

- 1. I changed the document amount on the PV document, but the Batch header total did not change. Why not?**

The batch header will not change once it is accepted, even though you may add or delete documents in the batch after acceptance (the number of documents entered = the actual batch count and the net amount = the actual batch amount).

- 2. Do the REPV entries have to be re-established for the new year?**

No. The current end date on the REPV Table will automatically extend the end date to the new fiscal year. If there are entries on the REPV table that you do not need for the new fiscal year, they can be deleted.

- 3. What is the meaning of an error message that reads "Invalid Vendor for EFT".**

It means that the EFT flag on the Vendor Table is marked "Y" indicating the vendor receives payment via EFT. If the vendor is not eligible to receive an EFT payment you will need to request staff in the Office of Fiscal Management change the EFT flag to "N".

- 4. What is the meaning of the error message when it reads, "Record already exists on the OVIH?"**

This means that the invoice number referenced on the invoice line field of the document has been previously used or the invoice/vendor combination is already on the Open Vendor Invoice Table (OVIH). Change the invoice number that is referenced on the invoice line field that is meaningful to your agency.

- 5. I am processing a payment voucher and getting an error message that reads "grant is closed". What does this mean?**

It means the end date of the grant has been reached and the grant is closed. The grant date must be extended so the document can be processed.

- 6. When entering a PV document I get the error message that reads "invalid PO precedence". What does this mean?**

It means that an accounting line referenced on the PV document does not match the accounting lines on the OPPL and OPPC Table. The accounting code block must match on both the PV document as well as the purchasing document that is being referenced.

- 7. Are the "latest date" and the "scheduled date" fields on the REPV table required?**

No. The "latest date" is system generated. The "scheduled date" is optional. If entered, it will show on the PV header.

8. One PV document in a batch was rejected because of an error in the document header. Will this document print?

Once the document has been corrected and approved at the agency level, the document will print after nightly processing.

9. How can I find the Vendor name if I only have the Vendor Number?

Go to the VEND table and enter the vendor number. The vendor name will then be displayed.