

Information Update: AP Batch Data and Error Handling

Error Handling Redesign

During earlier testing sessions and conversations with districts, the county test team noted the new Voucher interface process would partially reject transactions, returning only problematic transactions while importing and processing successful transactions. This method of error handling caused concerns related to the time intensive business processes and reconciliation efforts that would be involved with partial file rejection. In addition, subscribers voiced the challenges this methodology would pose on system generated files and in maintaining a clear audit trail of approved and processed transactions. The county turned to our technical resources and business owners to revisit system capabilities and design in an effort to reassess the question of partial or full file rejection relative to the inbound voucher interface process. As a result of this analysis, the county has redesigned the error handling process to incorporate earlier identification of errors and enable full rejection of the file in 99% of the cases to minimize the possibility of a partial rejection of records.

The redesigned full file rejection adds a pre-validation step after a file has been uploaded through Axway Secure Transport. Within fifteen minutes of uploading the file, an email will be delivered indicating either:

- a) The file has successfully passed the pre-validation step and the county awaits the Voucher Approval documentation, or;
- b) The file has been fully rejected due to errors contained in the file. When a file is fully rejected the email returned to the district contains details on the specific transaction(s) that are problematic as well as an explanation as to the error(s). Should a file be rejected, the subscriber simply needs to correct, regenerate, and upload the replacement file (*Correcting the problematic transactions using the "Smart Spreadsheet" and regenerating a new .CSV file ensures a filename with a new date and timestamp will be created. Please note that editing the original .CSV file directly is not recommended as duplicate filenames will be rejected by the Oracle EBS system*).

When printing the new Voucher Approval documentation for a previously rejected file, simply notate and initial that the file is being resubmitted and send onto the county. The county does not require re-authorization by the Auditing Officer or Commissioners. In the rare case where problem transactions are not identified in the pre-validation step but do error during the import of the transactions into the Payables system, the district will receive a call from the county Accounts Payable section to discuss the cause of the problem and work with you to resolve the error.

Separate Batches Per Fund

One of the more common questions during test sessions with districts was whether or not to submit a separate file (*or batch*) by fund. We would like to take a moment to clarify this topic. The county has heard districts communicate that they both approve transactions and reconcile cash by fund today. We recognize this is a business practice that will continue forward after January 2012. **As is done today through paper vouchers to support approval by fund, the county requests a separate CSV file and Voucher Approval Document by fund as well. This means for districts with multiple funds, payment transactions for one fund be grouped together and submitted in one file while transactions for a second or third fund be submitted in their own file.** Conceivably a district may then generate more than one file and Voucher Approval Document per payment period.

Additionally, within the "Smart Spreadsheet", there is a field for **Pay Group**. As a requirement for payment processing, a unique Pay Group value has been defined for each district fund. The Pay Group field value is the letter **Z** (capital letter) followed by the district Fund number with no spaces. A valid Pay Group value is required and is validated by the Oracle EBS system. A spreadsheet containing valid Pay Group values has been included with this communication.

Example:

Fund	Pay Group	Description Printed On Warrant
090450010	Z090450010	090450010 WATER 45 MAINTENANCE