

Correcting Payables Open Interface Data (Campus Based)

Scope

This procedure covers the necessary steps to correct data validation errors (Level 2 errors) that occur when the Teacher Cancellation file processes into SFA FMS. After making your corrections, you must re-run the Payables Open Interface Import, which also re-starts the automated process.

It is important to note that the processes covered in this procedure can be applied across all programs.

System References

N/A

Policy

N/A

Responsibility

SFA CBS Payables SuperUser

Distribution

N/A

Ownership

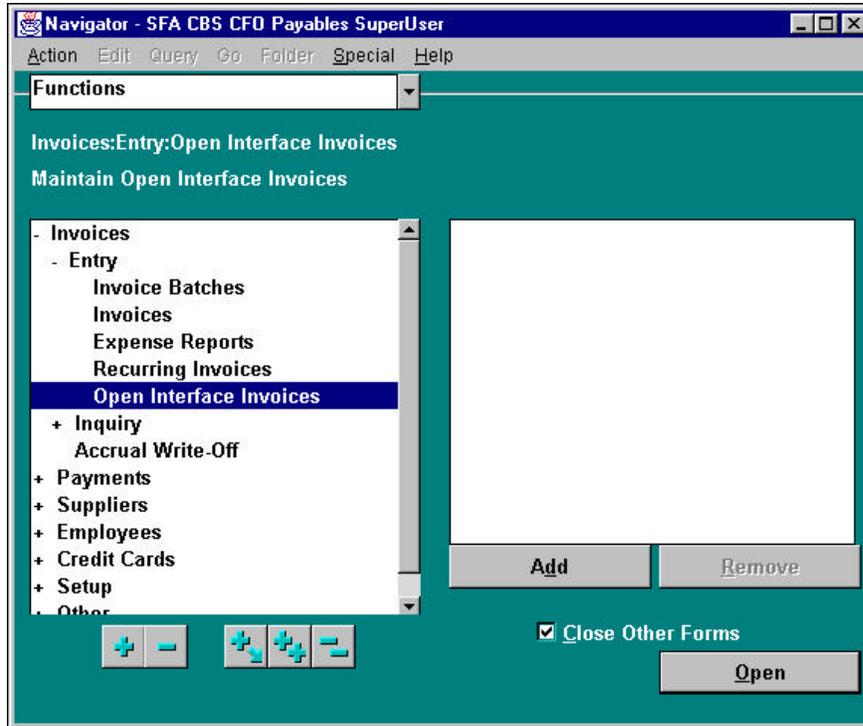
N/A

Activity Preface

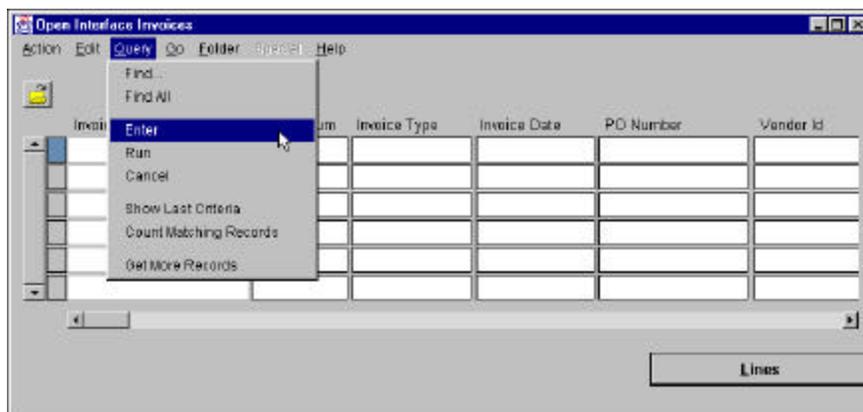
Prerequisite: Review the Journal Output and note the Request ID and Group ID of the Payables Open Interface process that encountered invalid import data.

This procedure continues from: View Requests

Correcting Payables Open Interface Data-SFA CBS Payables SuperUser



1. From the “Navigator” window, Double-Click **Invoices® Entry® Open Interface Invoices**. The “Open Interface Invoices” window appears.

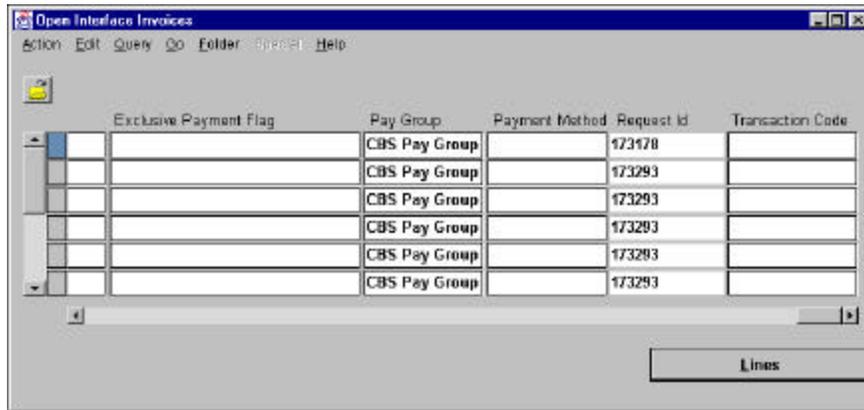


2. Select **Query® Enter** from the Menu List to clear the form.

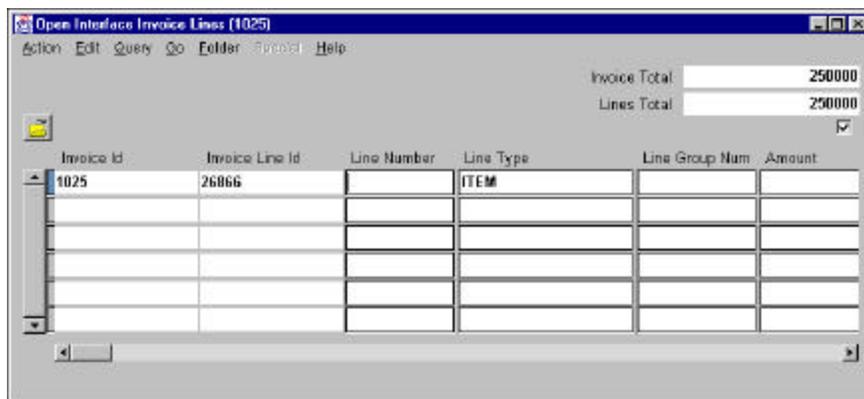
- Place your cursor in the **Invoice #** field and Enter “CBSP%” for Campus Based.

FYI: You can also enter the “Invoice Date” in addition to the “Invoice #” to further limit your search.

- Select **Query® Run** from the Menu List and the “Open Interface Invoices” window appears.



- Scroll to the right of the screen to find the Request ID that you noted from the Journal Import Execution Report.
- Scroll back to the left and find the Group ID that you noted from the Journal Import Execution Report. Click on the **Lines** button the “Open Interface Invoice Lines” window appears.



- The error was determined by researching the Journal Import Execution Report.

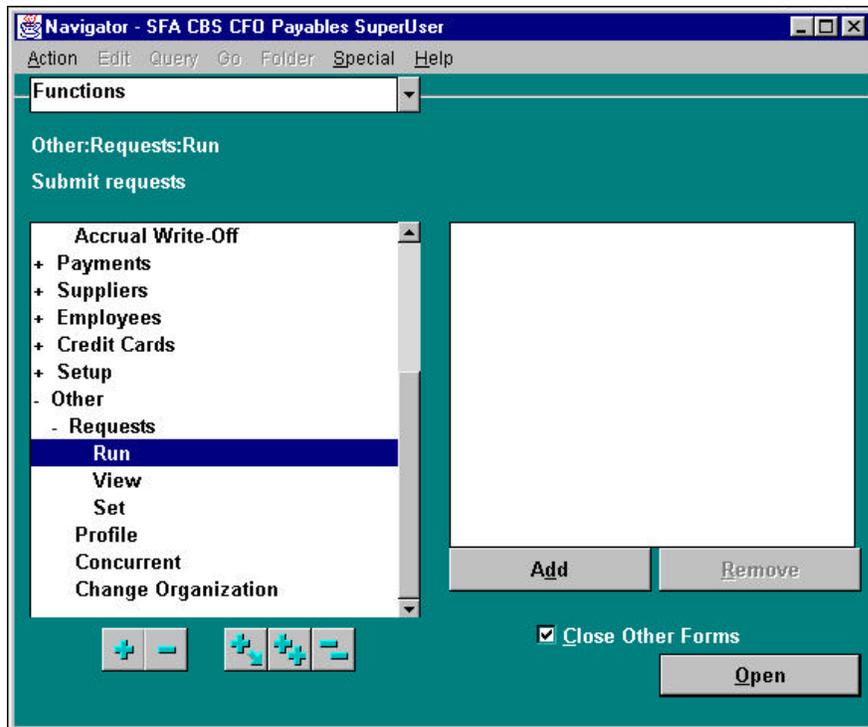
FYI: For this example, and any other instance when the error is with an accounting segment, the correction will need to be made in the “Distribution Code Concatenated” field.



8. Correct the error and Click on the **Save** button on the tool bar.

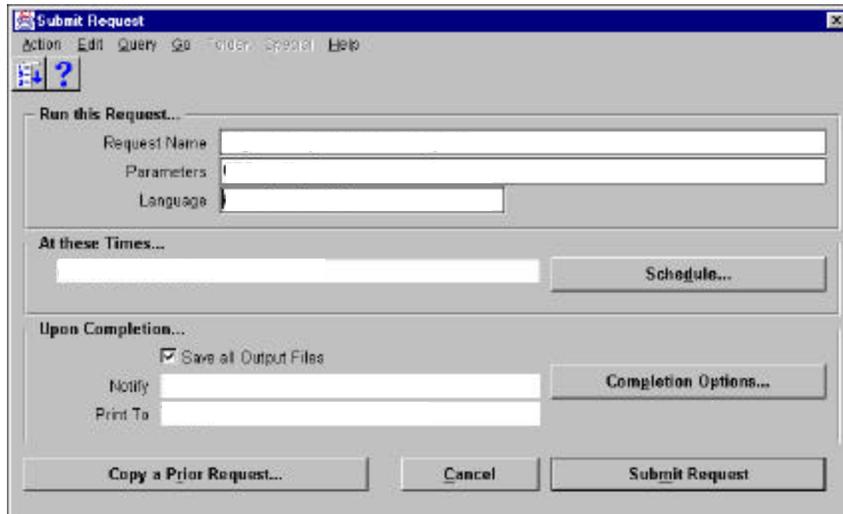
FYI: If more than one error occurred, repeat steps 1 through 8 until all errors have been corrected.

9. Close out windows to return to the “Navigator” window.

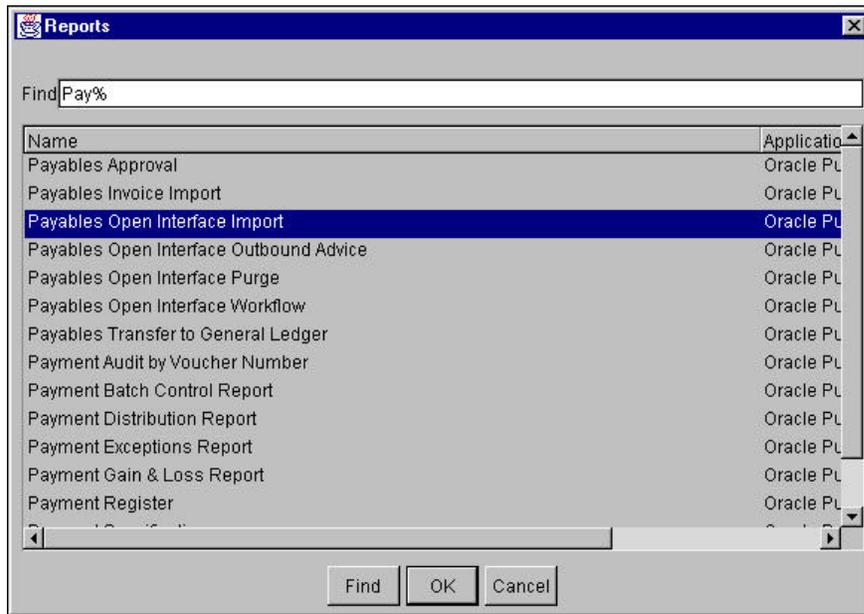


10. Double-Click on **Other® Requests® Run**.

11. Click the **OK** button for a single request. The “Submit Request” window appears.



12. Put your cursor in the **Request Name** field and Click on the **LOV (List of Values)** button. The “Reports” window appears.



13. Enter “Pay%” and Click the **Find** button.
14. Select **Payables Open Interface Import** and Click on the **OK** button. The “Parameters” window will appear.

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Source: CBS
- Group: (empty)
- Invoice Batch Name: (empty)
- Hold Name: (empty)
- Hold Reason: (empty)
- GL Date: (empty)
- Purge: No

Buttons: Clear, Cancel, OK

15. Click in the Source field, in the “Parameters” window. Then, Click on the **LOV** button. Enter “CBS” in the Source field and the “Group ID #”, noted in the Journal Output, in the “Group” field.
16. Create your own Invoice Batch Name based on a consistent standard nomenclature then Click the OK button and the “Submit Requests” window appears.

The screenshot shows a 'Submit Request' dialog box with the following fields and values:

- Request Name: Payables Open Interface Import
- Parameters: CBS:No
- Language: American English
- At these Times...: As Soon As Possible
- Upon Completion...: Save all Output Files
- Notify: (empty)
- Print To: TEST2

Buttons: Copy a Prior Request..., Cancel, Submit Request

17. Click on the **Submit Request** button. The “Requests” window appears.
18. In the “Requests” window, Click on the **Refresh Data** button until the request finishes processing. Verify that the phase is Completed and the Status is Normal.
19. Close out of all windows and return to the “Navigator” window.

End of activity.

