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EDI Load (Student Refunds) Business Process Overview

The Voucher EDI load process at UW consists of loading a file with Student Suppliers, followed by the load of EDI Vouchers and subsequent Voucher Build. This process allows Campus Student systems to utilize the PeopleSoft Accounts Payables functionality for payment purposes.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>This process is run as needed by Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>This process is dependent upon the Campus subsystem creating the Student Supplier file and EDI Voucher file.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>It is assumed that the users processing the load have the proper roles and permission lists to run the process.</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>The Bursar’s Office is typically responsible for this process.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>BRCOL, BRNIL, BREAU, BRGBY, BRLAC, BROS, BRPKS, BRPLT, BRRVF, BRSTO, BRWTWI use the EDI Supplier Load and Voucher Load process. UWSTP and UWSUP use IB Messaging for Student Payments and do NOT use this EDI process.</td>
</tr>
</tbody>
</table>

Process Detail

Load Student Suppliers

*Navigation: Suppliers > Supplier Information > Uploads > Student Supplier Load*

*OR*

*Accounts Payable WorkCenter > Suppliers > Student Supplier Load*
Adding a New Run Control

Add a New Run Control if you have not run this process before. If you have run the process before you can “Find an Existing Run Control”

1. Click the **Add a New Value** tab.

2. **Enter a Run Control ID:** Note: This can be any alphanumeric string up to 30 in length with no spaces or special characters. **If you have already created a Run Control**

3. Click the **Add** button.
4. Enter Business Unit: ‘BR***’

5. Click Add

Finding an Existing Run Control

If you have created a Run Control, you can use the same Run Control every time you load a new Supplier File.

1. Click Find an Existing Value tab.
2. Click Search to search for an existing Run Control ID
3. Select the Run Control ID link
Uploading the Supplier File

You will be directed to the Student Supplier Load Kickoff page after you create a New Run Control OR Find An Existing Run Control. This is where you will select and load your Supplier File.
6. **Click** **Choose File** to search for the Supplier file to load.

7. **Select** the file to upload. Select ‘Open’

8. **Click** **Upload** and you should get a message indicating “Add Attachment succeeded”

9. **Select** **OK**
10. Click **Run**

![Student Supplier Load Kickoff](image)

Select **Server Name**: ‘PSUNX’

11. Click **OK**

![Process Scheduler Request](image)

This will take you back to the Student Supplier Load page where you can select the “Process Monitor” link to review your process status.
12. Click until the Distribution Status changes to ‘Posted’

13. Click the Details link

14. Click the Message Log hyperlink
15. **Review** the *Message Log*. **Validate** the number of new Suppliers created or updated is as you would have expected.
<table>
<thead>
<tr>
<th>Severity</th>
<th>Log Time</th>
<th>Message Text</th>
<th>Explain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:31:46PM</td>
<td>Processing Vendor ID 991836589. (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:31:46PM</td>
<td>No rows exist for the specified keys. {UW_VNDR_ID}</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:08PM</td>
<td>Testpソン, Donna Marie (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:10PM</td>
<td>Processing Vendor ID 991430167. (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:10PM</td>
<td>No rows exist for the specified keys. {UW_VNDR_ID}</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:10PM</td>
<td>Test, Manly Lynn (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>Processing Vendor ID 991561760. (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>No rows exist for the specified keys. {UW_VNDR_ID}</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>Testrd, Jessica J (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>Processing Vendor ID 991597691. (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>No rows exist for the specified keys. {UW_VNDR_ID}</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>Tests III, Paul Stanley (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>Processing Vendor ID 991665355. (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:11PM</td>
<td>No rows exist for the specified keys. {UW_VNDR_ID}</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:12PM</td>
<td>Testter, Jason Joshua (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:12PM</td>
<td>Processing Vendor ID 991681519. (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:12PM</td>
<td>No rows exist for the specified keys. {UW_VNDR_ID}</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:12PM</td>
<td>Testiams, Webster Buddy (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:13PM</td>
<td>Success (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:13PM</td>
<td>Updated 0 existing vendors, created 6 new vendors, and left 0 unchanged. (0,0)</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:15PM</td>
<td>Published message with ID 1809832-78d2-11e9-a438-e70c0c6c7e7f to create entry in folder GENERAL.</td>
<td>Explain</td>
</tr>
<tr>
<td></td>
<td>1:32:15PM</td>
<td>Successfully posted generated files to the report repository</td>
<td>Explain</td>
</tr>
</tbody>
</table>

Return
16. Select **Return** and **Cancel** to get back to your process monitor list.

17. You have completed loading (or updating) your Suppliers

### Load the Voucher File Using the EDI Process

**Navigation:** PeopleTools > EDI Manager > Monitor EDI Processing > Schedule Inbound EC Agent

**OR**

Accounts Payable WorkCenter > Vouchers > Schedule Inbound EC Agent (EDI)

**Add OR Find an Existing Run Control**

1. **Click** **Add a New Value** Or if you have a RUN Control **click** **Find an Existing Value** tab.

2. **Enter** (or Search for a) **Run Control ID**: **Note:** This can be any alphanumeric string up to 30 in length with no spaces or special characters.

3. **Click** **Add**

5. Leave *Single File Path* blank.

6. Click *Add*
7. Click **Choose File** to search for the file to upload
8. Select file, Select ‘Open’
9. Click **Upload**

10. The Run Control Parameters Page should auto populate the single file path and the name of the file you uploaded in the single file name field
11. Click **Run**
12. Select Server Name: ‘PSUNX’

13. Click OK
14. **Click** the *Process Monitor* link

![Run Control Parameters](image)

15. **Click** Refresh until the *Distribution Status* changes to ‘Posted’ and the *Run Status* to ‘Success’.

![View Process Request For](image)

**View the Audit Trail to Ensure the EDI File Loaded Properly**

*Navigation: PeopleTools > EDI Manager > View EDI Audit Trail > Business Document Summary*

1. **Click** Search

2. **Review** the most recent processes “EC Inbound File Name”. The file name should be the one you just loaded.

3. **Open** the file by selecting the EC Business Document ID Link
4. **Ensure** that the *Status* is ‘Loaded’ and the *Load Total* is correct. The Load Total should be the number of vouchers you loaded. If any errors are shown, contact [uwsaproblemsolvers@uwsa.edu](mailto:uwsaproblemsolvers@uwsa.edu).
Run the Voucher Build Process

This process loads the Vouchers from the EDI records to the Voucher records and performs various edits.

*Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build*

OR

*Accounts Payable WorkCenter > Vouchers > Voucher Build*

1. Click **Add a New Value** tab.
2. Enter a **Run Control ID**/ This can be any alphanumeric string up to 30 in length with no spaces or special characters. **NOTE:** If you have already created a Run Control, you can use an old run control be selecting it from the **Find an Existing Value**
3. Click **Add**
4. **Enter a Request ID**: This can be any string up to 10 in length with no special characters.

5. **Enter a Description**: for your reference

6. **Leave** both **Assign Invoice ID** and **Assign Invoice Date** boxes checked.

7. **Select Process Option**: ‘Business Unit’

8. **Select Voucher Sources**: ‘New Voucher Data’

9. **Enter Business Unit**: ‘BR***’

10. **Select Voucher Build Interfaces**: ‘EDI’

11. **Click**

12. **Click**
13. Select Server Name: ‘PSUNX’

14. Click OK
15. Click the *Process Monitor* hyperlink to view the status of the job.

![Process Monitor](image)

16. Click *Refresh* until the *Run Status* and the *Distribution Status* change to ‘Success’ and ‘Posted’.

17. Click the *Go back to Voucher Build Request* link.

![Go back to Voucher Build Request](image)

18. Click *Process Messages* tab
19. Click **Refresh Log**

20. **Review** the messages and note the number of Vouchers processed and the status Postable vs. Recycle vs. Pre-Edit Errors

21. Click **Build Errors** tab.

22. **Review** the errors listing on this page and continue with the next section to fix them.
Correcting Load Errors

Supplier Load Errors

The most common Supplier Load Error is a supplier with a foreign address on the file. The Student Supplier Load does not have the ability to load foreign addresses. Correct the foreign address to a valid U.S. Address or manually delete the row from the file and manually enter the Supplier.

1. The Supplier Load process will run to **No Success** if a foreign address is on the file.

2. In your Process Monitor, select the Detail Link then the View /Log Trace Link and then the VNDR-11111111.log file. You may be able to find the Supplier that is causing the issue by scrolling to the end of the log file. You will see ‘no rows exist for specified keys. Look for the Supplier ID and the ‘state’ that is not a valid US state. This will be the supplier that will need to be manually removed from the file or updated to a US Address. For additional help, email uwsaproblemsolvers.uwsa.edu.

3. After determining the Supplier causing the issue, you'll need to remove the supplier from the .txt file and reload the file. You can reload the Supplier file multiple times without issue.

4. Files will fail any time a file has a foreign address on it.
How to Correct Voucher Pre-Edit Errors

Finding the Error

*Navigation: Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry*

1. Click **tab**
2. Enter **Business Unit**: ‘BR***’
3. Select **Build Status** ‘Pre-Edit Error’
4. Click **Search**
5. Select each **Pre-Edit Error Voucher** and **Work** through the list of Vouchers returned by following the below steps.
6. **Click** the *Review Errors* link

7. **Note** the errors and **click** the *Correct Errors* link

8. Based on the errors on the *Review Errors* page, **update** the erroneous fields and **click** *Save*. In the instance above, you would need to select the correct *Supplier ID* by entering or selecting a valid *Supplier ID* and select save.

Re-run the Voucher Build Process

Re-running the Voucher Build Process will allow for your corrected voucher to be created.
1. Click **Find an Existing Value** tab.

2. Select **Search**

3. Select the Link to the Run Control matching your Voucher Build Run Control ID (it may be different than what is entered below).

4. **Enter Request ID, if not already entered**: This can be any string up to 10 in length with no special characters.

5. **Enter Description**, if not already entered. This is for your reference.

6. **Ensure** both, **Assign Invoice ID** and **Assign Invoice Date**, are checked.

7. **Select Process Option**: ‘Business Unit’

8. **Select Voucher Sources**: ‘All (Unrestricted)’

9. **Enter Business Unit**: ‘BR***’, if not already entered

10. **Select Voucher Build Interfaces**: ‘EDI’, if not already selected
11. Click [Save]

12. Click [Run]

13. Select Server Name: ‘PSUNX’

14. Click [OK]
15. Click the Process Monitor hyperlink
16. Click until Run Status and Distribution Status change to ‘Success’ and ‘Posted’

17. Click Go back to Voucher Build Request.

18. Click Process Messages tab

19. Review the Messages and note the number of Vouchers processed and the resulting status.
20. **Click** the **Build Errors** tab and **review** any errors. If errors still exist, continue with the next step. Otherwise, continue with the Budget Check and Post processes.
Verify There Are No Remaining Pre-Edit Errors

*Navigation: Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry*

1. Click **Find an Existing Value** tab
2. Enter *Business Unit:* ‘BR***’
3. Select *Build Status* ‘Pre-Edit Error’
4. Click **Search**

*Note:* If no rows are returned all Pre-Edit Errors have been resolved. Continue on to the next section.
How to Correct Vouchers in Recycle Status

*Navigation: Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail*

1. **Enter Business Unit**: ‘BR***’
2. **Select Voucher Source**: ‘EDI’
3. **Click**: Search
4. **Click** the link to the vouchers under the ‘search results’ line.
5. **Click Correct Errors** link. This will take you to the Voucher Summary Tab. You can see the Summary tab on the voucher will indicate the voucher is in Recycle Status.

6. Select the Invoice Information Tab and correct the error. In this sample the fund code will need to be changed.
7. Click **Save** after making the correction.

8. The Voucher Entry Status on the Summary tab will then change from “Recycle” to “Postable”. After the **Voucher Entry Status** is ‘Postable’, the Voucher can be Budget Checked and Posted.
9. See the Voucher Creation business process document for information about Budget Checking and Posting Vouchers both online and in batch

Notify uwsaproblemsolvers@uwsa.edu for any technical issues

Revision History

<table>
<thead>
<tr>
<th>Laura Parman</th>
<th>1.0</th>
<th>6/14/2019</th>
<th>9.2 Updates and Revisions</th>
</tr>
</thead>
</table>