins with		
TSE Run ID:	=		
Origin:	begins with		
Control Group ID:	begins with		
Vendor ID:	begins with		
Buying Agreement ID:	begins with		
Invoice Number:	begins with		
Invoice Date:	=		
Voucher Source:	=		

Case Sensitive

**2** Search Clear Basic Search Save Search Criteria

The Search Results will display on the bottom. Click on the Voucher ID that you are correcting to see details of the voucher error. See next page

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Voucher ID	SE Run ID	Origin	Control Group ID	Vendor ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount
8860	00003431	448295	EXV	(blank)	00000	(blank)	TEA001129573	03/18/2016	427.28
8860	00003432	448295	EXV	(blank)	EMP1232590	(blank)	TEA001130747	03/18/2016	98.9

Review the errors and click the Correct Errors link

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

### Voucher Build Error Detail

Business Unit: 8860      Voucher ID: 00003431      [Correct Errors](#)

#### Header Errors

Field Name	Message
Vendor ID	TSE Prompt table edit; value not found in prompt table.
Vendor Location	TSE Prompt table edit; value not found in prompt table.

#### Invoice Line Errors

Personalize | Find | View All | |      First 1 of 1

Line	Field Name	Message

[Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)

Update the fields corresponding to the errors identified in the previous step. Typically, the Vendor ID is missing and needs to be identified and added.

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

### Quick Invoice

Business Unit:	8860	*Invoice Number:	TEA001129573
Voucher:	00003431	*Invoice Date:	03/18/2016
Voucher Style:	Regular	Accounting Date:	03/18/2016
*Build Status:	Error	Prepaid Ref:	<input type="text"/> <input type="checkbox"/> Auto Apply

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Vendor:	<input type="text" value="00000"/>	Invoice Address:	<input type="text"/>
Location:	<input type="text" value="MAIN"/>	Remitting Addr:	<input type="text"/>

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Line Amount:	427.28	Control Group:	<input type="text"/>
Misc Amt:	<input type="text" value="0.00"/>	Terms:	<input type="text"/>
Freight:	<input type="text" value="0.00"/>	Currency:	USD
Sales Tax:	<input type="text" value="0.00"/>		<input checked="" type="checkbox"/> Tax Exempt
Total:	<input type="text" value="427.28"/>		

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Difference: 0.00

**Fetch Voucher Lines**

From Voucher Line:

To Voucher Line:

## Correct the Vendor and Location information

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

### Quick Invoice

Business Unit: 8860  
 Voucher: 00003431  
 Voucher Style: Regular  
 \*Build Status: To Build

\*Invoice Number: TEA001129573  
 \*Invoice Date: 03/18/2016  
 Accounting Date: 03/18/2016  
 Prepaid Ref:   Auto Apply

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Vendor: EMP1012058  
 Location: MAIN

Invoice Address: 1  
 Remitting Addr: 1

STEVE BACKLUND  
 915 L ST FL 6  
 SACRAMENTO  
 CA USA 95814

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Line Amount:	427.28	Control Group:	<input type="text"/>
Misc Amt:	0.00	Terms:	<input type="text"/>
Freight:	0.00	Currency:	USD
Sales Tax:	0.00		<input checked="" type="checkbox"/> Tax Exempt
Total:	427.28	<a href="#">Fetch Voucher Lines</a>	

After correcting the vendor information, change the Build Status to “To Build” by selecting from the dropdown list of values

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

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**Quick Invoice**

Business Unit:	8860	*Invoice Number:	TEA001129573
Voucher:	00003431	*Invoice Date:	03/18/2016
Voucher Style:	Regular	Accounting Date:	03/18/2016
*Build Status:	To Build	Prepaid Ref:	<input type="text"/> <input type="checkbox"/> Auto Apply

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Vendor:	EMP1012058	Invoice Address:	1	STEVE BACKLUND
Location:	MAIN	Remitting Addr:	1	915 L ST FL 6
				SACRAMENTO
				CA USA 95814

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Change the Build Status to “To Build” , step 1

Add Vendor ID in Vendor field, step 2

Click Line Details, step 3

Save, step 4

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

**Quick Invoice**

Business Unit: 8860      \*Invoice Number: TEA001129573

Voucher: 00003431      \*Invoice Date: 03/18/2016

Voucher Style: Regular      Accounting Date: 03/18/2016

\*Build Status: **1** To Build      Prepaid Ref:       Auto Apply

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Vendor: **2** EMP1012058      Invoice Address: 1      STEVE BACKLUND  
Location: MAIN      Remitting Addr: 1      915 L ST FL 6  
CA USA 95814

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Line Amount: 427.28      Control Group:     

Misc Amt: 0.00      Terms:     

Freight: 0.00      Currency: USD     

Sales Tax: 0.00       Tax Exempt

Total: 427.28

Difference: 0.00

Fetch Voucher Lines

From Voucher Line: 1

To Voucher Line: 1

Payments  
Session Defaults  
Override Session Default  
Review Errors

Line Details

Add lines

Copy From Source Document

Voucher Build Association

**4** Save    Return to Search    Notify    Refresh