

AggieBuy Error Reports

PQDR555	2
Error Report of SQ Encumbrance Transaction.....	2
Errors seen on the PQDR555 report	2
PBDU080	2
Vouchers Not Closed.....	2
Vouchers Posted Successfully	2
Vouchers Not Posted Due to Errors.....	2
Errors seen on the PBDU080 report	2
VQDU552	3
SciQuest Vouchers Posted to A/P Successfully.....	3
SciQuest Vouchers NOT Posted to A/P Due to Errors.....	3
Errors seen on the VQDU552 report.....	3
SciQuest Vouchers Not Closed.....	3
VQDU551	3
SciQuest Vouchers passing edits for Posting	3
SciQuest Vouchers with Errors.....	3
Errors seen on the VQDU551 report.....	3
SciQuest Vouchers in RE(opened) Status not processed.....	4
VQDU550	5
Vouchers Created Successfully	5
Error Found during Voucher Create.....	5
1 st page – PO based invoices.....	5
2nd page – non PO based invoices	5
Suggested Saved Searches in AggieBuy	5

PQDR555

Error Report of SQ Encumbrance Transaction

These are errors that were received when a requisition, purchase order or purchase order revision integrated to FAMIS and tried to create an encumbrance.

- You will only see this report if there are items on it
- These items will only be on the report for 1 day

Errors seen on the PQDR555 report

- These are more of a warning so that you can review and revise as needed before the invoice tries to post.

PBDU080

Vouchers Not Closed

- These are vouchers that have not been closed and are probably on one of the error reports below.
- These are only PO based documents
- These vouchers will stay on this page until they have been closed

Vouchers Posted Successfully

- These are PO based vouchers that posted in FAMIS and AggieBuy

Vouchers Not Posted Due to Errors

These documents will stay on the report until the error has been resolved and the voucher has posted.

- This report includes FAMIS and AggieBuy documents
- Comments are sent to the department allocator
 - Past Due Invoices
 - Comments sent daily (unless the department responds then we send reminders, usually every 3 days until the invoice posts)
 - 2nd comment sent to all allocators in the department
 - 3rd comment sent to all allocators in department
 - After the third comment is sent and there are no responses then you will escalate (we escalate to the final approvers and AP supervisor)
 - Current Invoices
 - Comments sent daily (unless the department responds then we send reminders, usually every 3 days until the invoice posts)
 - 2nd comment sent to all allocators in the department
 - 3rd comment sent to all allocators in department
 - After the third comment is sent and there are no responses then you will escalate (we escalate to the final approvers and AP supervisor)
- These are PO based documents, non PO based documents will be on the VQDU552

Errors seen on the PBDU080 report

- Direct bottom line exceeded over budget
- Category budget exceeded
- Account Frozen
- Open Commitment

- These are generally documents where the accounts or commodity codes were revised on the invoice but the PO was not revised to match.
- Review the document to see if the PO needs to be revised
- Sub code Errors
- Reversing Encumbrance
 - This error is normally received when a change is made on a PO based invoice but the PO was not revised
 - Normally we would revise the PO and when that revision is finalized the invoice should post

VQDU552

SciQuest Vouchers Posted to A/P Successfully

- These are non PO based documents that have posted in FAMIS

SciQuest Vouchers NOT Posted to A/P Due to Errors

- These are the same as the errors on the PBDU080 except that these are non PO based invoices and the PBDU080 are PO based

Errors seen on the VQDU552 report

- Category budget exceeded
- Direct bottom line exceeded
- Sub code Errors
- GL Account error
 - These are errors that are received when a GL code is used but the object code is not allowed
 - You would revise the codes on the voucher as needed

SciQuest Vouchers Not Closed

- These are vouchers that have not been closed and are probably on one of the error reports below.
- These are non PO based documents
- These vouchers will stay on this page until they have been closed

VQDU551

SciQuest Vouchers passing edits for Posting

- These are PO and non PO based documents
- These documents closed and are going to try to post when the file runs

SciQuest Vouchers with Errors

- There is a variety of errors/issues that will be on this report.
- This is any AggieBuy document that will not close/post for any reason other than budget

Errors seen on the VQDU551 report

- State Req Code
 - Send comment to the buyer to provide state req number
- State Mail Code

- There was not a state mail code set up. Send email to abvendorhelp@tamu.edu so that the mail code can be set up.
 - If there are multiple mail code errors on we put them all in one email
- Vendor Freeze
 - Send email to abvendorhelp@tamu.edu and handle accordingly
 - This could be a vendor that was frozen due to no recent activity
 - This could be vendors that should not be paid at all
- Vendor Not Found on File
 - Send email to abvendorhelp@tamu.edu. They will let you know what the problem is
- Account Frozen
 - Send a comment to the department
- No Receiving
 - Try to close doc in FAMIS
 - If the document does not close then you need to verify that the receiving was completed in AggieBuy. There could be several reasons why an invoice would not have receiving are the most common
 - The receiving was completed later in the day and it has not integrated to FAMIS
 - We try to close each of these invoices before “researching” because it may close, it if does not post then it needs to be reviewed
 - It was inadvertently approved before receiving was completed
 - The receiving was completed and the invoice was approved but then the department returned the items
 - It could be a vendor where cost receiving was done and that could cause the invoice to not match and require a force in FAMIS
 - If you have to force match the invoice then you will go to screen 340 and force the invoice
 - Go to screen 345 and enter the actual goods received date
 - Go to screen 346 and close the document (you can manually post or wait for it to try to post overnight).
- Duplicate invoices
 - Research to verify that the document is not a duplicate
 - Override the duplicate invoice (in FAMIS) if it is not a duplicate
 - Screen 112 (F11 pop up) on non PO based invoices
 - If it is a duplicate then you cancel the voucher and send a comment to your AP Help desk to have the AggieBuy invoice cancelled.

SciQuest Vouchers in RE(opened) Status not processed

- You will only see this page when there are items on it
- These are vouchers that were reopened in FAMIS. Normally what we find is that these were documents that were on one of the error reports above and we just did not close the voucher after a correction was made.
- Research to see if you left this open for a reason and if not close the voucher
- These vouchers will remain on this report until they have been closed

VQDU550

Vouchers Created Successfully

Error Found during Voucher Create

1st page – PO based invoices

These are PO based invoices that received a duplicate invoice error when it tried to create a voucher and a voucher could not be created

- Research to see if the invoice is a duplicate
- If it is not a duplicate you would override the duplicate invoice in FAMIS
 - Screen 340 in FAMIS
- If it is a duplicate you would cancel the voucher in FAMIS
 - Screen 345 in FAMIS
 - You will also send an email to AP Help Desk to have the AggieBuy invoice cancelled

2nd page – non PO based invoices

These errors should have already been addressed on previous reports but you will want to verify that they have all been completed

Suggested Saved Searches in AggieBuy

These are suggested searches that you can run to help prevent future errors or issues. These are not necessarily “error reports”

- Invoices with future due dates
 - Any time that you have a document paying more than 30 days in the future you want to review that document to make sure that it is not just a typo.
 - If the incorrect date was used you will correct it and the due date will be corrected
 - If the invoice should be scheduled in the future you will want to verify that the correct goods received date or non PO goods received date has been used so that you will not be paying PPI when it is not owed
 - Search for all invoices with a due date after x date. Each day you want to run the report you select it and enter the date that is 30 days from today
- New Supplier
 - AggieBuy will allow you to create an invoice using the “New Supplier” vendor. Any invoice that is created using new supplier should be cancelled and recreated. If approved the invoice will show up on one of the FAMIS error reports due to no vendor.
 - Correcting this now will prevent errors later
 - Cancel the invoice and send a comment to the creator that they need to recreate using the correct vendor
- Electronic invoices
 - Review any electronic invoice that does not have a PO (except for FedEx and SSC)
 - Verify that the invoice should be processed as a non PO and process accordingly
- Invoices created for a negative amount – should be a credit memo
 - These should be cancelled and a comment sent to the creator that they need to recreate as a credit memo
- Review all Summus invoices

- Originally this was for receiving, now that it will be cost receipts we will still have to manually move these on out
 - You want to verify what object code will be used based on the unit price. If these are not corrected then they will error out for open commitment
- Review all SSC invoices to see if receiving has been completed
- Now that SSC is required to be cost receipts these may have to be manually approved out of matching exceptions.