

eSettlements Invoices Status Report for Flat File Errors Quick Reference

Overview

This quick reference describes the eSettlements Invoices Status Report and includes a table listing all of the possible error messages you might receive, what caused the error, and the action needed to successfully process the invoice line.

The invoice validation process runs at 4:00am, 12:30pm and 6:00pm Monday – Friday and at 12:30pm and 6:00pm on Saturday. The invoice status report is sent at the completion of each batch. This report includes all invoices successfully uploaded since the last validation report was run. A system-generated Invoices Status Report email is then sent to each supplier’s eSettlements users (with a SUPPLIER USER role). The report includes the file name, upload date, total invoice lines transacted, split into successful lines, lines with errors, and error details. The email also includes details about any invoice lines that automatically will be short paid because the purchase order (PO) price or contract item price is lower than the invoice price. These are still considered successful invoice lines.

Important: If an invoice has any lines in Error, the entire invoice must be resubmitted, including any lines that were Successful.

Sample Invoices Status Report Email

From: esettlement@umich.edu [mailto:esettlement@umich.edu]
 Sent: Friday, July 25, 2008 12:28 PM
 To: PR EM SUPPLIER USER
 Subject: eSettlements Notification from University of Michigan - Invoices Status Report

Vendor: 000005049 MIKAN CORPORATION

Invoice lines marked as successful have passed data validations and are eligible to be processed. However, any invoice id indicated under 'Error Details' should be resubmitted in its entirety and the successful lines belonging to this invoice id will not be processed further.

Please review the invoice validation details below:

 File: flat_in_006.dat Upload Date: 23-JUL-08

Total Transaction Records: 110
 Total Successful Records: 107
 Total Error Records: 3
 Total Short Paid Invoices: 1

Error Details:

Invoice ID	Order Line Nbr	Invoice Date	Error Code - Message
JFT412-6	1	07/17/2008	V00016 - Required field Unit Price is blank
JFT412-6	2	07/17/2008	V00007 - Required field Line Descripton is blank
JFT412-6	1	07/17/2008	NPOI001 - Invalid ShortCode

Short Paid Details:

Invoice ID	Order Line #	Invoice Date	Submitted Price	Applied Price	Error - Reason for Short Pay
JFT412-17	1	07/17/2008	\$65.00	\$58.25	SP002 - Invoiced Unit Price was greater than Item Contract price

Important: If you have successfully uploaded files, but do not get the Invoices Status Report within two hours of the next scheduled validation batch, please contact esettlement@umich.edu.

Note: In the sample email notification on page 1, only three types of error messages and one short pay reason is listed. Refer to the table below for a reference to all of the possible error messages you could receive. If an invoice line has multiple errors, you will see multiple error messages on the same row.

Error Message	Cause	Action /Contacts
NPOI001 - Invalid ShortCode	The ShortCode could not be found in the UofM System	Contact requester for valid ShortCode number.
NPOI003 - Line contains negative unit price	Unit price cannot be a negative value. If this is a credit, it needs to be a positive Unit Price and a negative Quantity Invoiced.	Resubmit entire invoice or credit with Correct Unit Price.
NPOI006 - Non-PO vouchers are not allowed for this vendor.	Non-PO invoices/vouchers are not allowed for the vendor ID for which the invoice was submitted.	Contact requester for a valid PO Number and submit a PO Invoice.
POI001 - Invalid Purchase Order ID	The PO number could not be found in the UofM System. This means the number is invalid and/or is invalid for the supplier ID.	Verify PO number against original order, or contact requester for correct number.
POI002 - Invoice Order Line Number not found on PO	Invoice was rejected because the PO line number does not exist on the PO referenced	Make sure Order Line Number is a numeric value. If a line was not on the original PO, it needs to be billed as a Non-PO line with a different Invoice number. Contact requester for ShortCode.
POI009 - Line contains negative unit price	Unit price cannot be a negative value. If this is a credit, it needs to be a positive Unit Price and a negative Quantity Invoiced.	Resubmit entire invoice or credit with Correct Unit Price.
POI010 - Line is missing an Order Line Number	Order line number is a required field.	Resubmit entire invoice with Order Line Number. If PO line numbers unknown, contact requester since price will be validated at the PO line.
POI013 - The PO or PO line has been completed/cancelled.	The PO was either cancelled or has been fully invoiced and completed.	Verify PO number. If questions, contact requester. A new PO may need to be associated with the invoice or a ShortCode obtained for invoicing.
POI014 - The PO or PO line was in cancelled status so the credit	The PO or PO line was in cancelled status	Verify PO number. If questions, contact requester. A ShortCode may

Error Message	Cause	Action /Contacts
could not be processed		need to be obtained for credit invoicing. (Supplier are you trying to apply a credit to only your system).
V00003 - Required field Invoice Date is blank or invalid	Invoice Date was blank, formatted incorrectly or invoice date was invalid	Resubmit entire invoice with valid date value in Invoice Date field.
V00004 - Duplicate Invoice ID exists in the system	The Invoice number/vendor ID combination exists within the U-M system.	Verify the invoice number, check Invoice Inquiry, and if questions contact ebillingmgr@umich.edu.
V00005 - Required field Purchase Order ID or Short Code is blank	Either PO or ShortCode is required for all invoice lines.	Resubmit entire invoice with valid PO or ShortCode. If unknown, contact requester.
V00006 - Positive Quantity Invoiced for credit line	Credits need to be submitted as negative quantity and positive unit price	Resubmit entire credit with corrected Quantity Invoiced.
V00007 - Required field Line Description is blank	Line description is blank	Resubmit entire invoice with description on invoice line.
V00008 - Invalid Handling Charge amount	Text was submitted for the numeric field	Resubmit entire invoice with dollar value in Handling Charges field.
V00009 - Invalid Shipping Charge amount	Text was submitted for the numeric field	Resubmit entire invoice with dollar value in Shipping Charges field.
V00011 - Invalid Unit Price	Text was submitted for the numeric field	Resubmit entire invoice with dollar value in Unit Price field.
V00012 - Invalid Quantity Invoiced	Text was submitted for the numeric field	Resubmit entire invoice with numeric value in Quantity Invoiced field.
V00013- Unit of Measure on invoice is not valid in the system	Invoice was rejected for and invalid unit of measure. UOM must be pre-established with the University of Michigan	Resubmit entire invoice with valid UOM, or contact strategicca@umich.edu to establish the invoice UOM within the University of Michigan before resubmitting.
V00014 - Required field Vendor Item ID is blank	Vendor item id was blank	Resubmit entire invoice with Vendor Item ID.
V00015 - Required field Unit of Measure is blank	Unit of measure was blank	Resubmit entire invoice with valid Unit of Measure.
V00016 - Required field Unit Price is blank	Unit price was blank	Resubmit entire invoice with Unit Price.
V00017 - Required field Quantity Invoiced is blank	Invoice quantity was blank	Resubmit entire invoice with Quantity Invoiced.
V00019 - Invoice has both PO and non-PO line	A PO-invoice line and a Non-PO invoice line were submitted with the same invoice number	Assign a new invoice number to the Non-PO line and resubmit the entire original invoice as two separate invoices.

Error Message	Cause	Action /Contacts
V00020 - Required field Invoice ID is blank	The invoice line submitted was missing data for the Invoice ID field	Resubmit entire invoice with Invoice ID.
V00021 - The PO has been totally invoiced, no further invoicing available.	All lines and quantities on the PO have been invoiced.	Verify PO number. If questions, contact requester. A new PO may need to be associated with the invoice or a ShortCode obtained for invoicing.
V00023 - Invalid invoice date. The invoice date doesn't belong to eligible processing timeframe.	The invoice line submitted had an invoice date that was outside the eligible processing timeframe.	Verify the invoice date and resubmit entire invoice with a correct invoice date.
V00024 - Invalid invoice date. The invoice date is outside the University's defined accounting period.	The fiscal year for the University runs from July 1 – June 31 of the following calendar year.	Verify the invoice date and resubmit entire invoice with a correct invoice date.
Short Pay Reason	Cause	Action /Contacts
SP001 - Invoiced Unit Price was greater than PO unit price	Invoice was short paid because invoice price was greater than the PO price	Review Payment Information>Invoice Detail for PO line information.
SP002 - Invoiced Unit Price was greater than Item Contract price	Invoice was short paid because invoice price was greater than the Contract price	If there are questions regarding the contract item price, contact the Contract Administrator. If contract price was U-M error, payment can be modified before scheduled pay date.
SP003 - Invoiced Unit Price was greater than PO an/or Item Contract price	Invoice was short paid because invoice price was greater than the PO price and/or the Contract price.	If there are questions regarding the contract item price, contact the Contract Administrator. If contract price was U-M error, payment can be modified before scheduled pay date.

Resources:

- MSupplier Portal: <http://www.finance.umich.edu/procurement/msupplier>
- eSettlements Project Team: esettlement@umich.edu
- Accounts Payable: ebillingmgr@umich.edu
- Contract Administration: strategicca@umich.edu
- Procurement Services Contacts: <http://www.finance.umich.edu/procurement/howtobuy/universitycontracts>
- University of Michigan Directory (Requesters): <https://mcommunity.umich.edu/>
- Web ShortCode / Chartfield Converter: http://www.mais.umich.edu/fin/web_converter.html

