


Processing EDI Vouchers

Locating EDI voucher: EDI vouchers can be located in Voucher Build Error Detail page. The Search results can be narrowed by entering the Business Unit (BU) and Origin.

1. Enter the BU or click on the magnify glass to select the BU.
2. Enter users Origin.
3. Click Search to bring up the search results.


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Find an Existing Value

Business Unit: begins with 

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: =

Case Sensitive

[Basic Search](#)

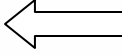
Search Results View All First 1-42 of 42 Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Vendor ID	Buying Agreement	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency
BRB01	00000009	22897	(blank)	(blank)	VENDOR_1	(blank)	22894_1	01/01/2007	1000	USD
BRB01	00000016	23194	002	(blank)	0000000063	(blank)	TEST MATCH EXCEPTIONS 001	02/12/2007	15.99	USD
BRB01	00000036	23514	002	(blank)	VENDOR_1	(blank)	23504_1	01/01/1901	5.99	USD
BRB01	00000065	25621	DMH	(blank)	0000000001	(blank)	TEST EDI001	02/14/2007	140.23	USD
BRB01	00000068	25621	002	(blank)	0000000027	(blank)	00000068	02/14/2007	50.36	USD

From the Search Results, selecting a voucher

1. This will bring up the Voucher Build Error Detail page. An error message will identify a Chartfield error or Combo edit error.
2. Select Correct Errors link, this will take you to the Voucher Build Error Details page.

Voucher Build Error Detail

Business Unit: BRB01 Voucher ID: 00000156 [Correct Errors](#) 

Distribution Line Errors Customize | Find | View All | First 1 of 1 Last

Line	Distribution Line	Field Name	Message
1	1	Grant/Pri	CharField error for value 0 fieldname Grant/Pri, (prompt table PROJECT_ID_WW).

Voucher Build Error Details page

1. Select Invoice information tab.
2. Click on the Comments link in the middle of the page. This will take you to the comments page.

[New Window](#) | [Help](#) | [Customize Page](#) |

[Summary](#) | **Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: BRB01 **Invoice Number:** TEST_ED1001K
Voucher ID: 00000156 **Invoice Date:** 03/20/2007
Voucher Style: Regular **Last Receipt Date:** 03/21/2007 [Non Merchandise Summary](#)
Vendor: 000000001 **Misc. Amount:**
Name: PRIMATESTV-001 **Freight Amount:**
Location: CHK
***Address:** 1
 PRIMARY TEST VENDOR **Total:** 125.10
 310 NEW ADDRESS **Balance:** 0.00

 COLUMBUS, OH 43201
[Advanced Vendor Search](#)
***Pay Terms:** Net 30 **Action:**
Accounting Date: 03/20/2007
***Currency:** USD

[Comments](#) ←

Voucher Comments:

1. The voucher comments will display additional invoice information passed by the EDI vendor.
2. After reviewing the comments, Click the OK button, this will take you back to the Invoice Information tab of the voucher.

Voucher Comments

This is the vendors invoice detail

Comment:

Voucher File Attachments Find | View All First 1 of 1 Last
 Attachment Add View + -

From the Invoice Information tab, scroll to the bottom of the page. This will display the first line of the invoice and the distribution information.

[Summary](#) | **Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: BRB01 **Invoice Number:** TEST_EDIO01K
Voucher ID: 00000156 **Invoice Date:** 03/20/2007
Voucher Style: Regular **Last Receipt Date:** 03/21/2007 [Non Merchandise Summary](#)
Vendor: 000000001 **Misc. Amount:**
Name: PRIMATESTV-001 **Freight Amount:**
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Address: 1
 PRIMARY TEST VENDOR **Total:** 125.10
 310 NEW ADDRESS **Balance:** 0.00

 COLUMBUS, OH 43201 [Comments](#)
[Advanced Vendor Search](#)

This view is the first line of the invoice and distribution information. To additional lines of the invoice, scroll to the right.

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Accounting Date: 03/20/2007
Currency: USD

Copy from a Source Document
 PO Unit: Purchase Order: Worksheet Copy Option: None

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	Office Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	125.10

Ship To: BRB01 **SpeedChart:** Use One Asset ID
Term Contract ID: **MBE Flag:** N

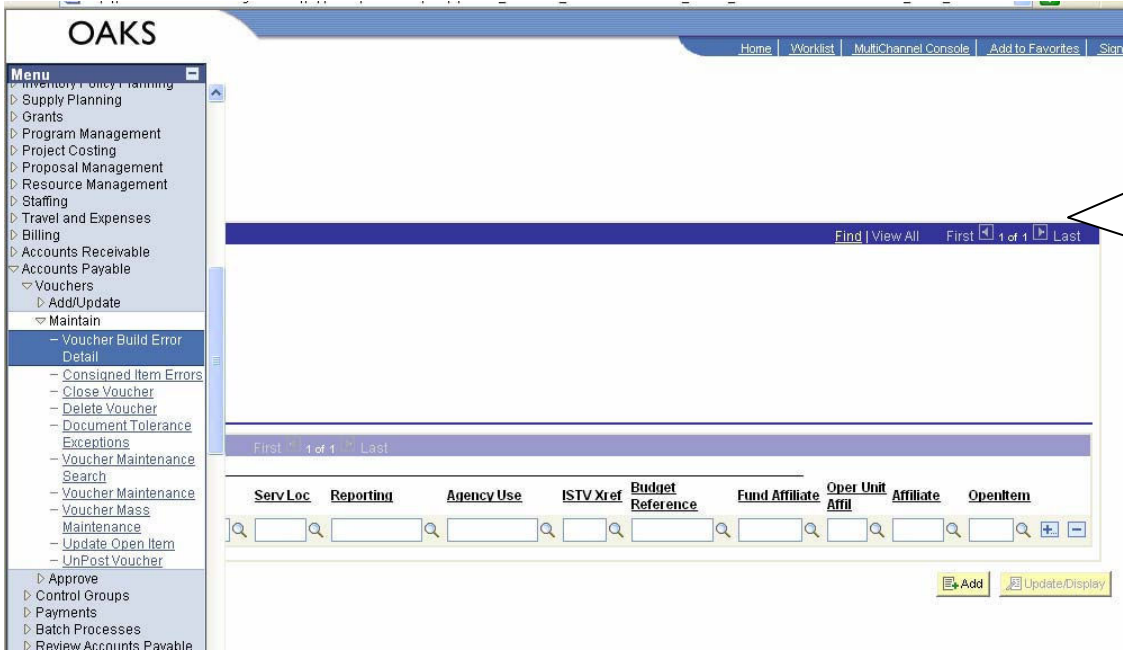
Distribution Lines [Customize](#) | [Find](#) | [View All](#)

GL ChartFields 1	GL ChartFields 2	Exchange Rate	Statistics	Assets					
Amount	Quantity	'GL Unit	Fund	'Account	ALI	Department	Program	Grant/Pri	Project
1	125.10	<input type="text"/>	STATE <input type="button" value="Q"/>	<input type="text"/>	525900 <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="button" value="Q"/>

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Scroll to the far right to view additional lines.

1. This view there are additional lines it will provide the number of lines. You must click on the arrow to view the additional lines.
2. After all voucher lines have been reviewed and distribution information is added, return to the voucher header.



Voucher page will be displayed, scroll to the bottom of the page.

1. Click save when all updates are completed.

