HOW TO CORRECT INVOICE VALIDATION 1 ERROR

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)

Questions/Comments
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