Processing Interface Vouchers

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS
Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

Table of Contents

Processing Interface Vouchers **2**

Processing Interface Vouchers **3**
Processing Interface Vouchers Overview 4
Integrating Systems 5
Interface Vouchers Roles and Responsibilities 6
Process Overview 7
EDI Interface Voucher Load 8
EDI Interface Voucher Load (ECIN0001) Batch Program 9
Interface Voucher Edits 10
Generating Control Groups 11
Generate Control Groups Batch Program 12
Voucher Build 13
Voucher Build Batch Program 14
Reviewing and Resolving Voucher Build Errors 15
Single Payment Vouchers 48
Single Payment Voucher Batch Program 49
Updating Single Pay Vouchers 50
Verifying Control Groups 65
Verifying Control Groups 66
Key Course Terms 79
Course References 80
Training Acknowledgement 81

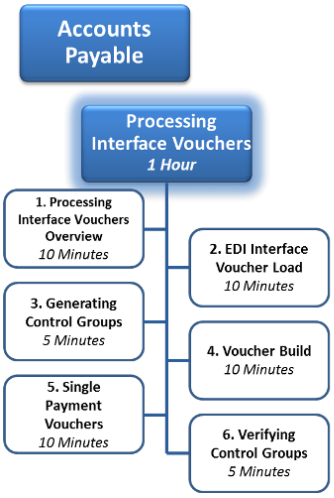
Glossary **82**

Processing Interface Vouchers

Processing Interface Vouchers

This is the *Processing Interface Vouchers* course within the *Accounts Payable* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click here for a quick reference guide.



After completing the Processing Interface Vouchers course, you will be able to:

- Describe the new voucher processing tools and highlight key benefits
- Understand the scope of integrating systems that will provide voucher data via the voucher interface
- Describe the steps taken by the system to load, check and build vouchers from integrating systems
- Manage voucher build errors resulting from loaded interface files
- Verify control groups

Processing Interface Vouchers Overview

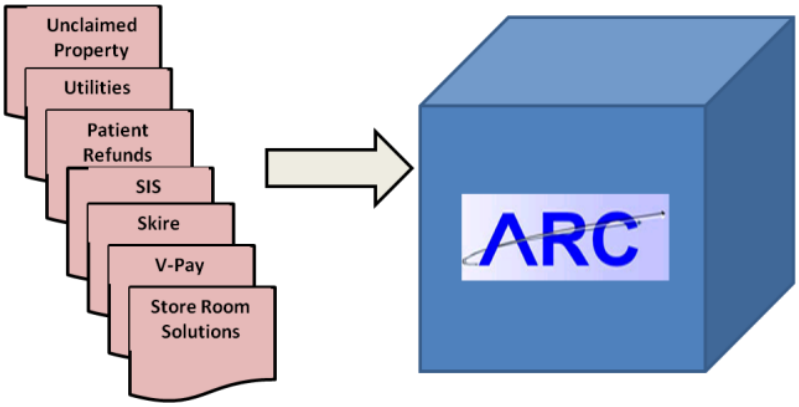
This is the *Processing Interface Vouchers Overview* lesson of the *Processing Interface Vouchers* course. Upon completion of this lesson, you will be able to:

- Describe the new voucher processing tools and highlight key benefits

Estimated time needed to complete lesson: 10 minutes

Integrating Systems

The standard way to process vouchers is through online voucher entry. In certain cases, though, a set of transactions are grouped and uploaded automatically into ARC through system interfaces. These transactions will go through multiple batch processes and systematically be generated into vouchers. The voucher will be validated in ARC to ensure all relevant information is present and that no recycle errors exist, and departmental users will be responsible for correcting any errors that occur throughout the interface process. The valid, correct vouchers will then be posted and paid. Integrating systems that will provide voucher data via standard file interface include:



The transition to using ARC for voucher processing will bring multiple benefits and changes:

- The Control Group process (a way of grouping interface vouchers as they enter ARC) allows for an audit trail to be maintained of an integrating systems' approval of the interface file control totals and transactions counts
- Users will have to review transactions that fail to process successfully via the Voucher Build Error Detail page
- Streamline process for entering voucher data in a single system with integration between vendors, purchasing, and general ledger

Interface Vouchers Roles and Responsibilities

In some cases, when vouchers are loaded via interface data, errors may occur or validations are necessary. Certain departmental users will be responsible for correcting these errors and validating certain information throughout the interface process. In performing these tasks, departmental users are also responsible for ensuring that all vouchers are compliant and correct, as central Audit and Review will not be reviewing interface vouchers. Departmental Approval is only necessary for vouchers that are loaded from the v-pay interface file. Throughout this course, the following characters will be used to represent what tasks designated departmental users are responsible for:

This is Jim. He works in Facilities and is responsible for processing interface vouchers and correcting voucher build errors.

This is Jordan. She works in Facilities and is responsible for approving vouchers at the department level.

This is Erika. She is a Department Administrator responsible for ensuring the interfacing systems are working properly , monitoring outcomes via reports, and resolving issues.

Note: Facilities is just an example in this case. In other words, interface vouchers do not only apply to users in Facilities.

Process Overview

Vouchers will be received from integrating systems utilizing a standard file format and will be imported automatically through ARC's EDI and Voucher Build processes. As voucher interface data is being loaded, the data is subject to multiple batch processes and edit checks:

- The file is loaded to the voucher staging tables. If there is a problem with the file format, either the entire file will kick out or only certain transactions will be rejected depending on the issue. For a list of voucher load errors, reference this job aid
- Once in the staging table, the data will go through the interface voucher edits batch and the control group batch processes
- Once vouchers have been assigned to a control group, Voucher Build transforms the interfaced data into a voucher in ARC
- The Single Pay Voucher batch job will then update single payment voucher information onto the vouchers that were built.
- The appropriate integrating system user will need to resolve all Recycle, Pre-Edit, and Single Pay Recycle Errors in ARC

Note: The majority of integrating systems files will contain transactions that are pre-approved. The approval requirement is determined at the Voucher Origin. Any vouchers referencing Origins that are not defined as pre-approved will be routed through approval workflow.

EDI Interface Voucher Load

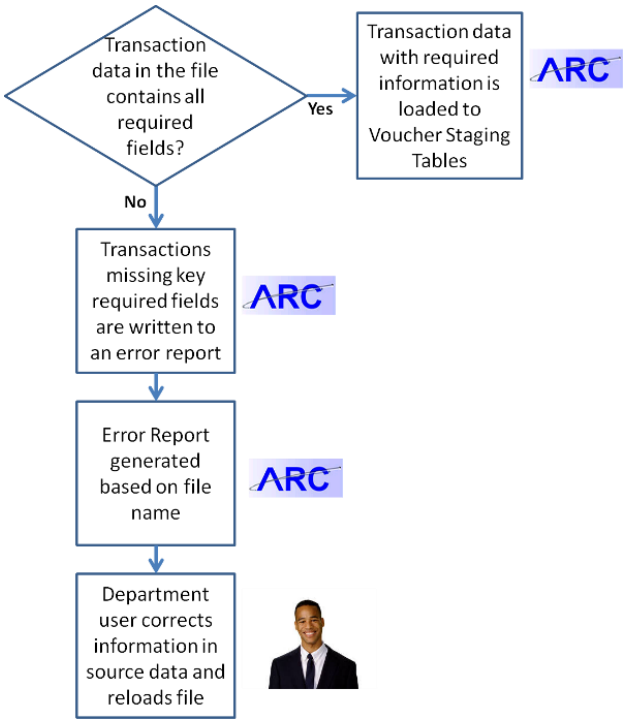
This is the *EDI Interface Voucher Load* lesson of the *Processing Interface Vouchers* course. Upon completion of this lesson, you will be able to:

- Describe the voucher interface load batch program and load edits

Estimated time needed to complete topic: 10 minutes

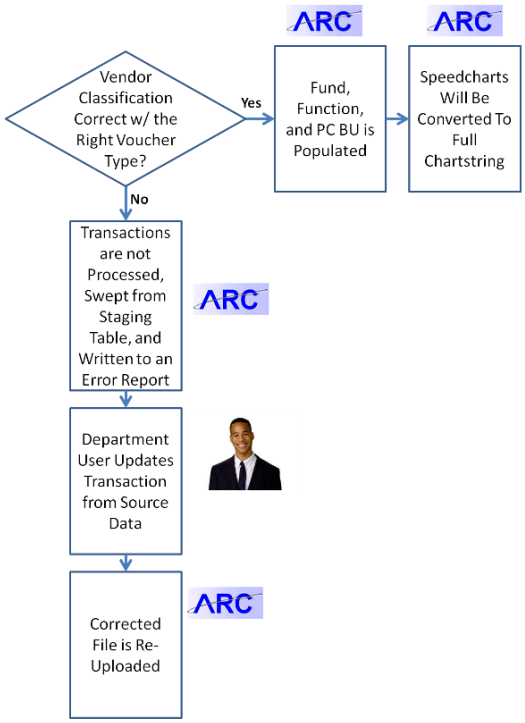
EDI Interface Voucher Load (ECIN0001) Batch Program

Voucher Data is loaded from the interface voucher file to the voucher staging tables in ARC. The batch program follows this process:



Interface Voucher Edits

After being loaded into the voucher staging tables, the voucher data initially processes through the Interface Voucher Edits batch program. The batch program follows this process:



Administrators will monitor the error report to ensure these errors are corrected and eventually built into vouchers.

Note: The Interface Voucher Edit errors are written to a report that is combined with the Control Group information after the Control Group process has completed.

Generating Control Groups

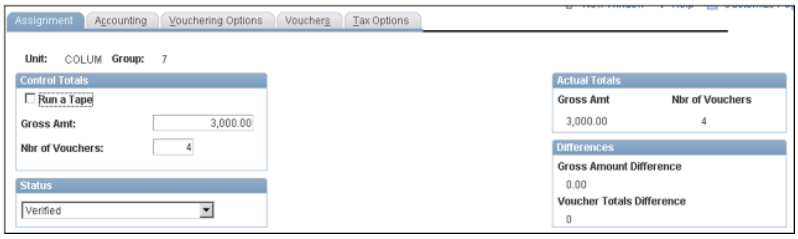
This is the *Generating Control Groups* lesson of the *Processing Interface Vouchers* course. Upon completion of this lesson, you will be able to:

- Describe the Control Group Batch Program

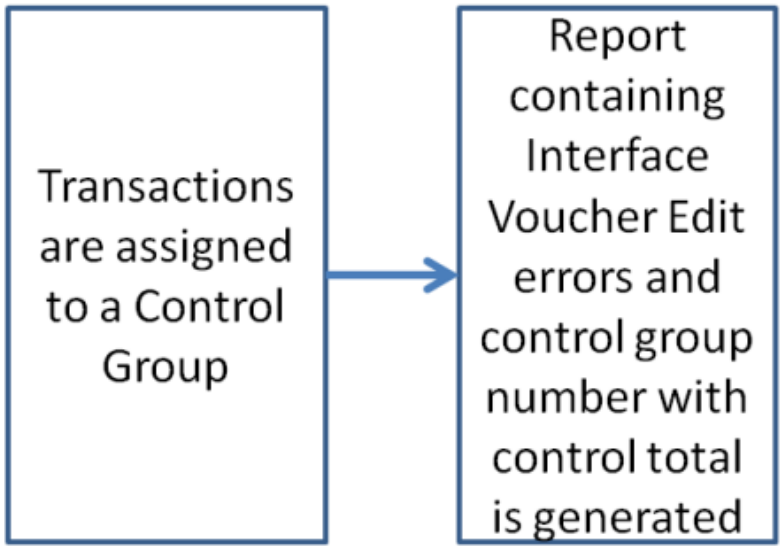
Estimated time needed to complete lesson: 5 minutes

Generate Control Groups Batch Program

Voucher transaction data will be associated to a Control Group. A Control Group defines the total transaction count and dollar amount of all vouchers listed in the file that process successfully through the Interface Voucher Edits batch program. A Control Group will be generated for each integrating system file based on origin. After Voucher Build is run, the appropriate department user will verify the Control Group transaction count and dollar amount in ARC. Verifying the Control Group is a crucial step in the interface voucher process, as vouchers will not be eligible to be posted or paid unless the Control Group has been verified. The Control Group page looks like this:



Note: The Control Group ID (a randomly assigned number) created for each file will be provided on the report that is generated after the Control Group batch process completes. This report will also contain error details for transactions that processed in the Interface Voucher Edits batch process.



Voucher Build

This is the *Voucher Build* lesson of the *Processing Interface Vouchers* course. Upon completion of this lesson, you will be able to:

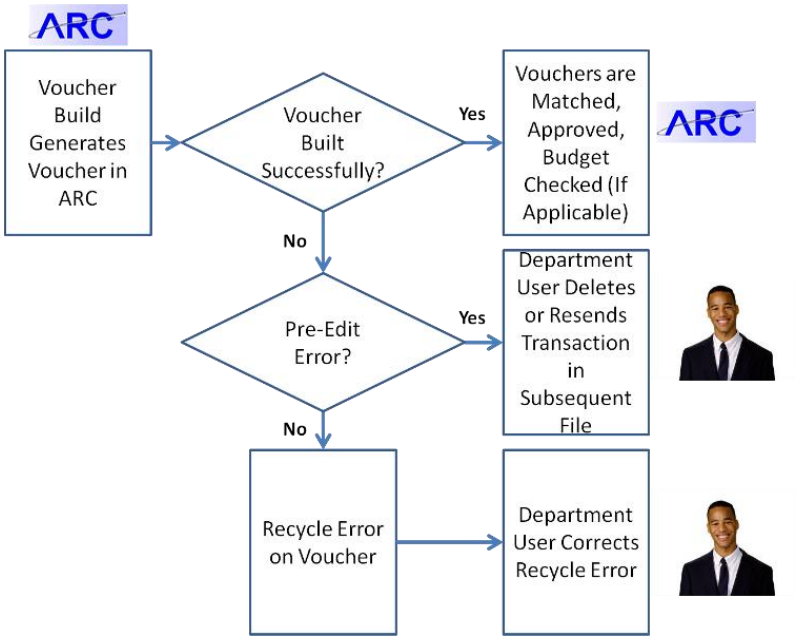
- Describe the Voucher Build Batch Program
- Manager errors resulting from the Voucher Build Batch Program

Estimated time needed to complete lesson: 10 minutes

Voucher Build Batch Program

Voucher Build processes the transaction data on the voucher staging table and builds vouchers in ARC. Vouchers that build successfully with no errors will be processed through Matching (if applicable), approvals (if applicable), and Budget Check. Vouchers will not be posted or paid until the control group has been verified.

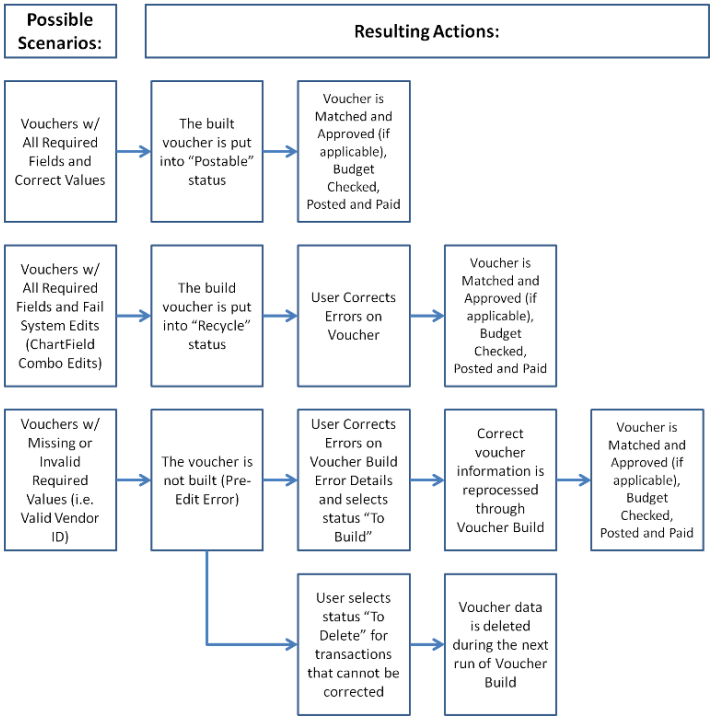
Vouchers that fail to build successfully will be categorized as either a Pre-Edit Error or Recycle Error.



Reviewing and Resolving Voucher Build Errors

Throughout the voucher build process, different scenarios can occur resulting from whether the voucher contains all required information with the correct values. This topic will teach you how to correct transactions that result in Recycle Errors and Pre-Edit Errors:

Note: Vouchers are not able to be Posted or Paid until the Control Group has been Verified.



Recycle Errors include:

- ChartField Combination Edit Errors
- Out of Balance Errors
- Duplicate Invoice Errors

Pre-Edit Errors include:

- Invalid Vendor
- Invalid Origin
- Invalid PO

Voucher Entry users will access the Voucher Build Error Detail page to resolve Pre-Edit Errors. Vouchers with Pre-Edit Errors that can be corrected will be updated and the voucher build status will be set to 'To Build'. The transaction will process in the next Voucher Build run and will be built into a voucher.

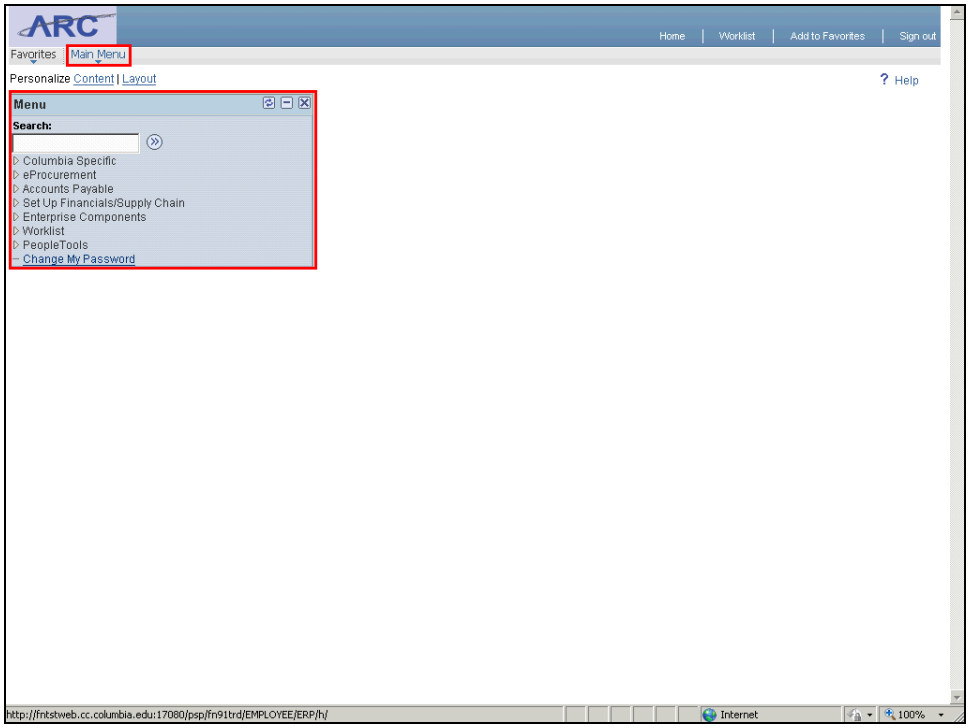
Vouchers with pre-edit errors that cannot be corrected will be updated with a Voucher Build status of 'To Delete'. The transaction will be removed from the voucher build staging table when

the next Voucher Build process is run. The integrating system must send the corrected transaction data in a subsequent file.

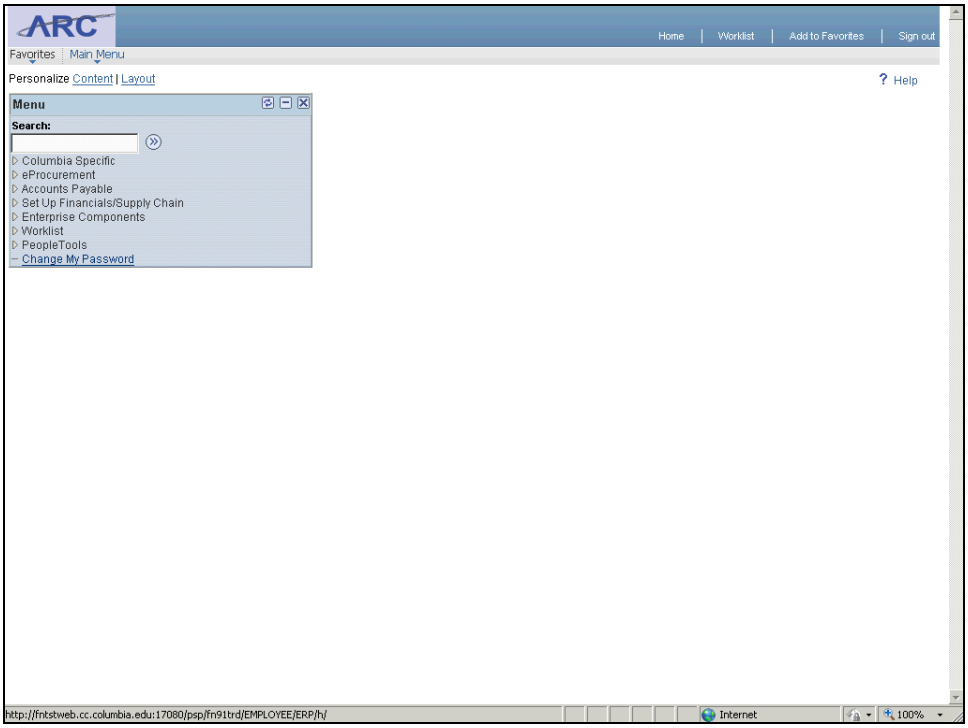
Estimated time needed to complete topic: 5 minutes

Procedure

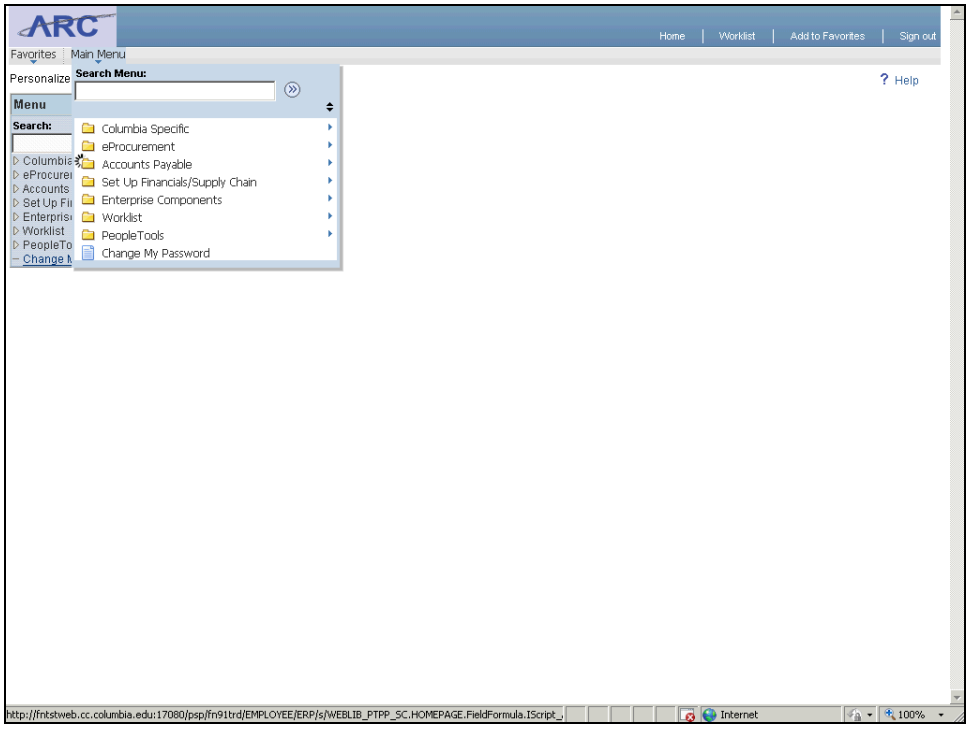
Welcome to the *Reviewing and Resolving Voucher Build Errors* topic where you will learn how to resolve pre-edit and recycle errors.

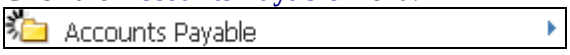


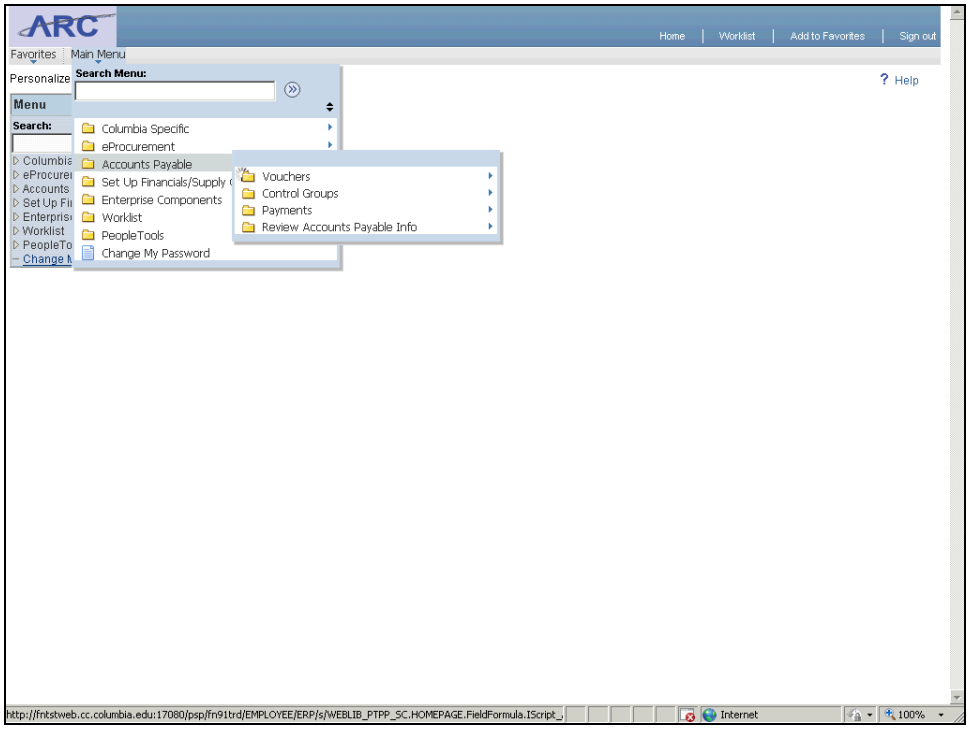
Step	Action
1.	There are two ways to access menu options in ARC. The first is by clicking on the appropriate option in the blue box, or you can find the same selections by clicking the Main Menu button at the top of your screen. In this course, we will use the Main Menu button at the top of the screen.

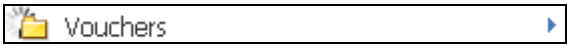


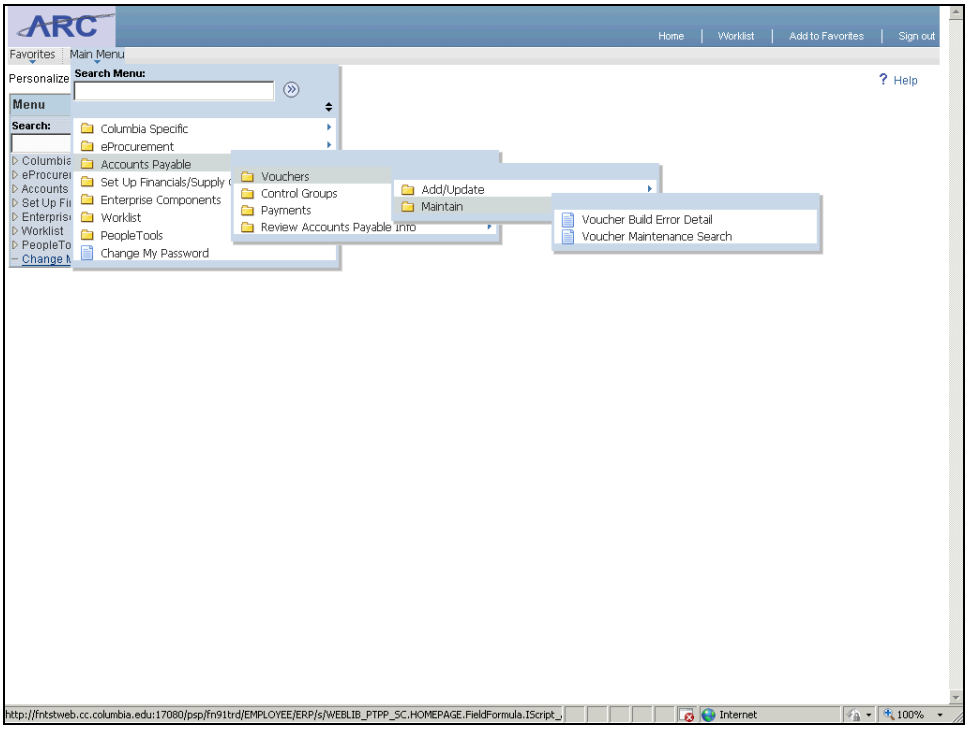
Step	Action
2.	First, you will locate the interface vouchers you need to edit/correct. Begin by clicking the **Main Menu** button. Main Menu



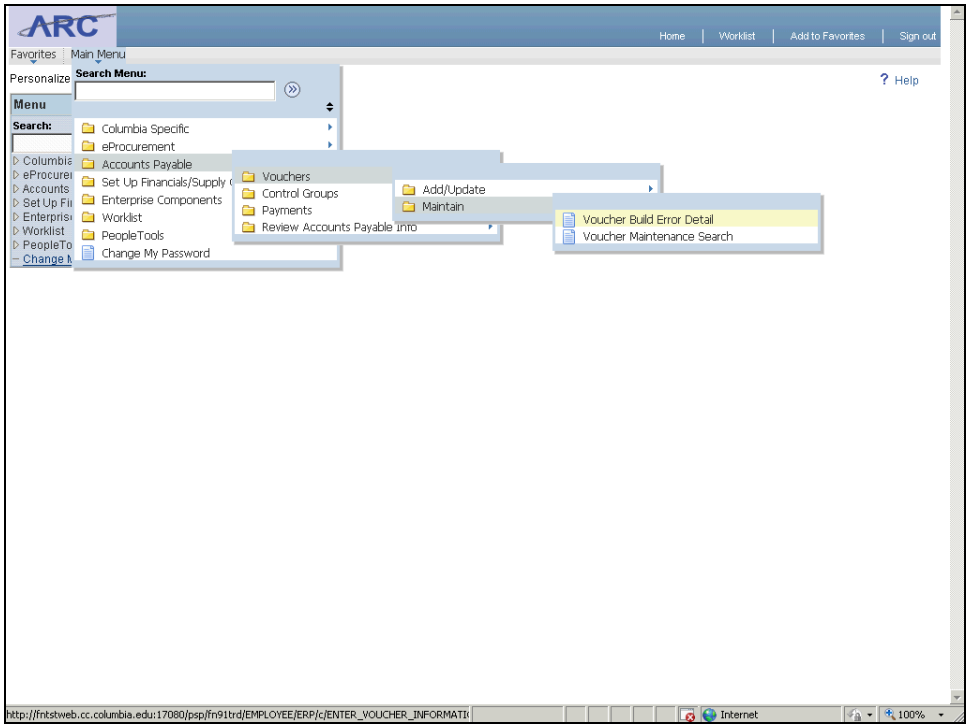
Step	Action
3.	Click the **Accounts Payable** menu. 

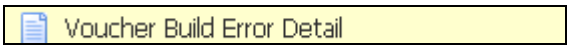


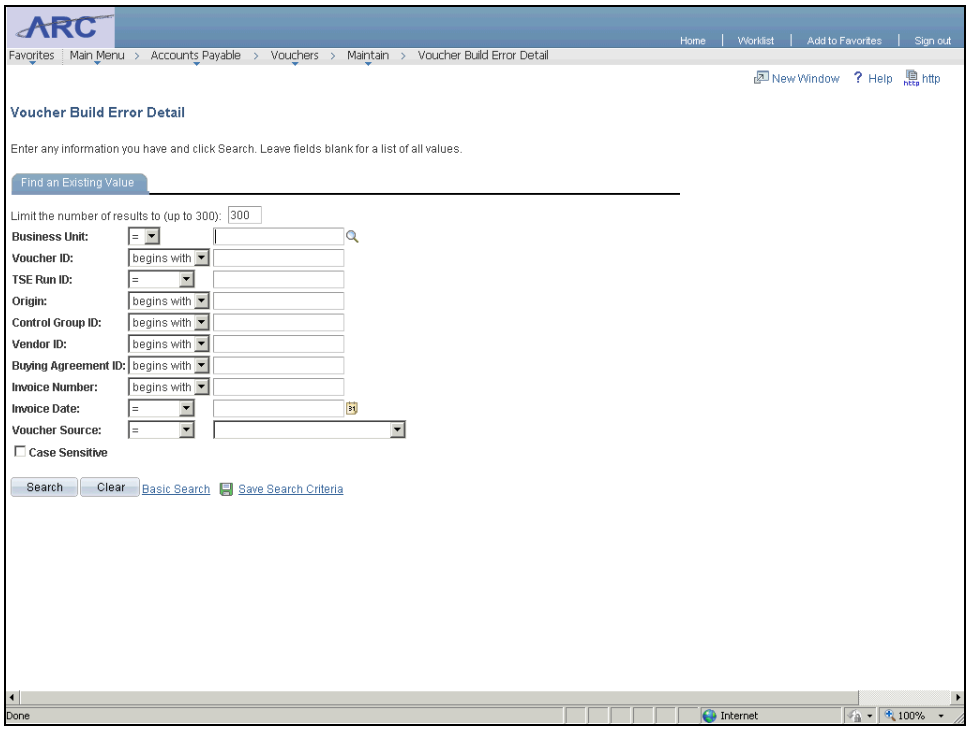
Step	Action
4.	Click the **Vouchers** menu. 



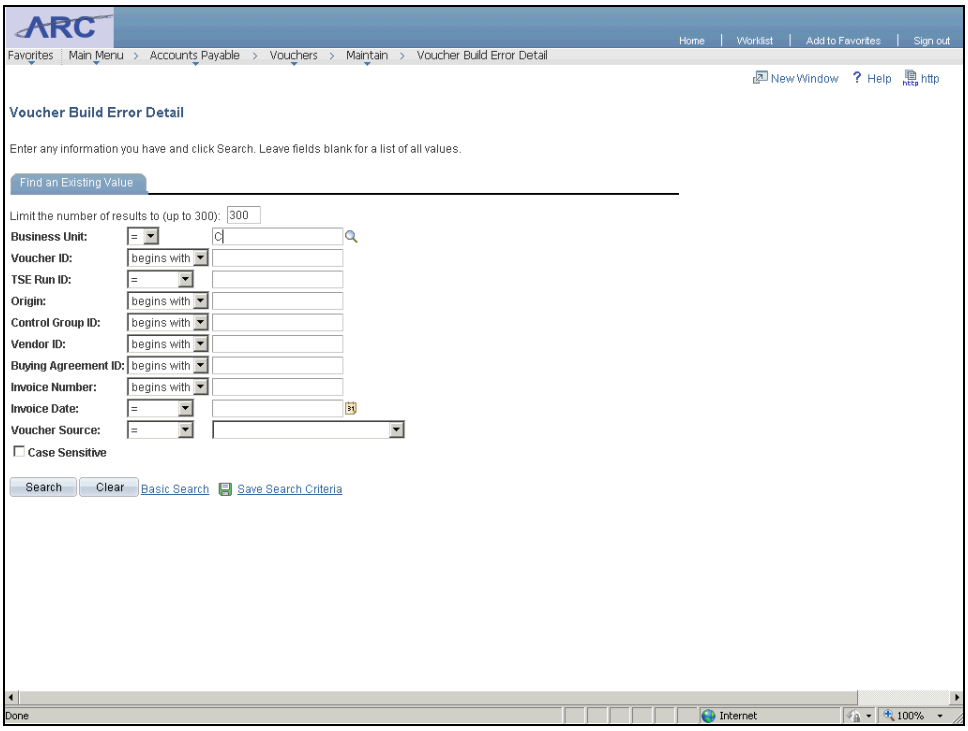
Step	Action
5.	Unlike regular online vouchers, you can edit interface vouchers through the Voucher Build Error Detail Page. To access this page, you will click the **Maintain** menu.



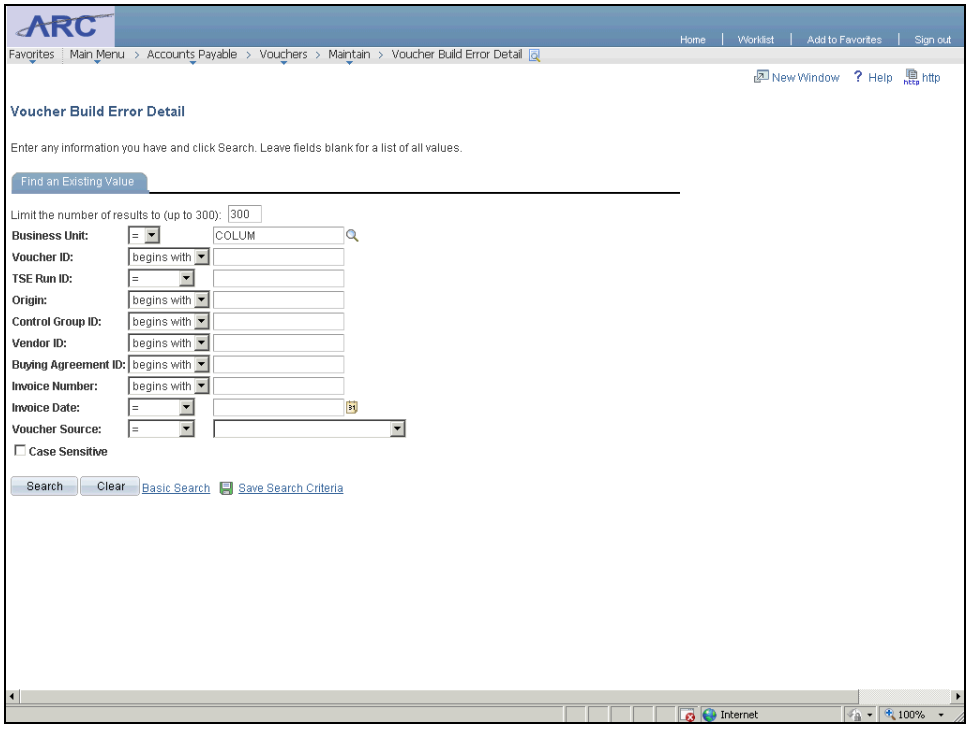
Step	Action
6.	Click the **Voucher Build Error Detail** menu. 



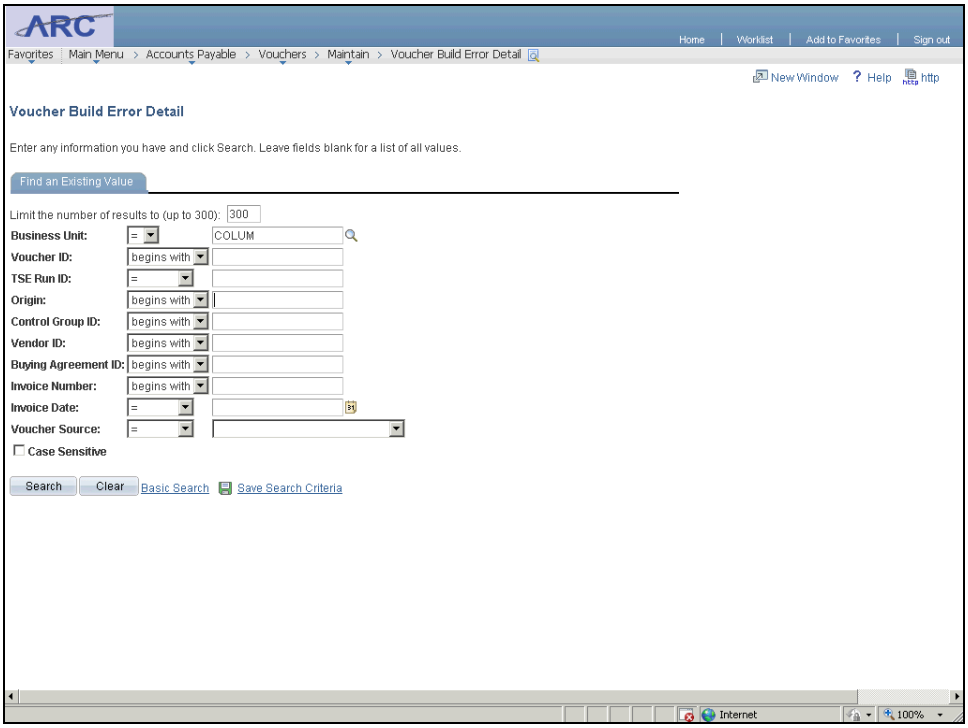
Step	Action
7.	Enter search criteria to identify the interface vouchers you need to correct. Click in the **Business Unit** field.



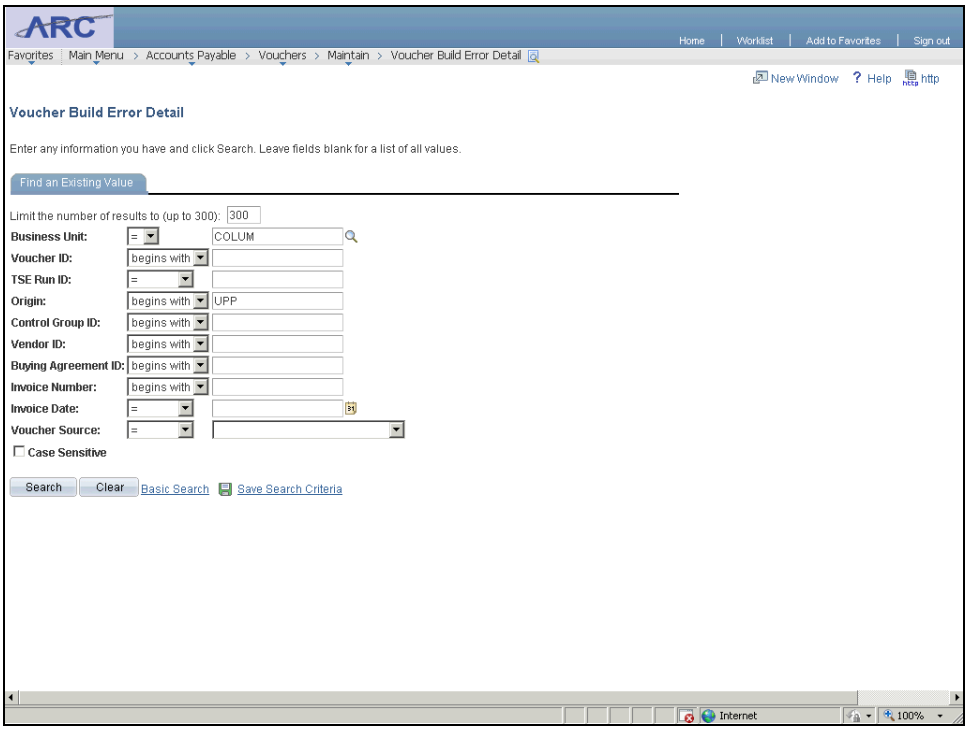
Step	Action
8.	Enter the desired information into the **Business Unit** field. Enter "**COLUM**".



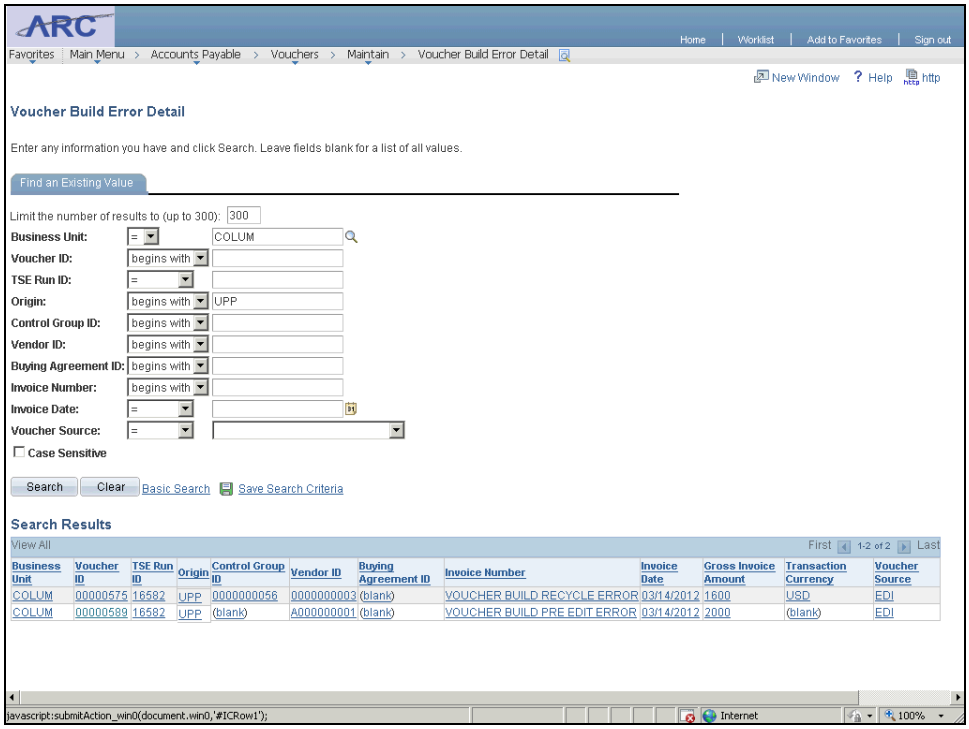
Step	Action
9.	Click in the **Origin** field to search by Origin, a field that is generally used to locate interface vouchers.



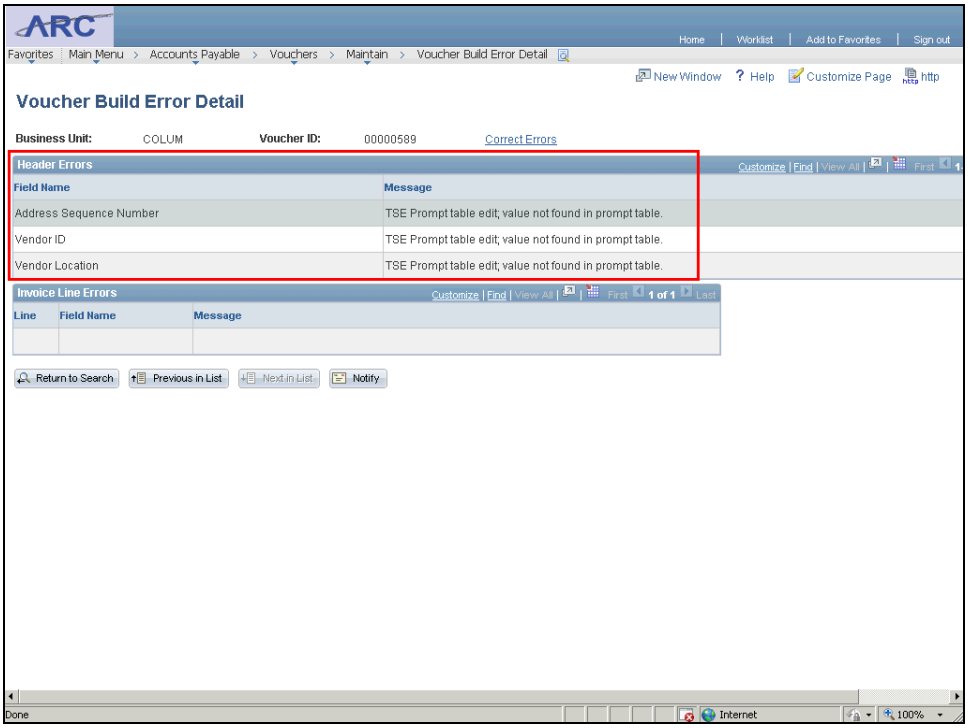
Step	Action
10.	Enter the desired information into the **Origin** field. Enter "**UPP**".



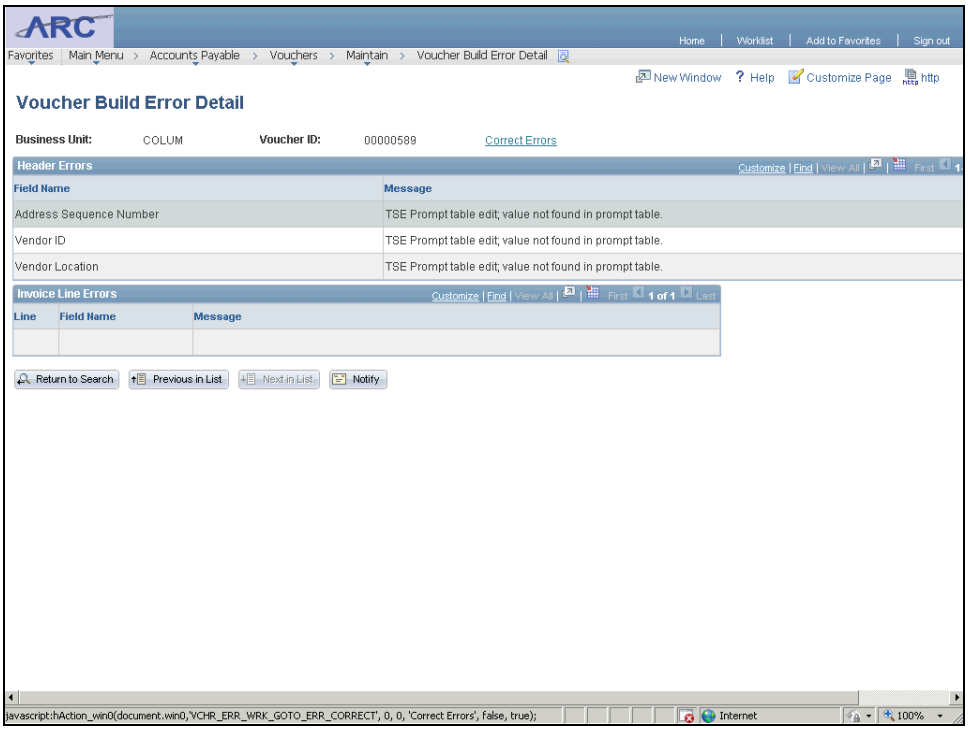
Step	Action
11.	Click the **Search** button.



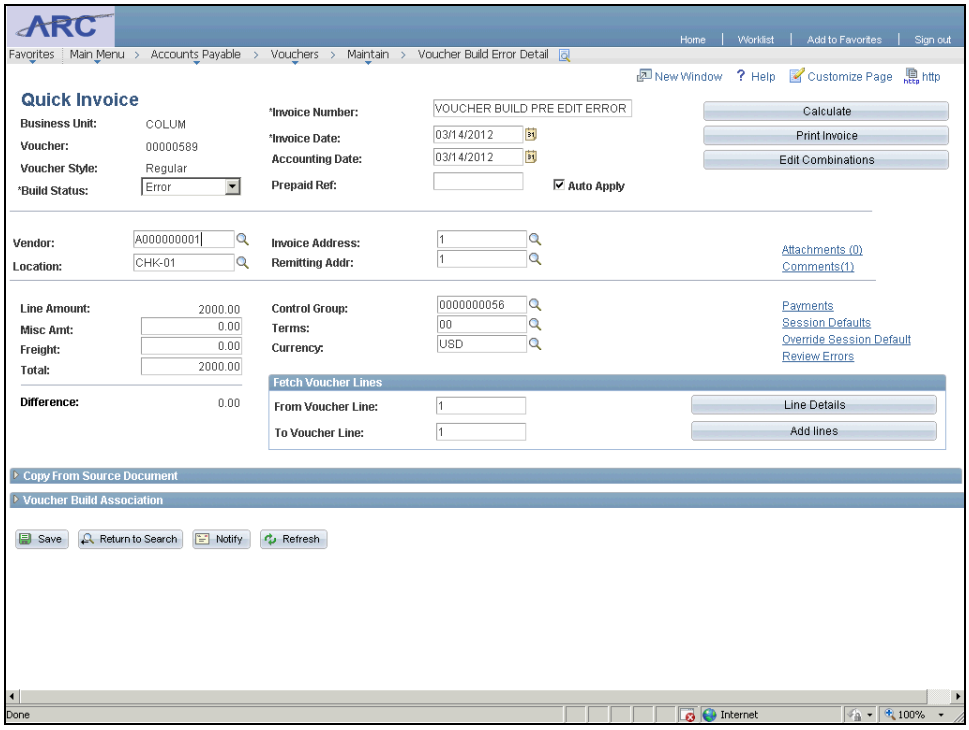
Step	Action
12.	First, you will look at correcting a Pre-Edit Error. Click the **00000589** link.



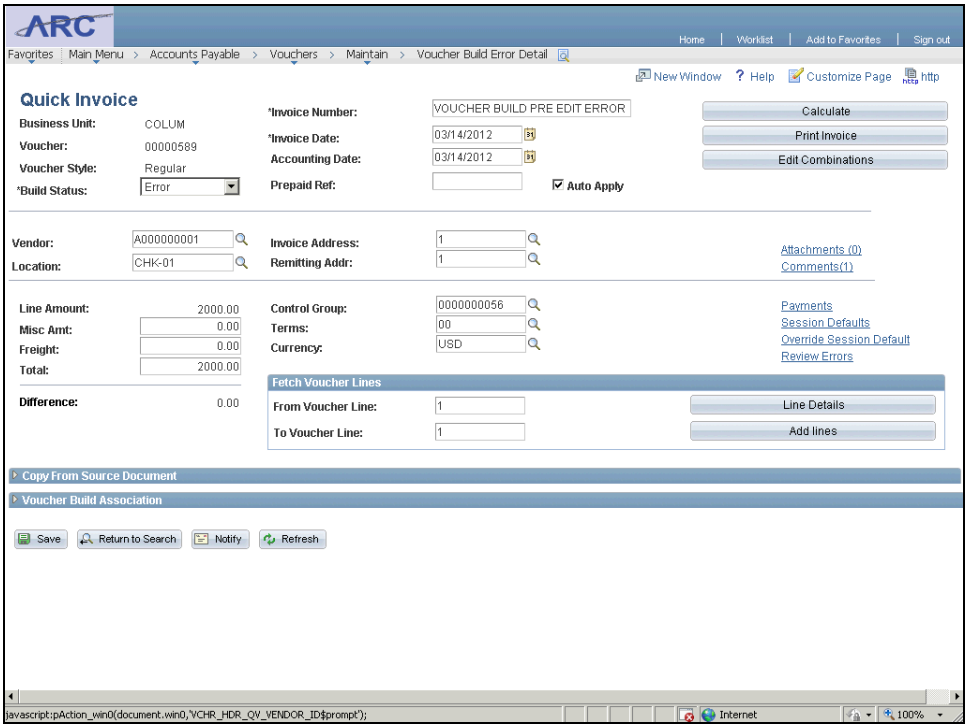
Step	Action
13.	See the voucher pre-edit errors in the Header Errors field.



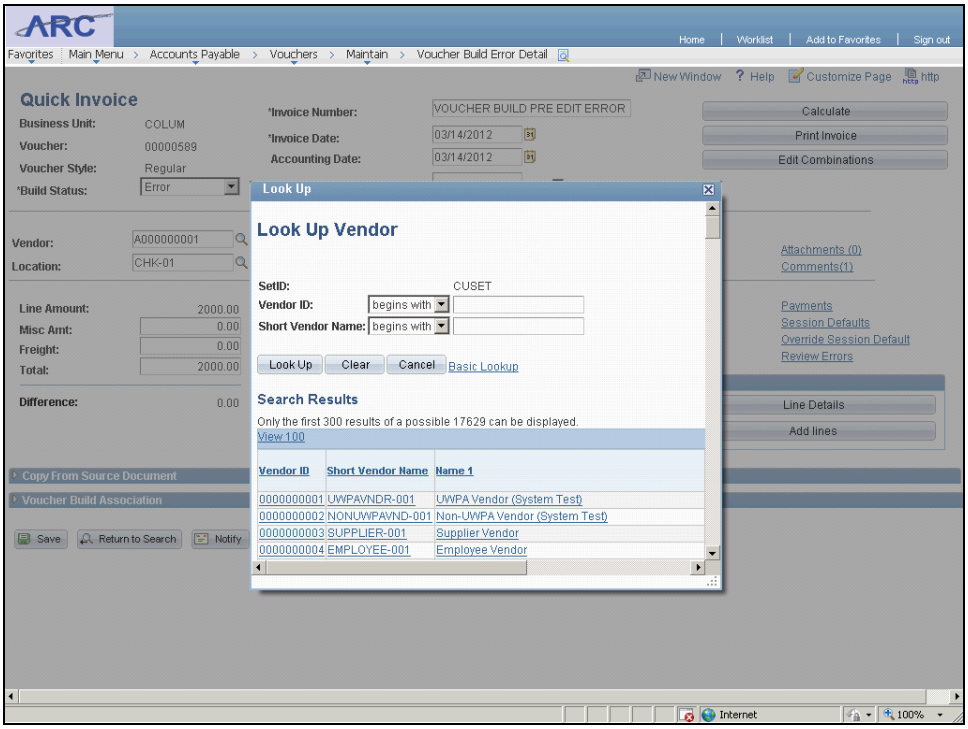
Step	Action
14.	Click the **Correct Errors** link to correct the errors. Correct Errors



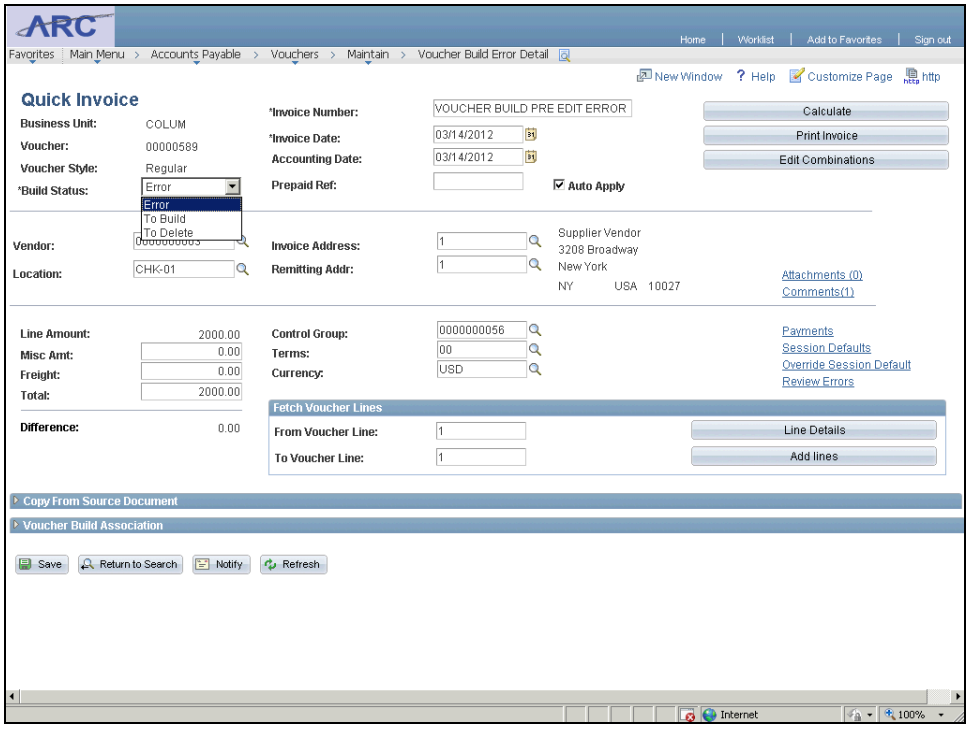
Step	Action
15.	Click in the **Vendor** field to select the correct vendor on the voucher. A000000001



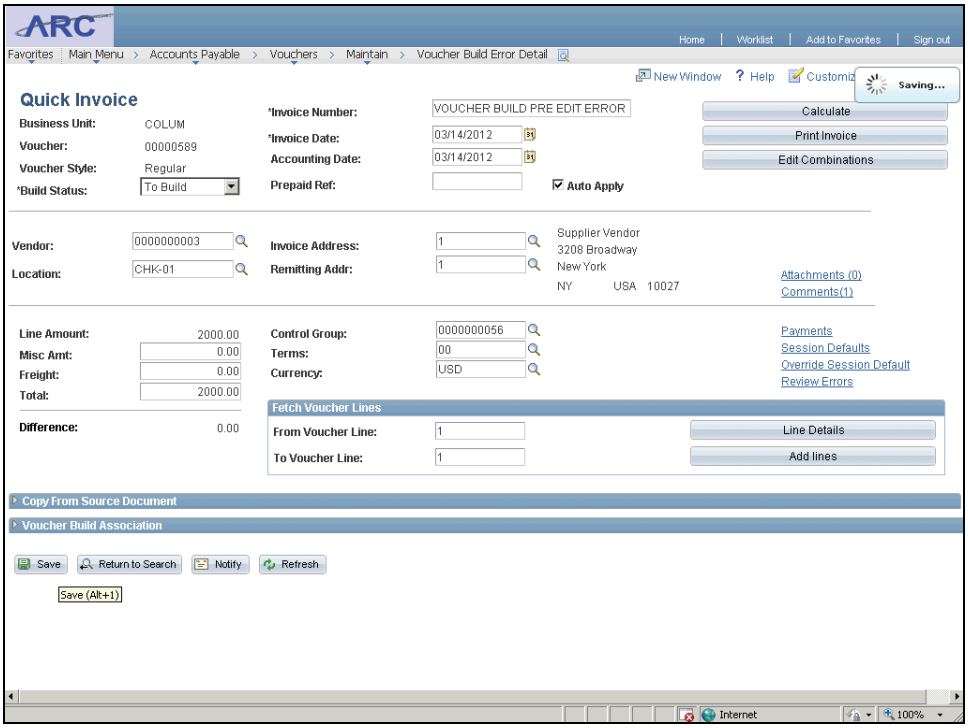
Step	Action
16.	Click the **Look up Vendor (Alt+5)** button.



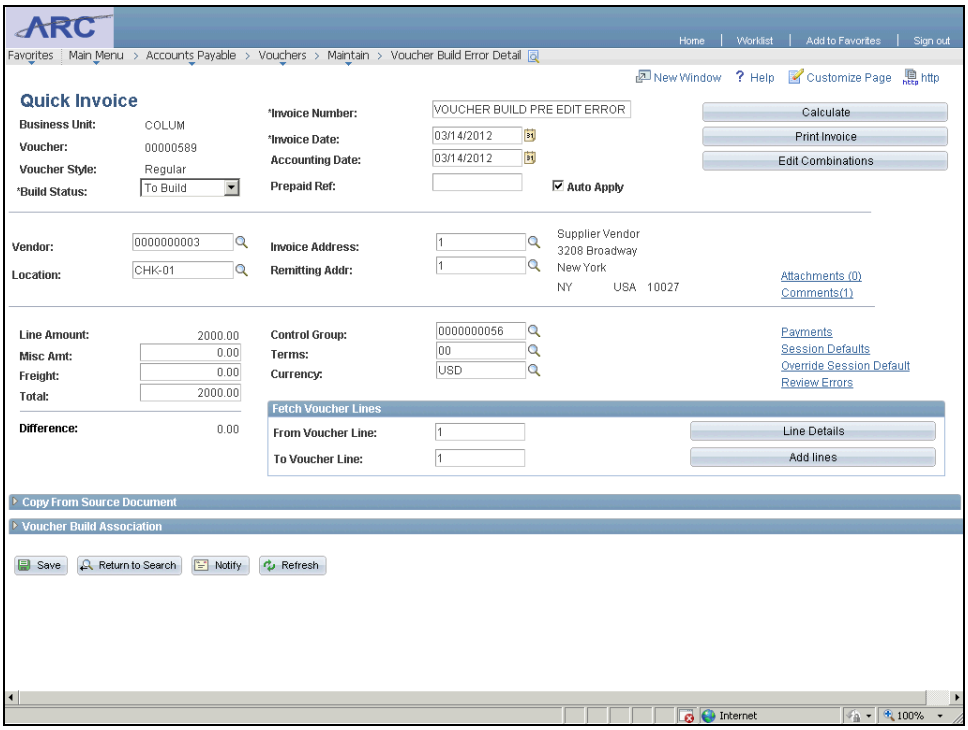
Step	Action
17.	Click the **0000000003** link. 0000000003



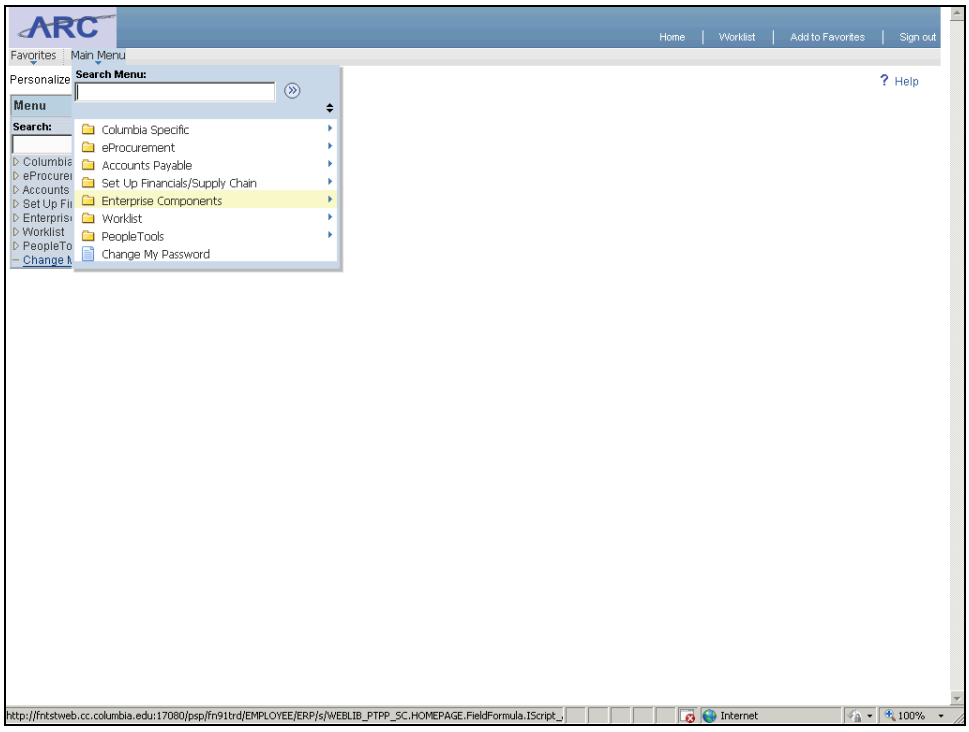
Step	Action
18.	Click the **Build Status** list. Select **'To Build'** to enable the corrected transaction information to be built into a voucher during the next run of the Voucher Build process. Note: If you prefer to send the corrected transaction in a subsequent file, select Build Status 'To Delete'. The transaction information will be removed from the Voucher Build staging tables during the next run of the Voucher Build process. Error



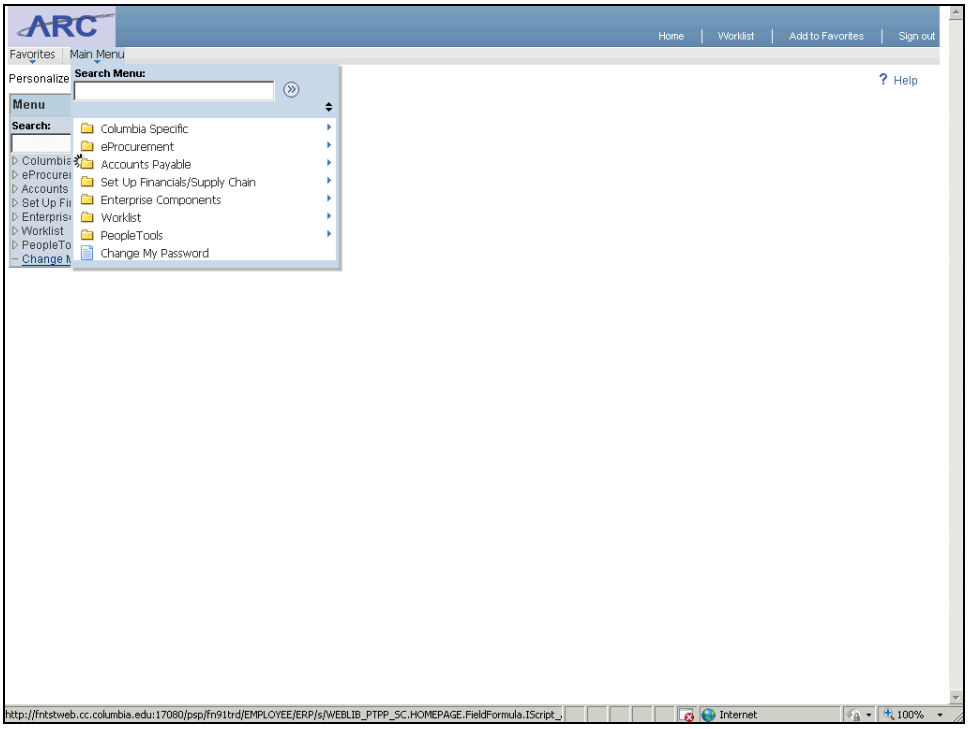
Step	Action
19.	Click the **Save** button.

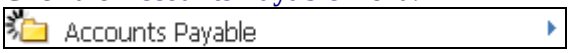


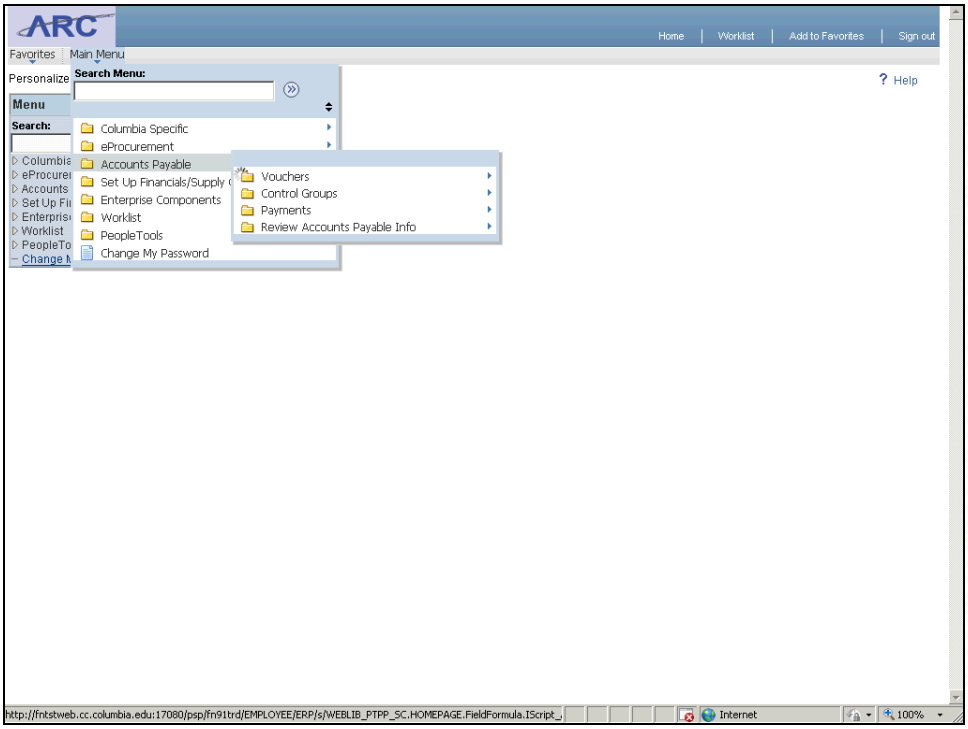
Step	Action
20.	Click the **Home** link to learn how to correct Recycle Errors.

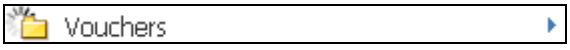


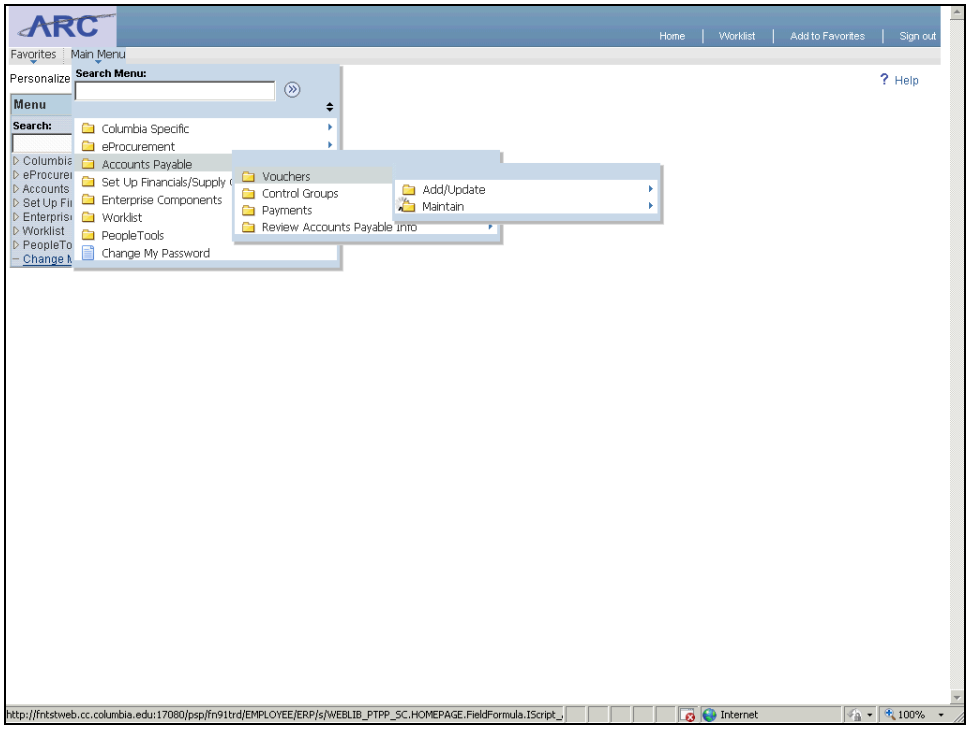
Step	Action
21.	You will navigate back to the Voucher Build Error Detail Page. Begin by clicking the **Main Menu** button.

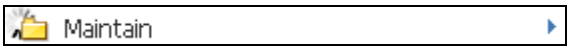


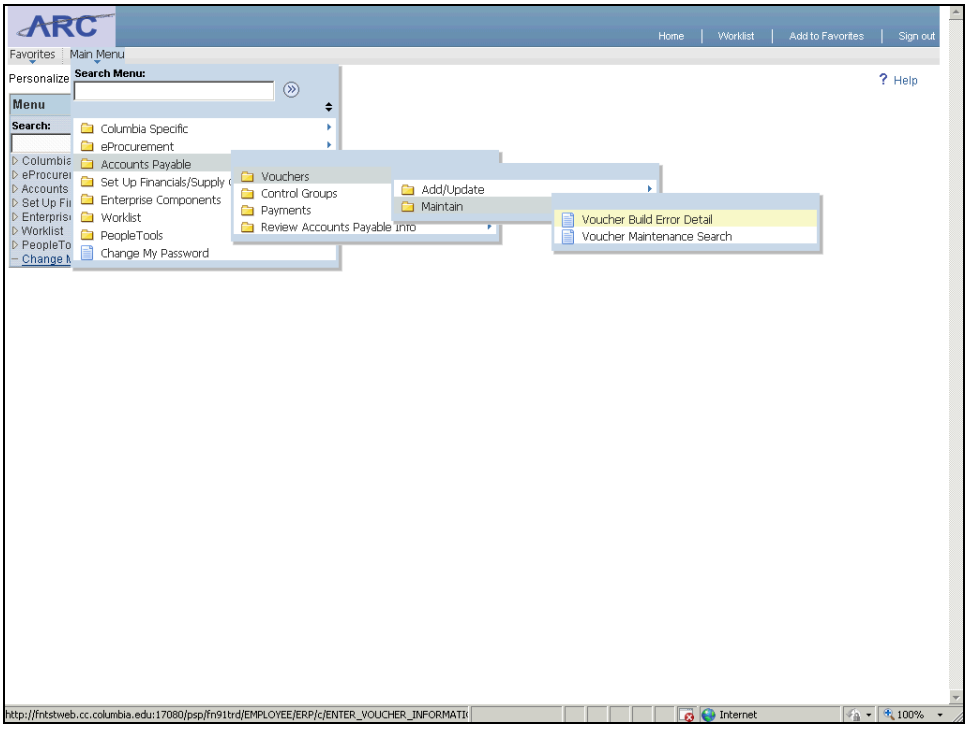
Step	Action
22.	Click the **Accounts Payable** menu. 



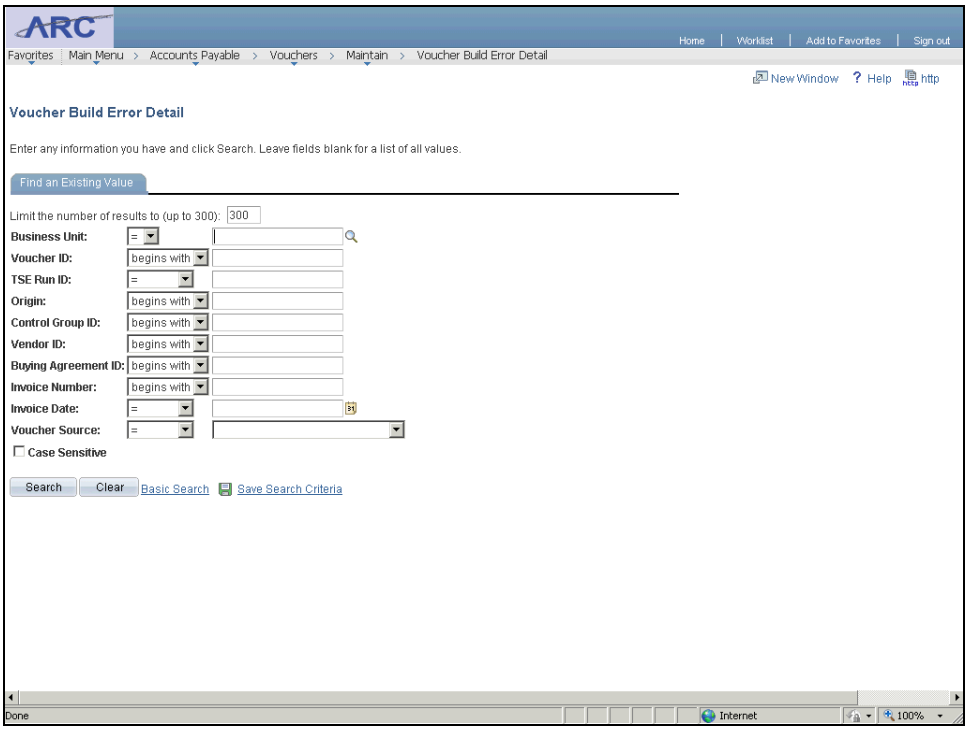
Step	Action
23.	Click the **Vouchers** menu. 



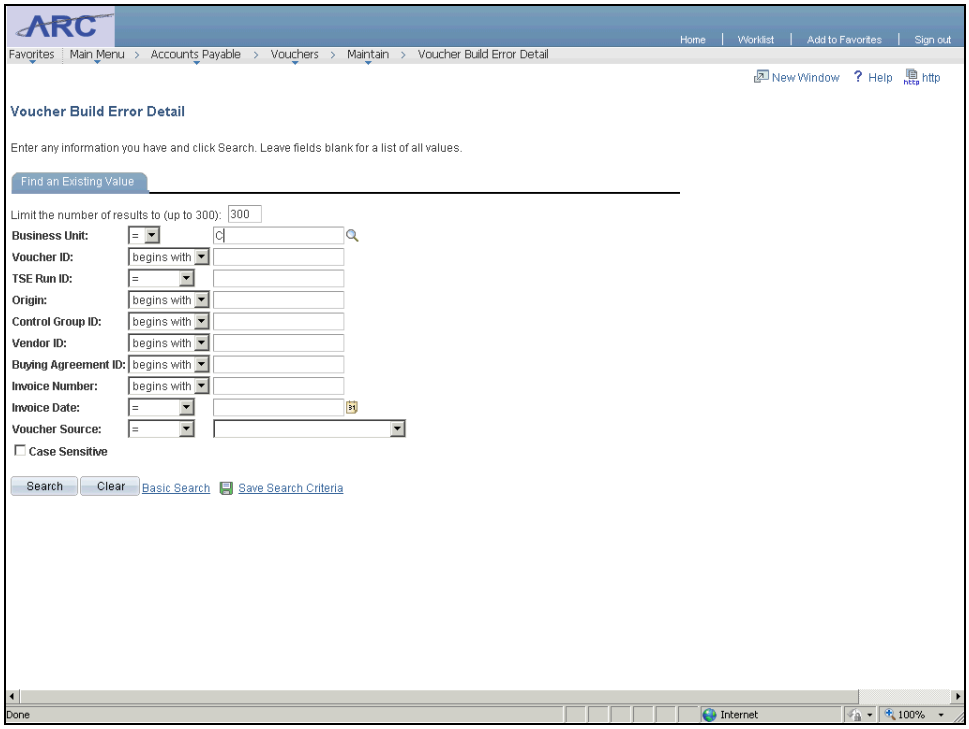
Step	Action
24.	Click the **Maintain** menu. 



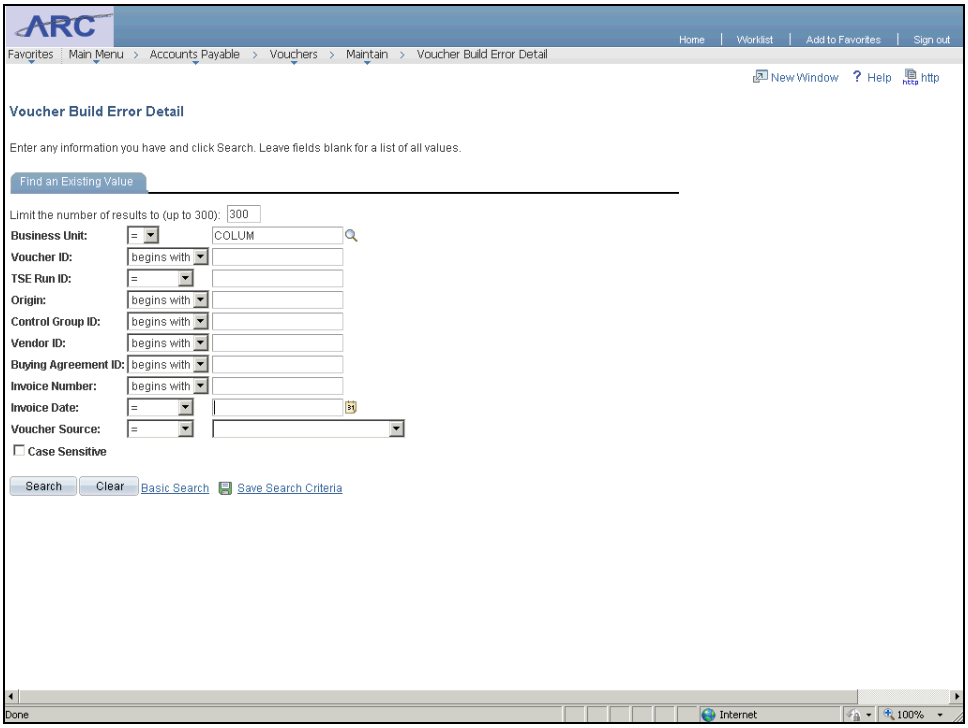
Step	Action
25.	Click the **Voucher Build Error Detail** menu. Voucher Build Error Detail



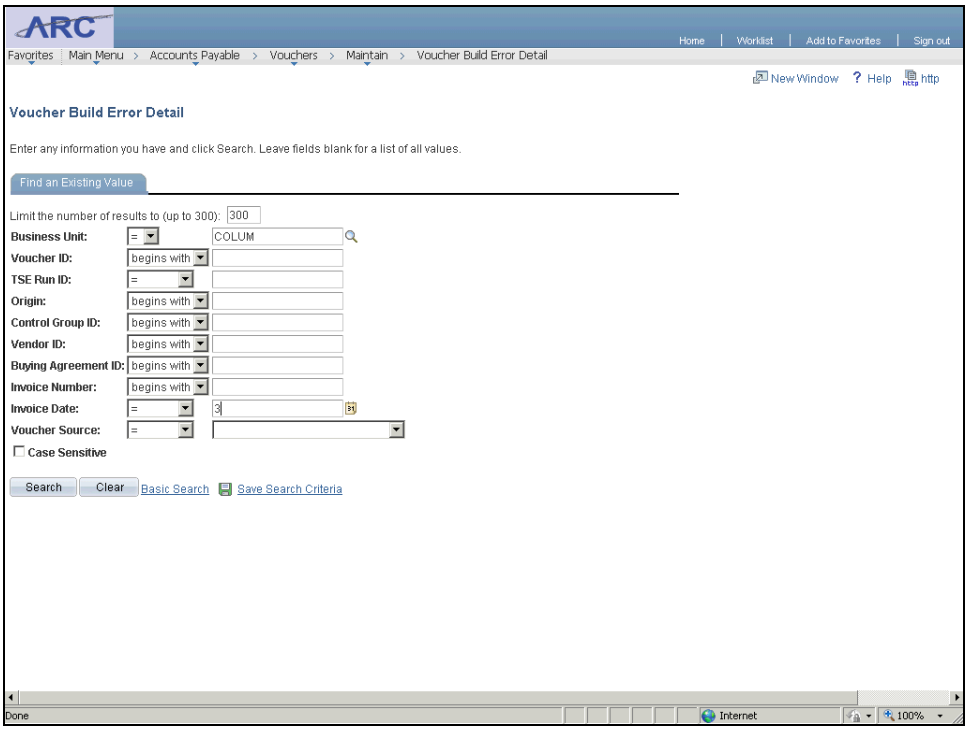
Step	Action
26.	Click in the **Business Unit** field.



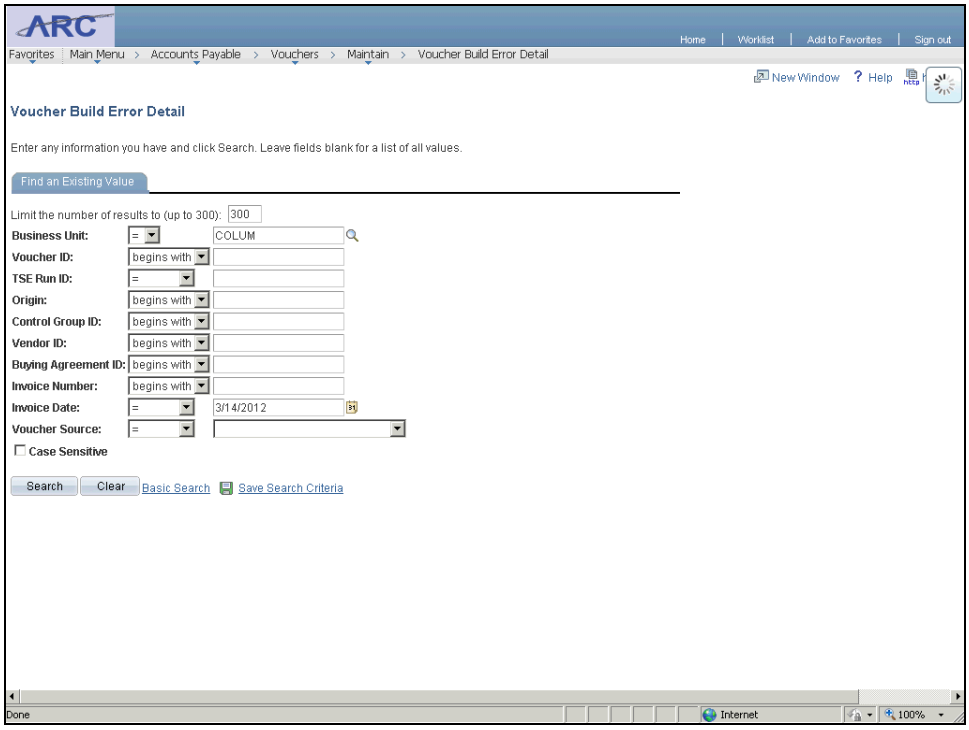
Step	Action
27.	Enter the desired information into the **Business Unit** field. Enter "**COLUM**".



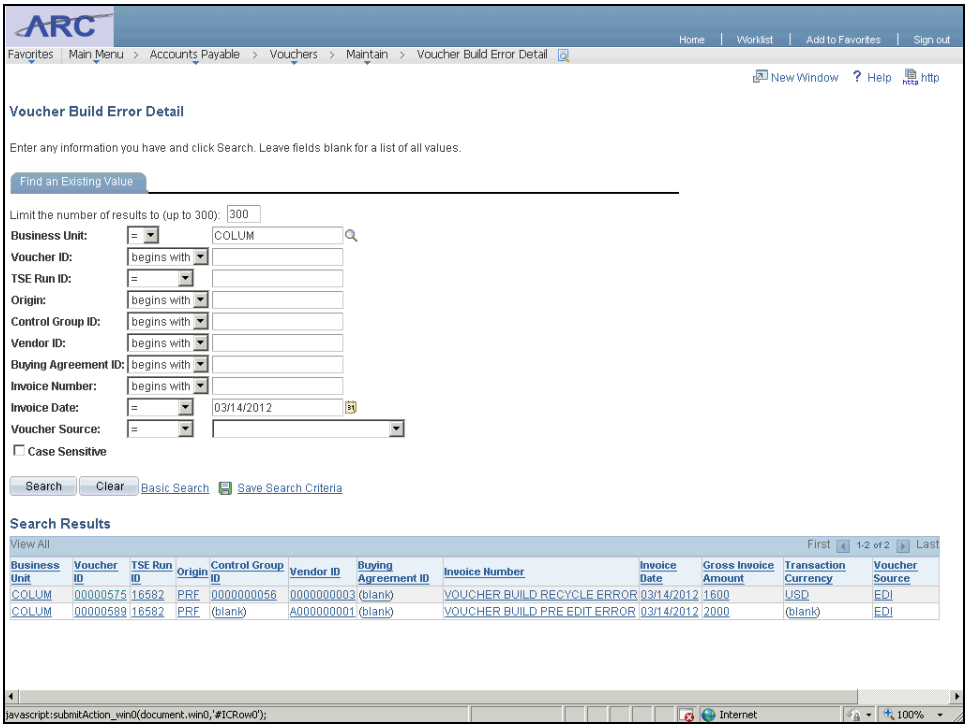
Step	Action
28.	Click in the **Invoice Date** field.



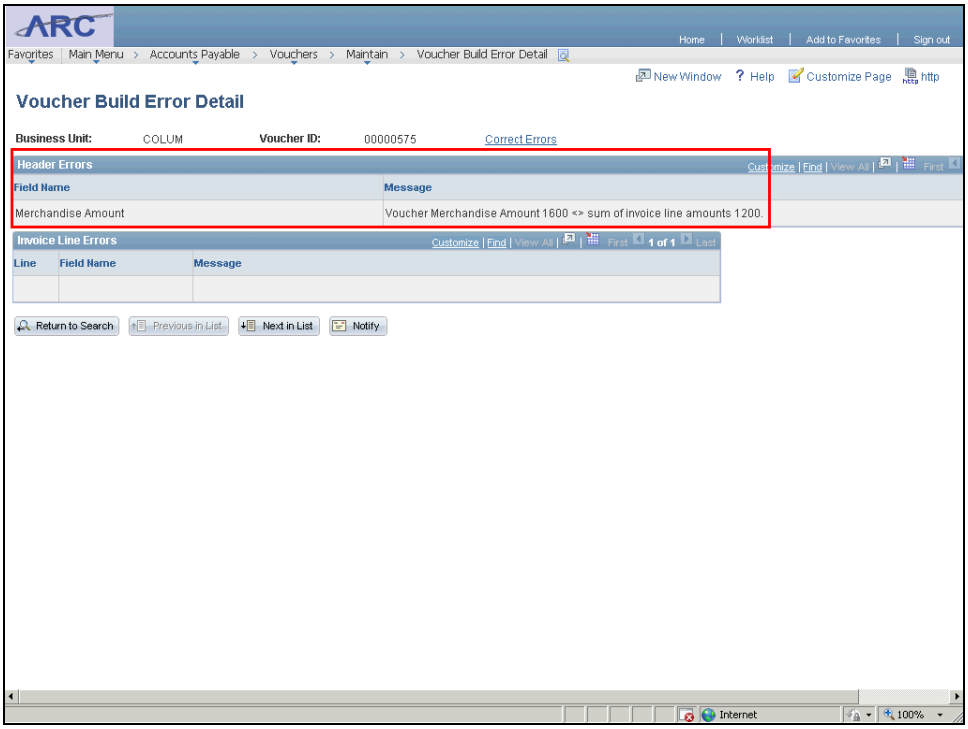
Step	Action
29.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".



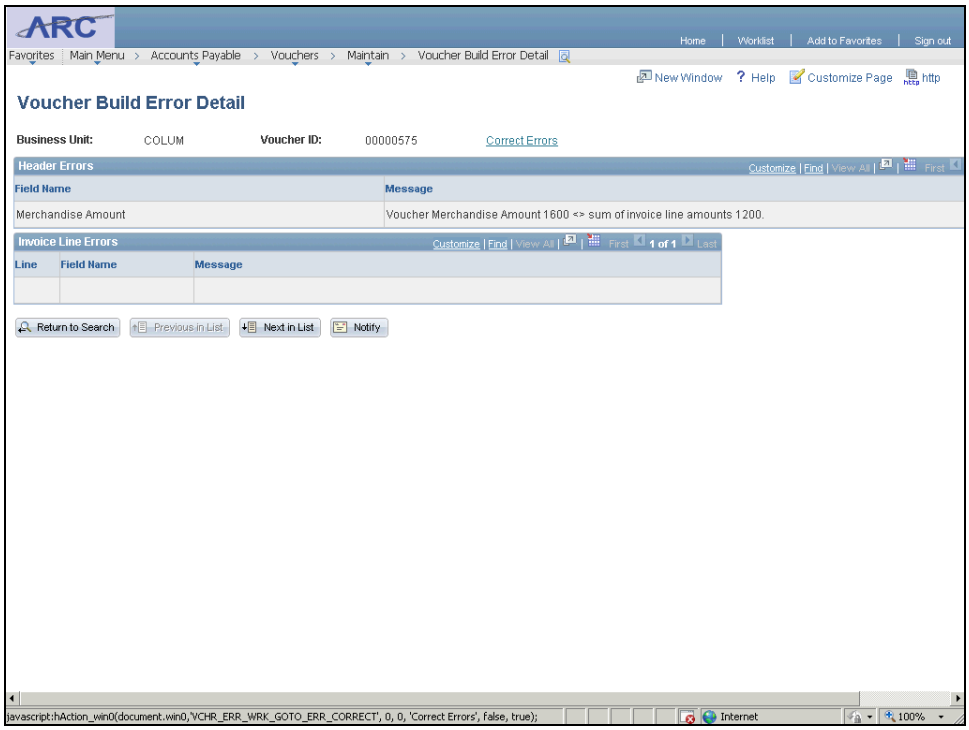
Step	Action
30.	Click the **Search** button. Search



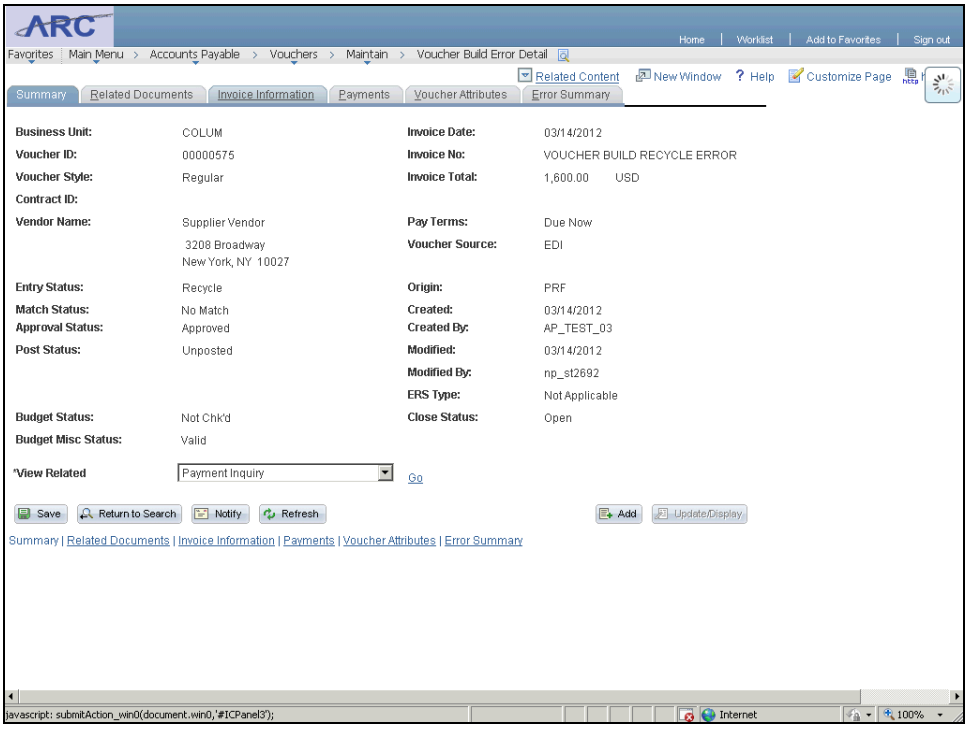
Step	Action
31.	Click the **00000575** link. 00000575



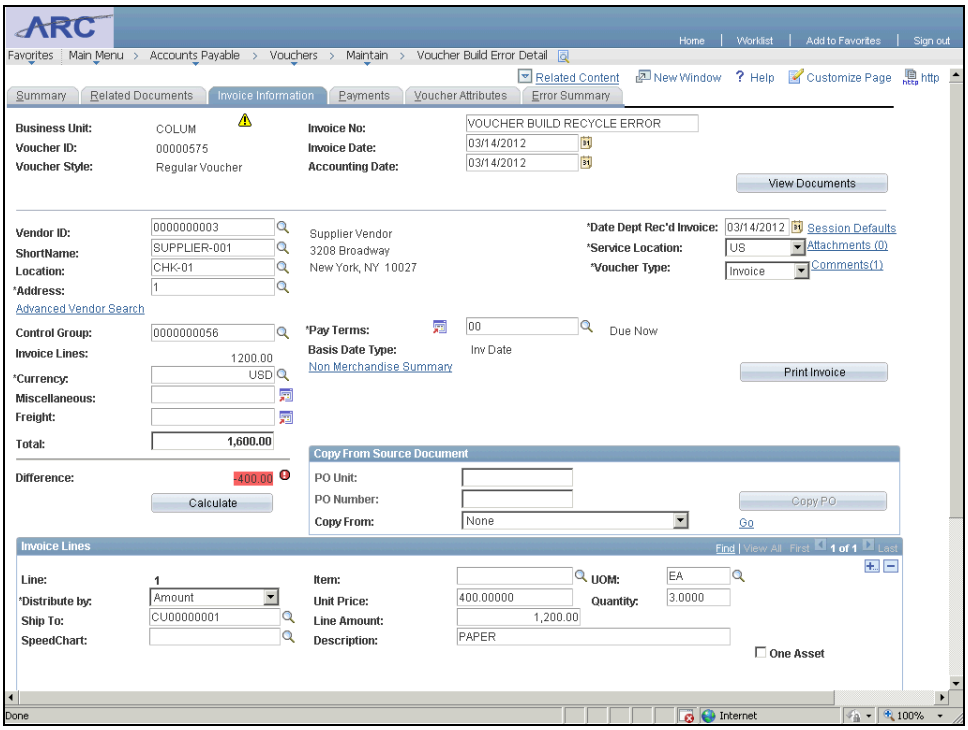
Step	Action
32.	See the Error Summary once the Voucher Build Error Detail appears: the **Voucher Merchandise Amount 1600 <> sum of invoice line amounts 1200.**



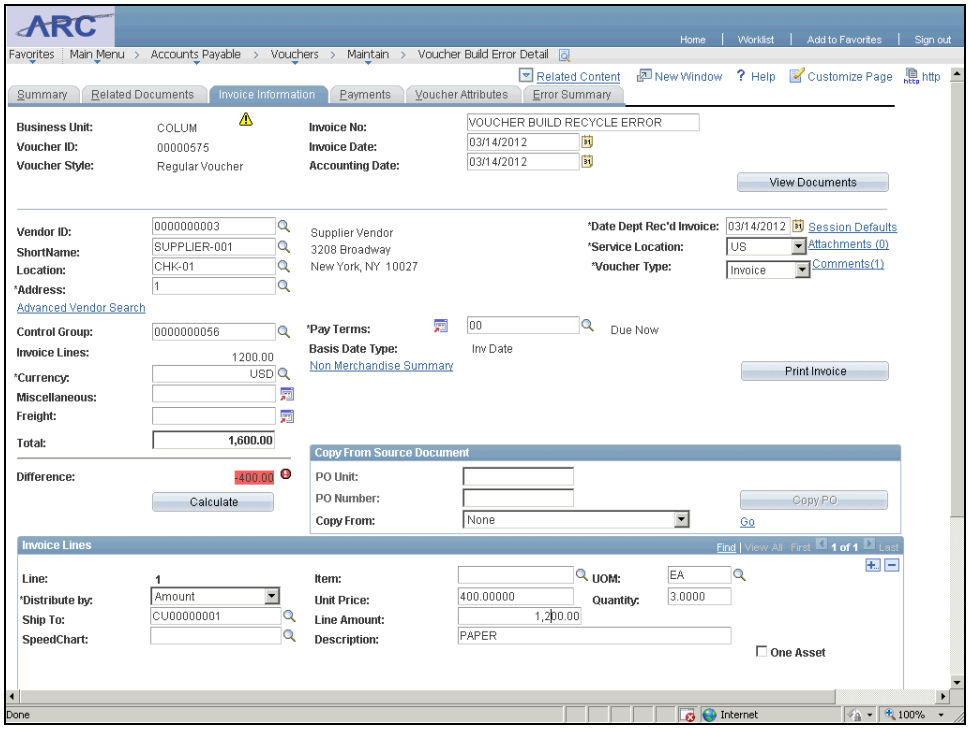
Step	Action
33.	Click the **Correct Errors** link. Correct Errors



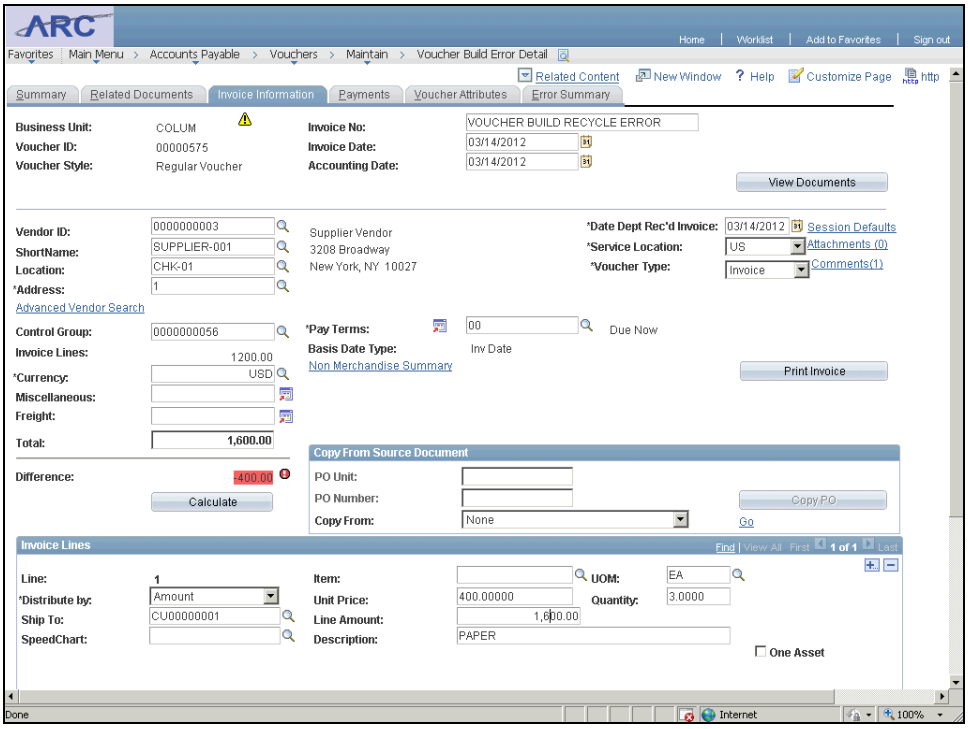
Step	Action
34.	Click the **Invoice Information** tab to change the values on the voucher.



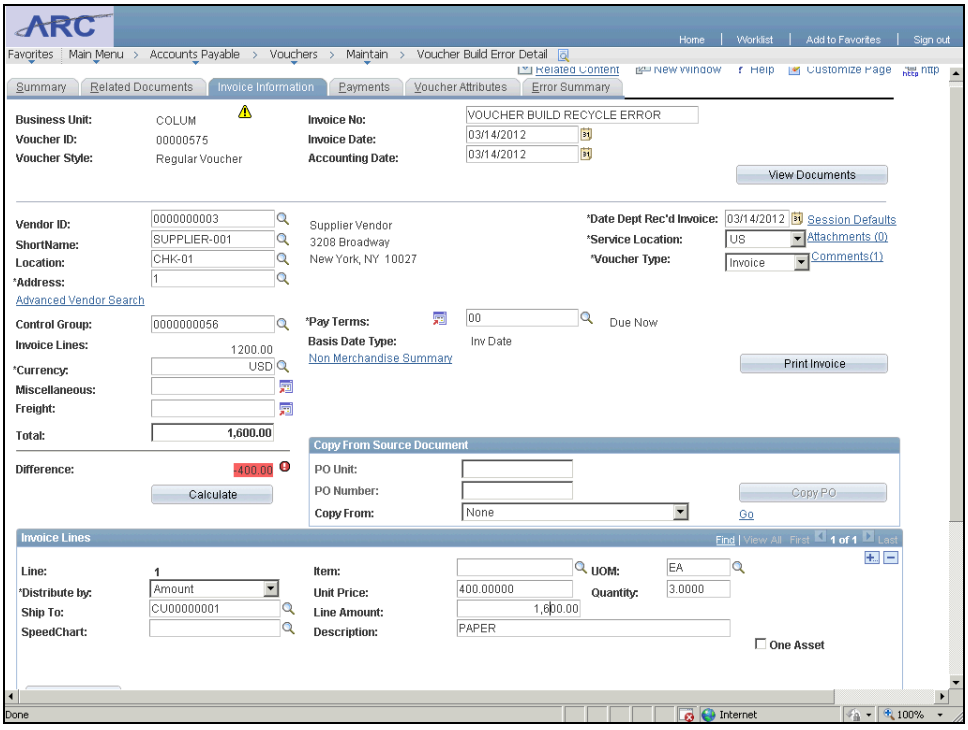
Step	Action
35.	Note that the Voucher total exceeds the line information total.



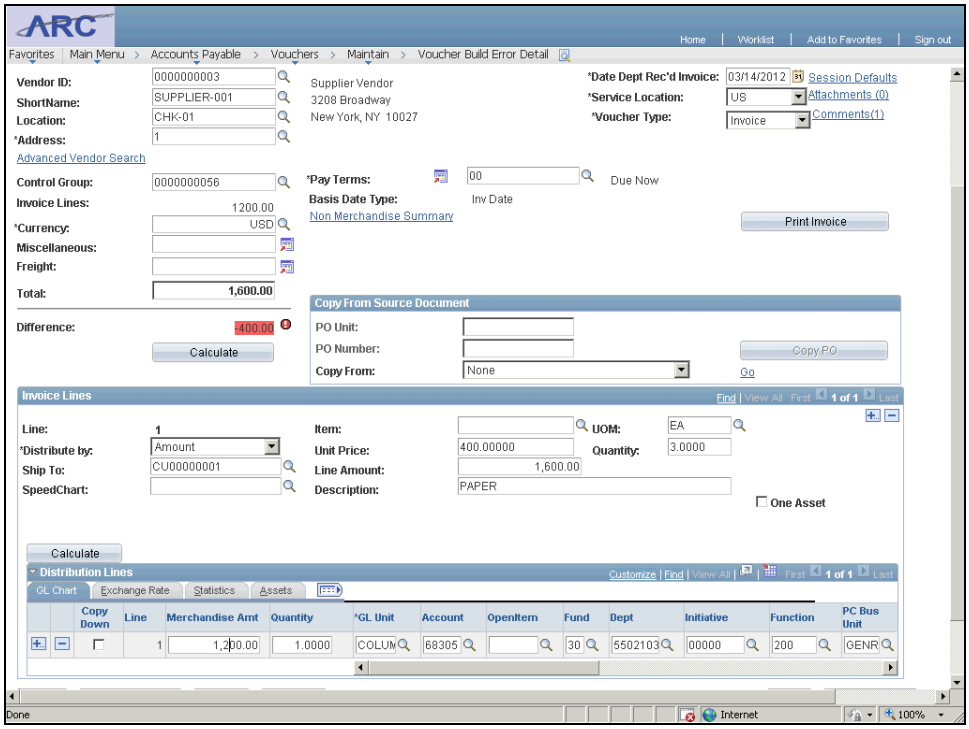
Step	Action
36.	Click in the **Line Amount** field. 1,200.00

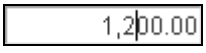


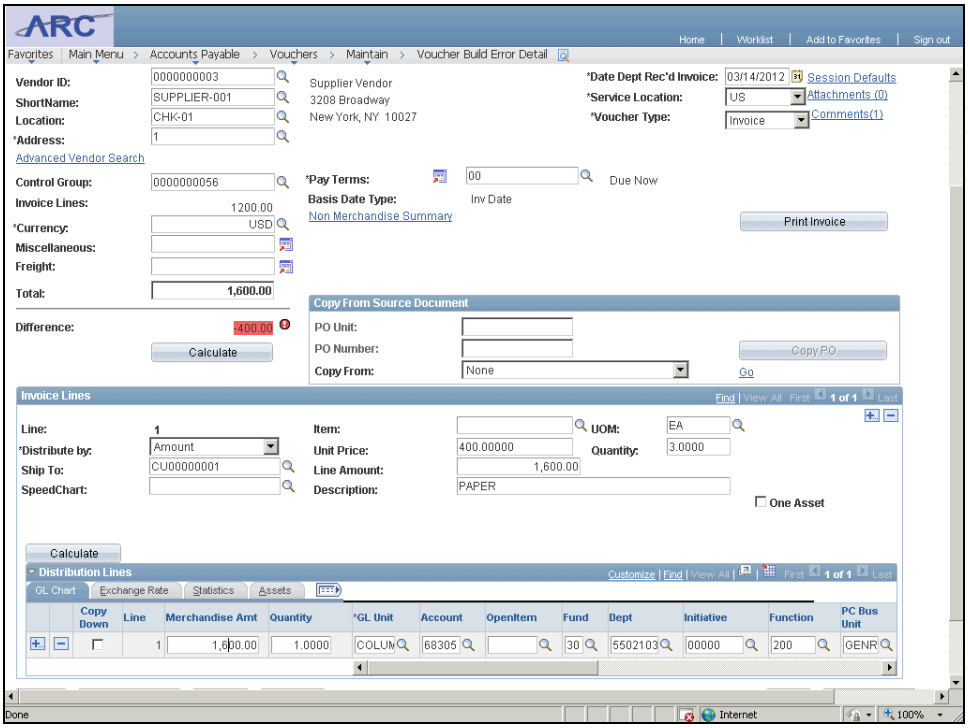
Step	Action
37.	Enter the desired information into the **Line Amount** field to correct the line value. Enter "**1,600**".



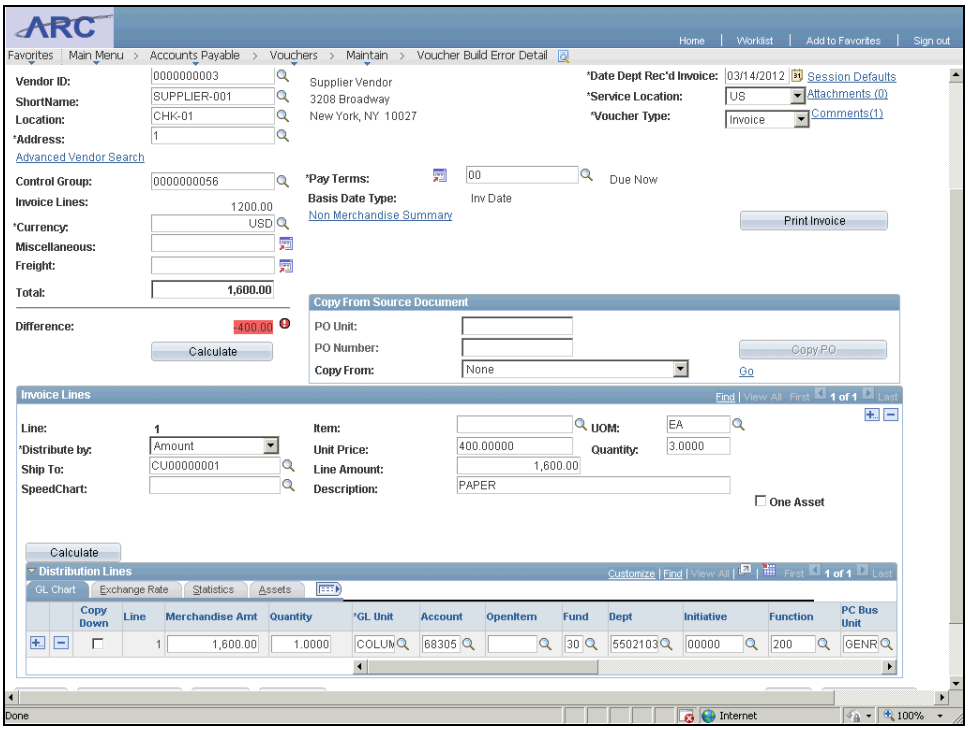
Step	Action
38.	Scroll to the bottom of the page to see the Distribution Information.



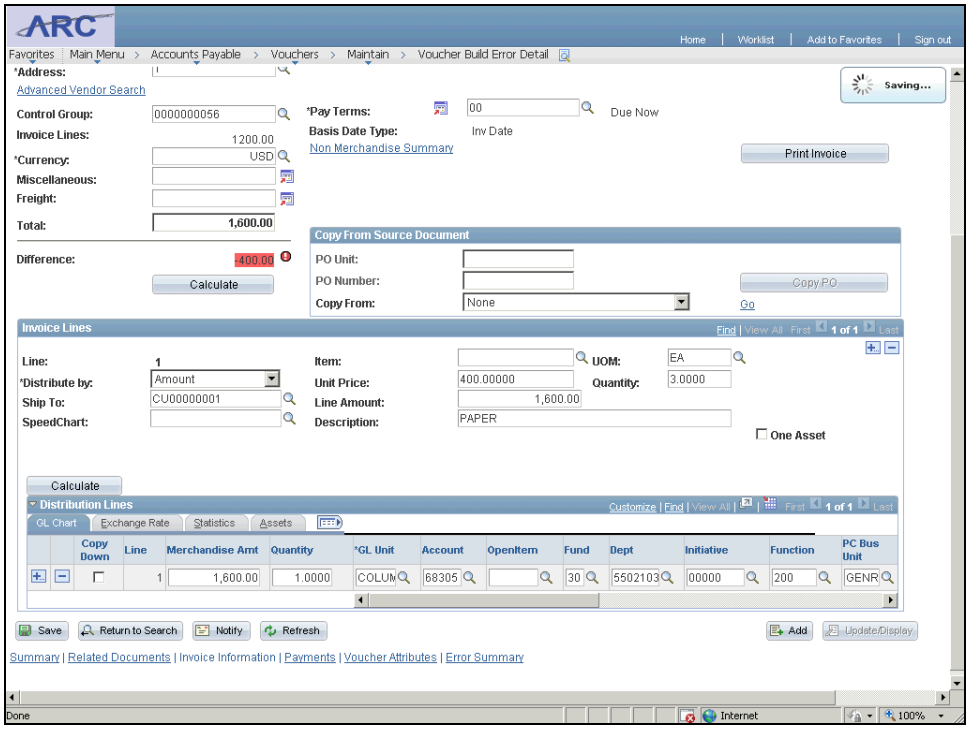
Step	Action
39.	Click in the **Merchandise Amt** field. 



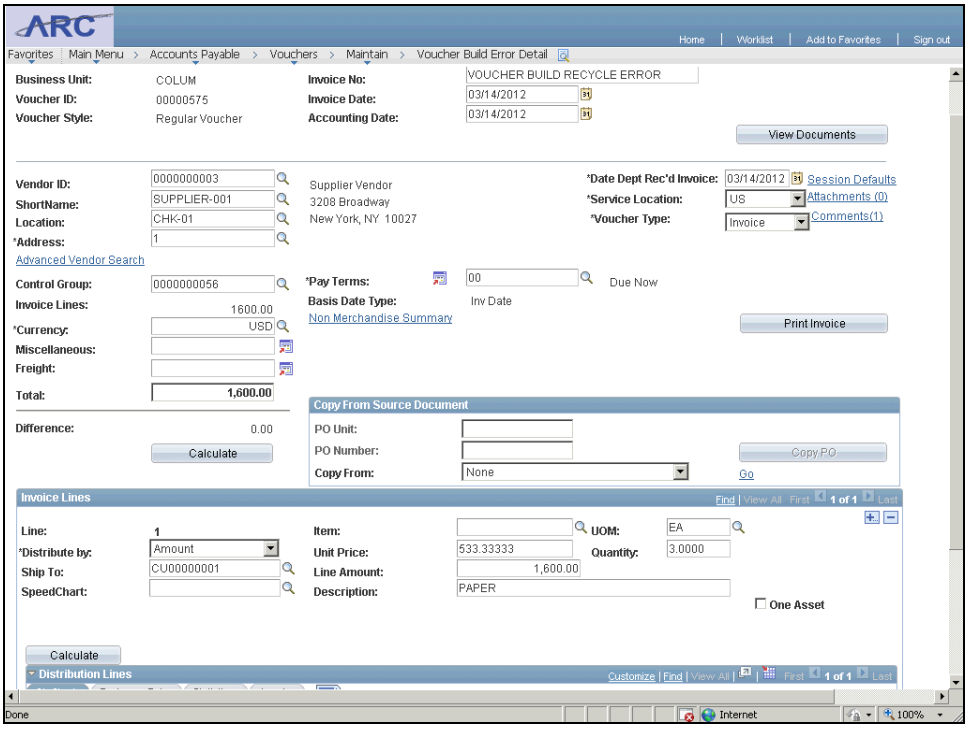
Step	Action
40.	Enter the desired information into the **Merchandise Amt** field. Enter "**1,600**".



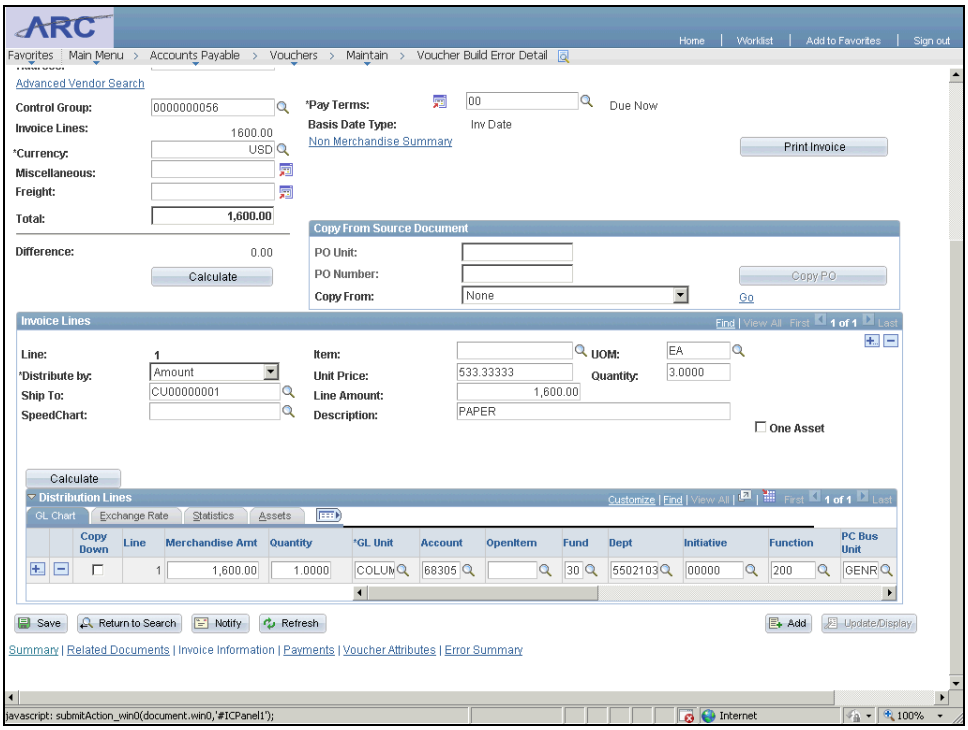
Step	Action
41.	Scroll to the bottom of the page.



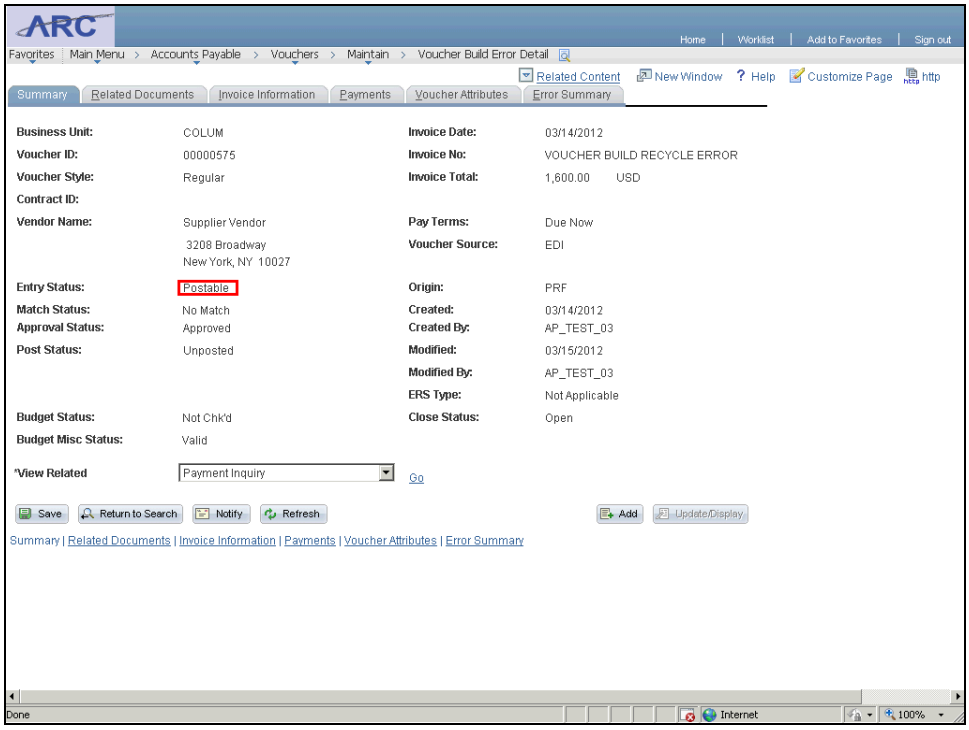
Step	Action
42.	Click the **Save** button. Save



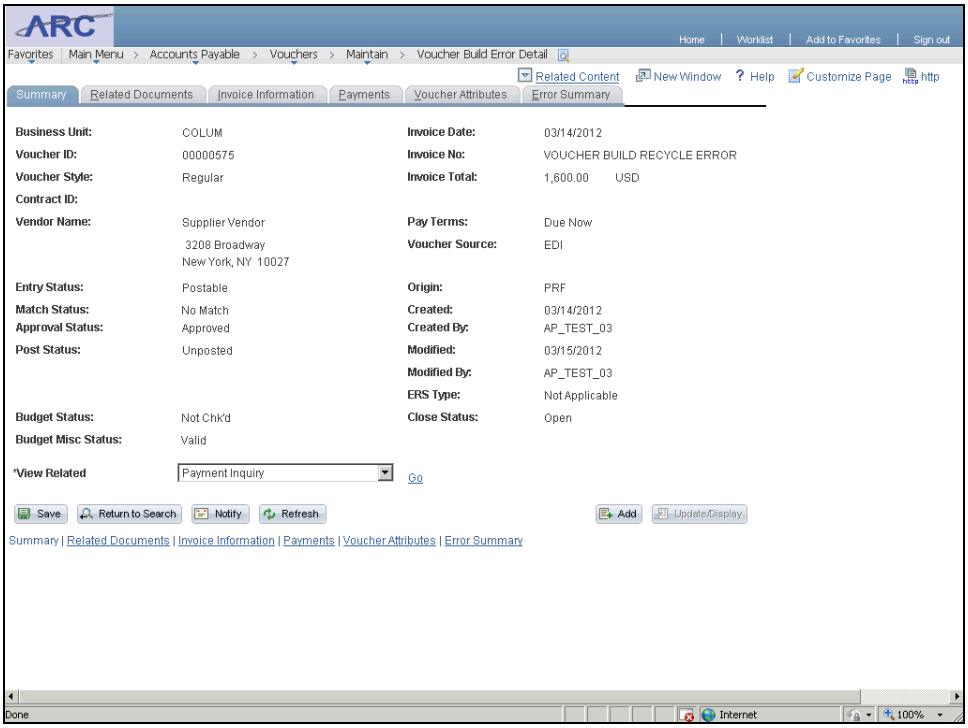
Step	Action
43.	Scroll to the bottom of the page to see the Voucher Links.



Step	Action
44.	Click the **Summary** link. Summary



Step	Action
45.	See the status has changed to Postable.



Step	Action
46.	You have successfully corrected pre-edit and recycle errors. You can now select the next topic, *Updating Single Pay Vouchers*, where you will correct errors on single pay vouchers. **End of Procedure.**

Single Payment Vouchers

This is the *Single Payment Vouchers* lesson of the *Processing Interface Vouchers* course. Upon completion of this lesson, you will be able to:

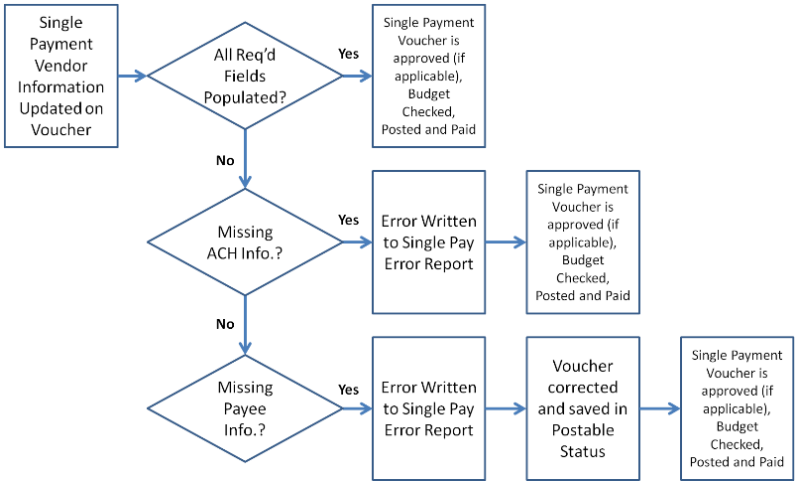
- Describe the Single Pay Voucher Batch Program
- Correct errors resulting from the Single Pay Voucher Batch Program

Estimated time needed to complete lesson: 10 minutes

Single Payment Voucher Batch Program

One specific type of voucher that is loaded into ARC through voucher interface is the single pay voucher. Single pay vouchers are "one time" payments to vendors that are not maintained in the master vendor record. The single pay voucher style is intended primarily for stipends and refunds.

The Single Payment Voucher Batch Program updates the ARC voucher with the Single Payment Vendor information submitted on the Single Payment Record (Row 003) in the Interface Voucher File. If any payee information is missing, the voucher will be updated to 'Single Payment Error' status. If the voucher is to be paid via ACH, however, required ACH information is missing, the system will display an error on the Single Payment Error Report and the Voucher will automatically be paid via check.



Note: Vouchers are not able to be Posted or Paid until the Control Group has been Verified.

Updating Single Pay Vouchers

On occasion, errors are made when single pay vouchers are being loaded into the system, which will require the voucher information to be corrected. The appropriate user for the integrating system is responsible for updating the voucher. Some additional actions must be taken if there is an error:

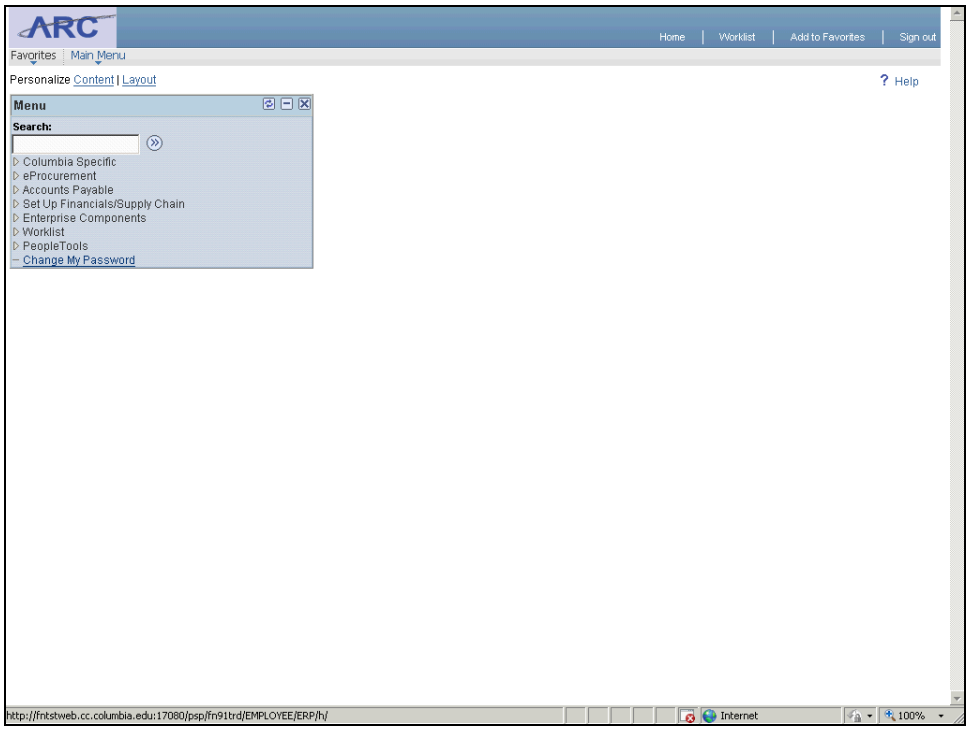
- If required payee information is missing (i.e. missing Payee name, Address, City, State, etc.), the voucher will be updated to "Single Payment Error" Status
- In this case, a user will have to add the correct payee info
- If the payment is meant to be sent as an ACH and required bank information is missing, a user will be unable to update the information online. Instead, the system will write an error to the single payment voucher error file communicating that the payment will be processed as a check

Note: Only users sending interfaced single pay vouchers will have the ability to edit single pay vouchers when necessary. Applicable users will be assigned the Single Payment Voucher Processor role.

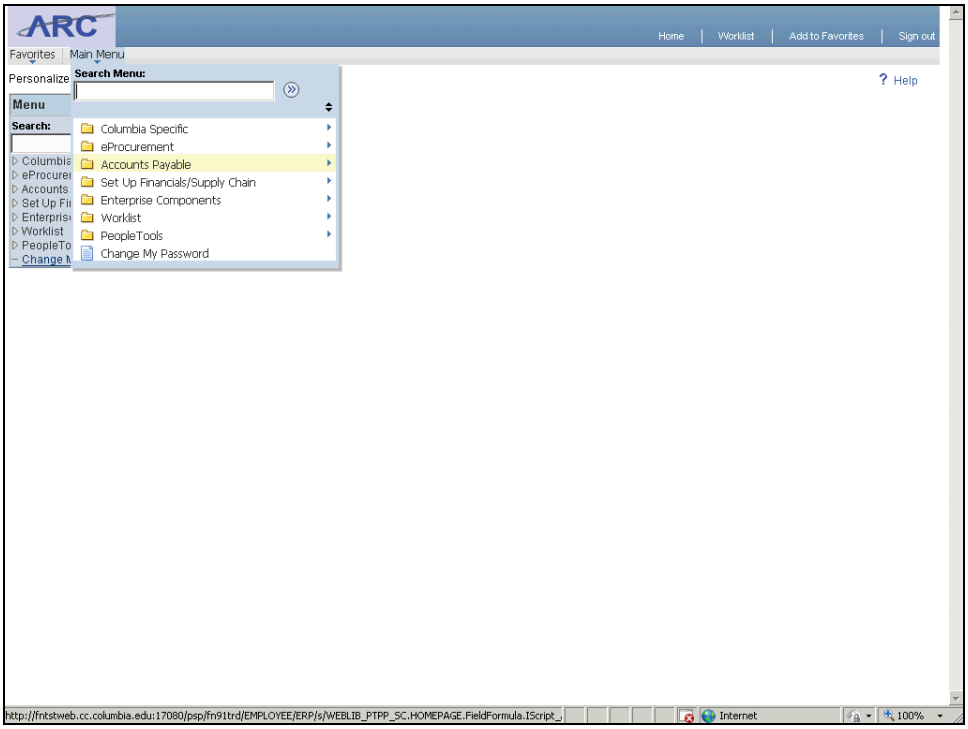
Estimated time needed to complete topic: 5 minutes

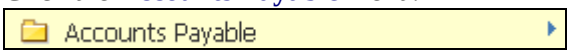
Procedure

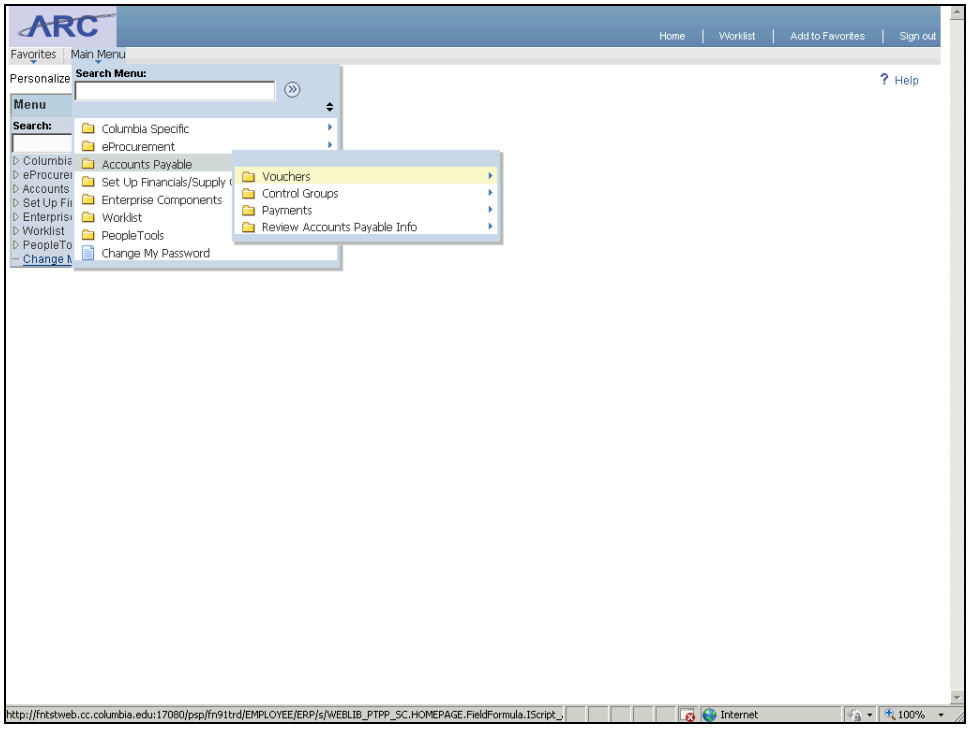
Welcome to the *Updating Single Pay Vouchers* topic where you will learn how to correct errors on single pay vouchers.

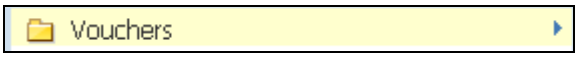


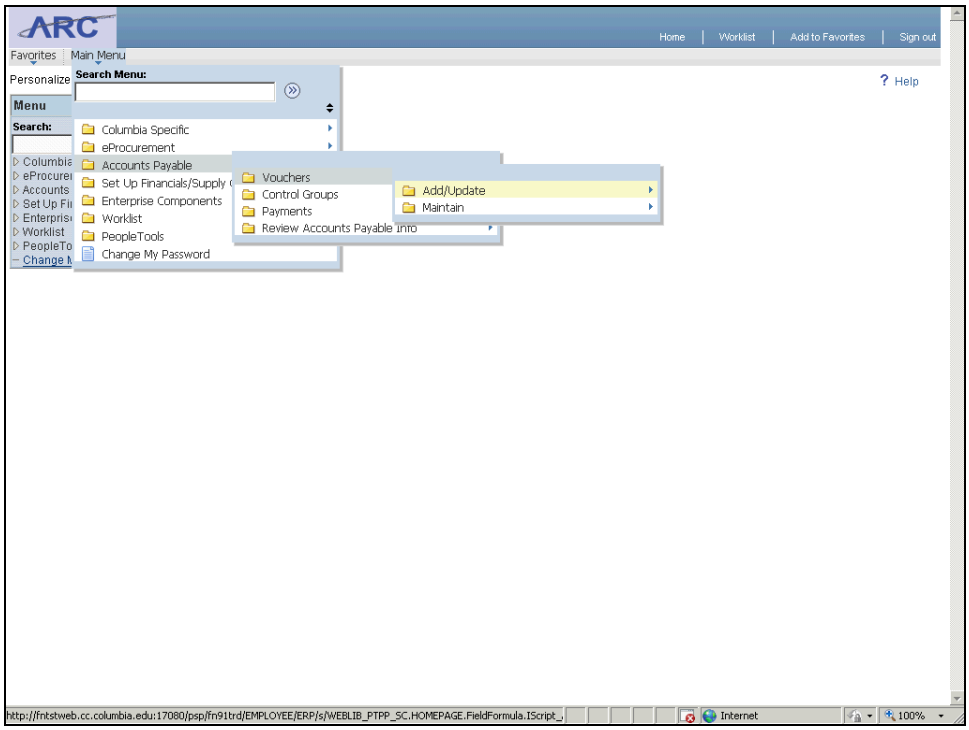
Step	Action
1.	Click the **Main Menu** button to identify the vouchers you need to update.

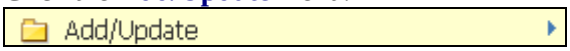


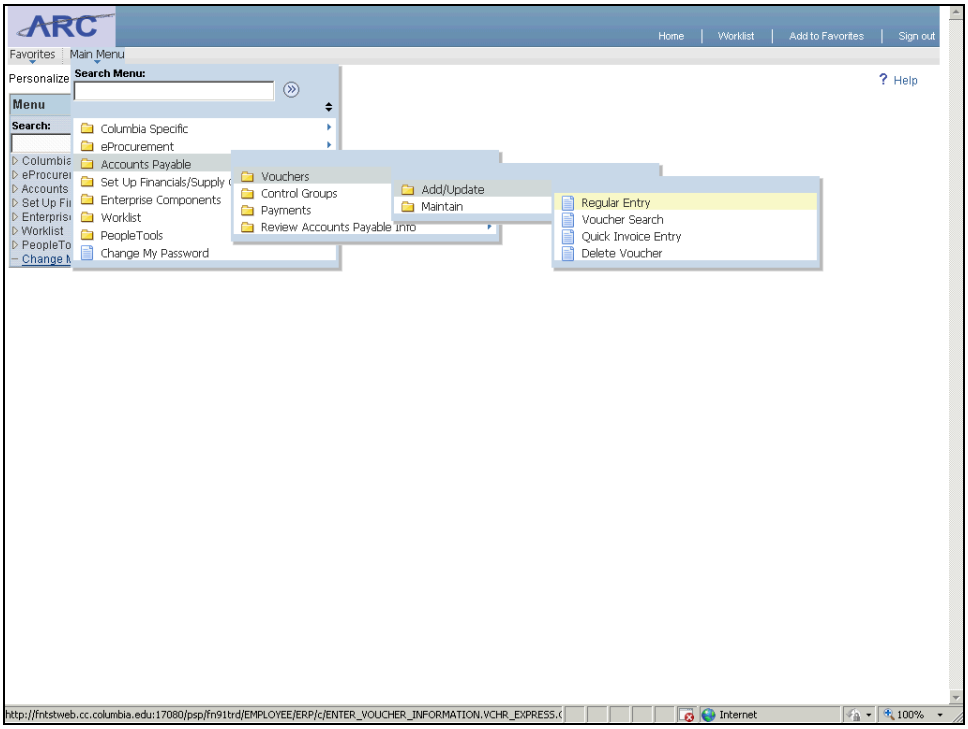
Step	Action
2.	Click the **Accounts Payable** menu. 

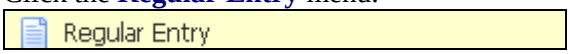


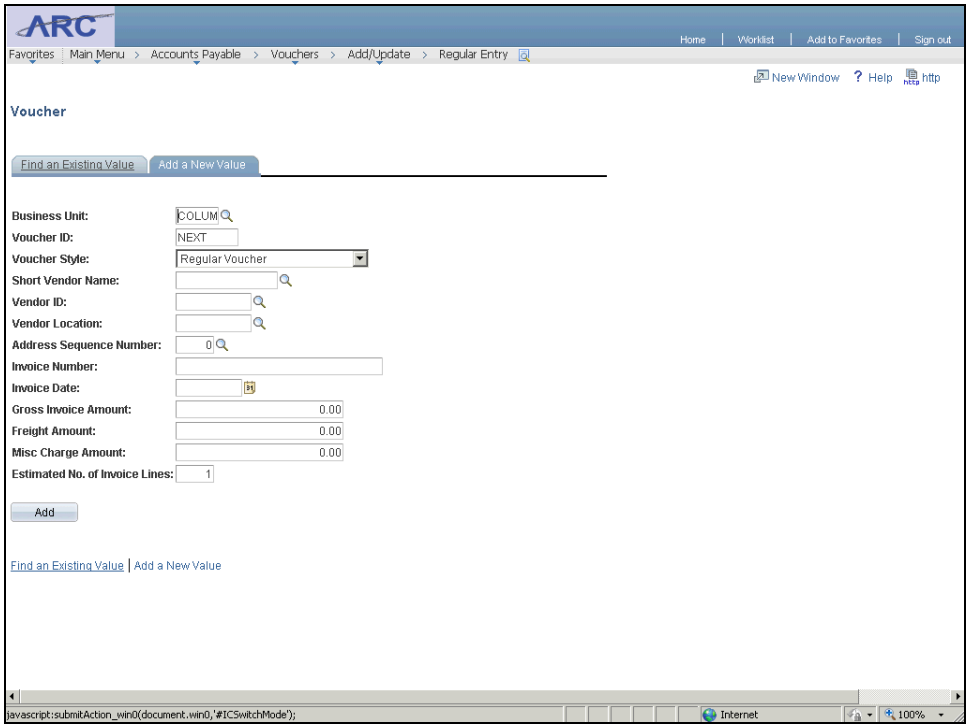
Step	Action
3.	Click the **Vouchers** menu. 



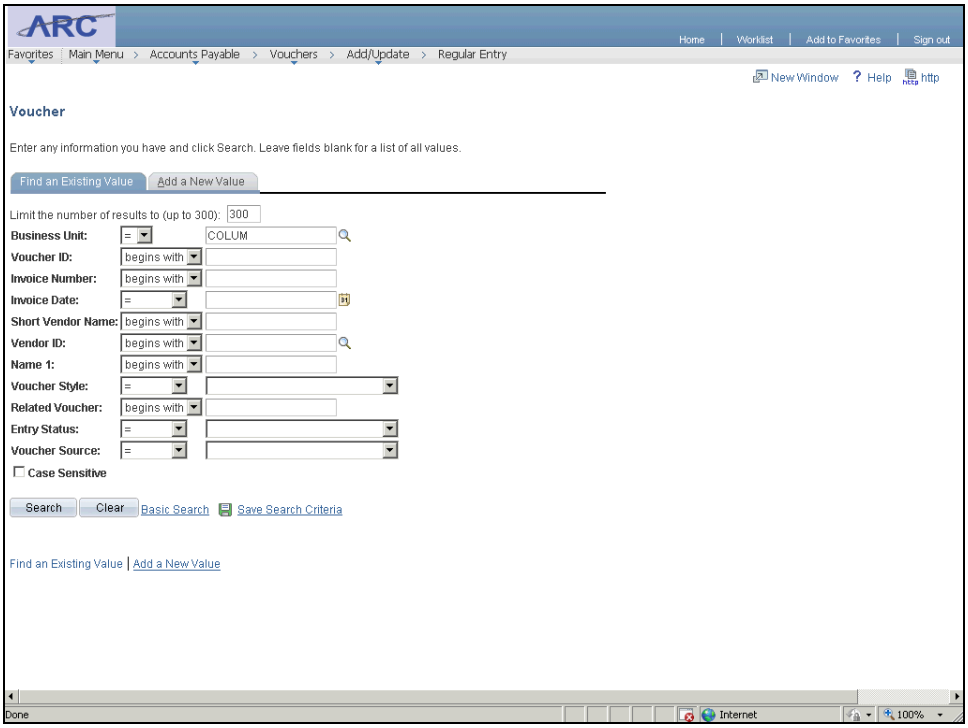
Step	Action
4.	Click the **Add/Update** menu. 



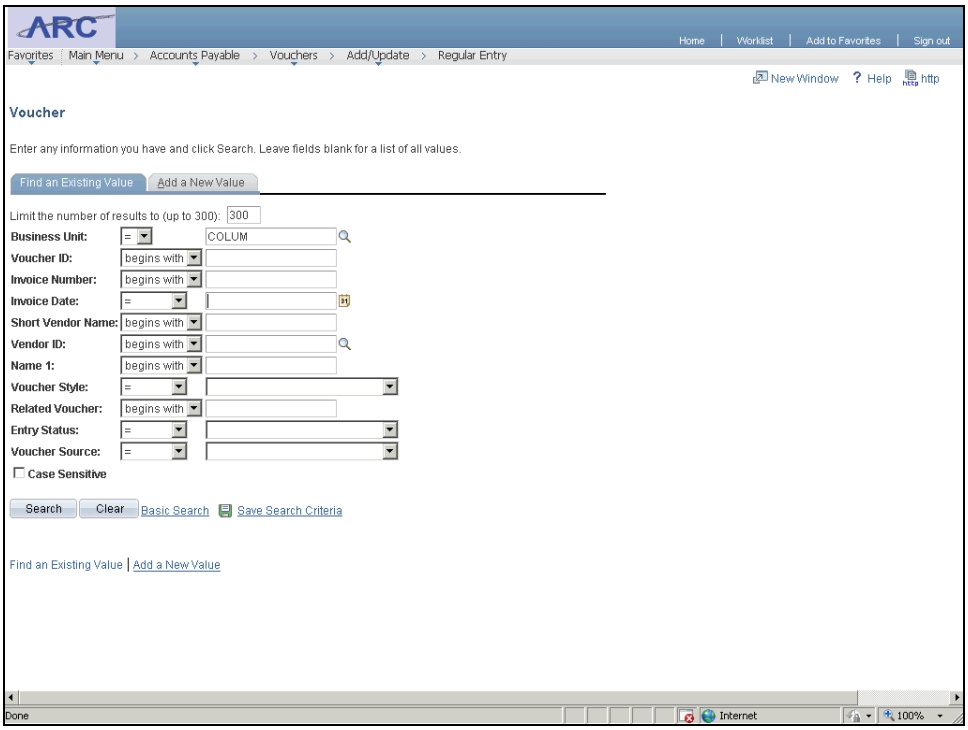
Step	Action
5.	Click the **Regular Entry** menu. 



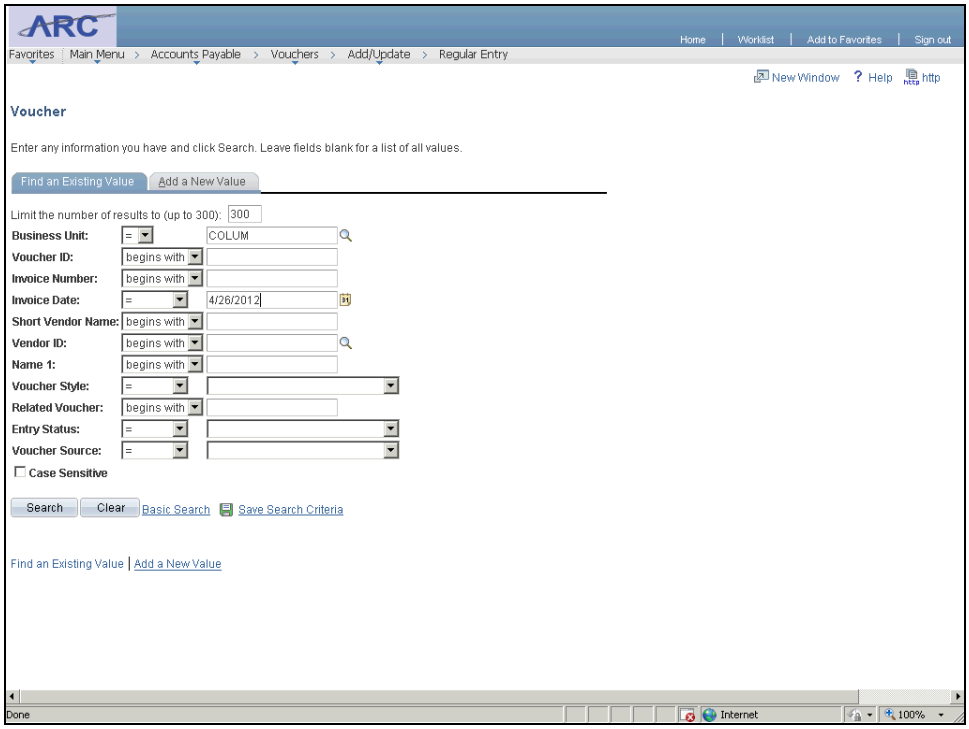
Step	Action
6.	Click the **Find an Existing Value** tab to search for existing vouchers you need to edit. Find an Existing Value



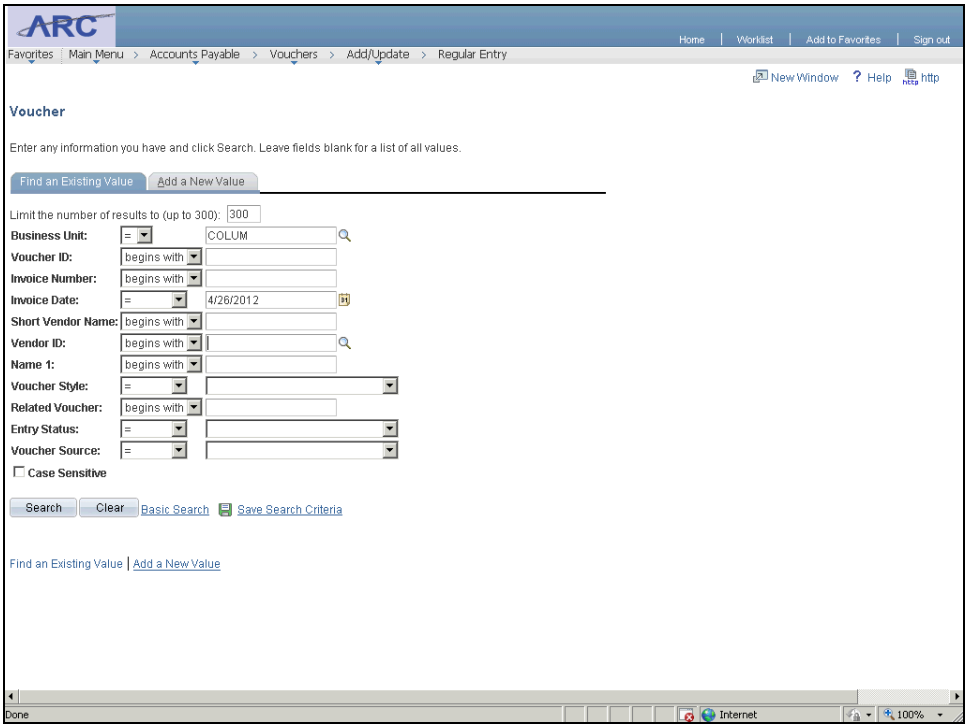
Step	Action
7.	Click in the **Invoice Date** field.



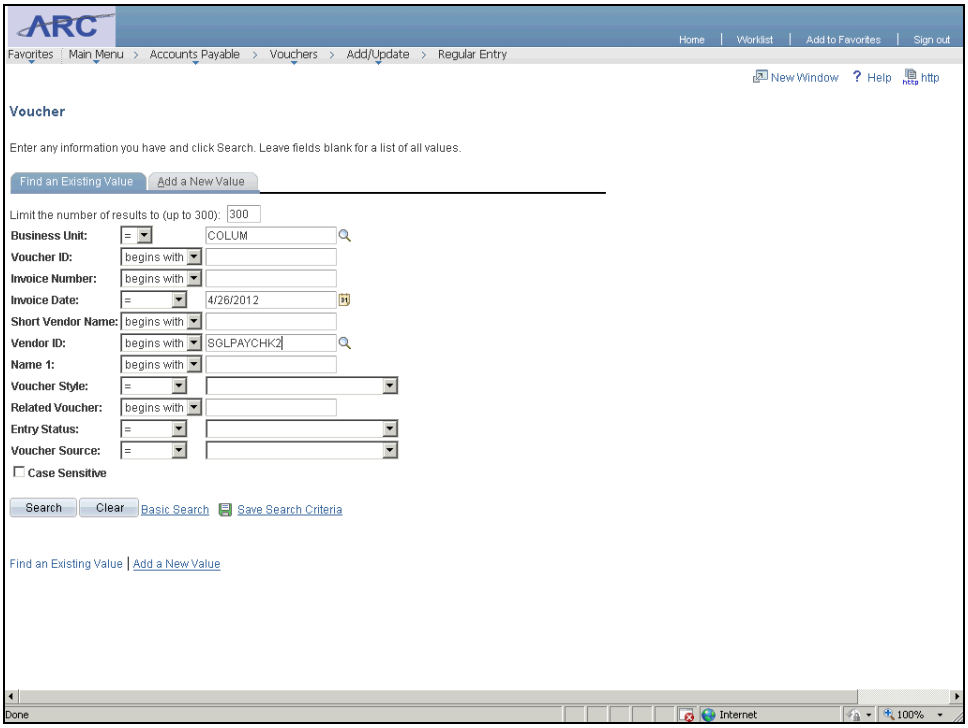
Step	Action
8.	Enter the desired information into the **Invoice Date** field. Enter "**4/26/2012**".



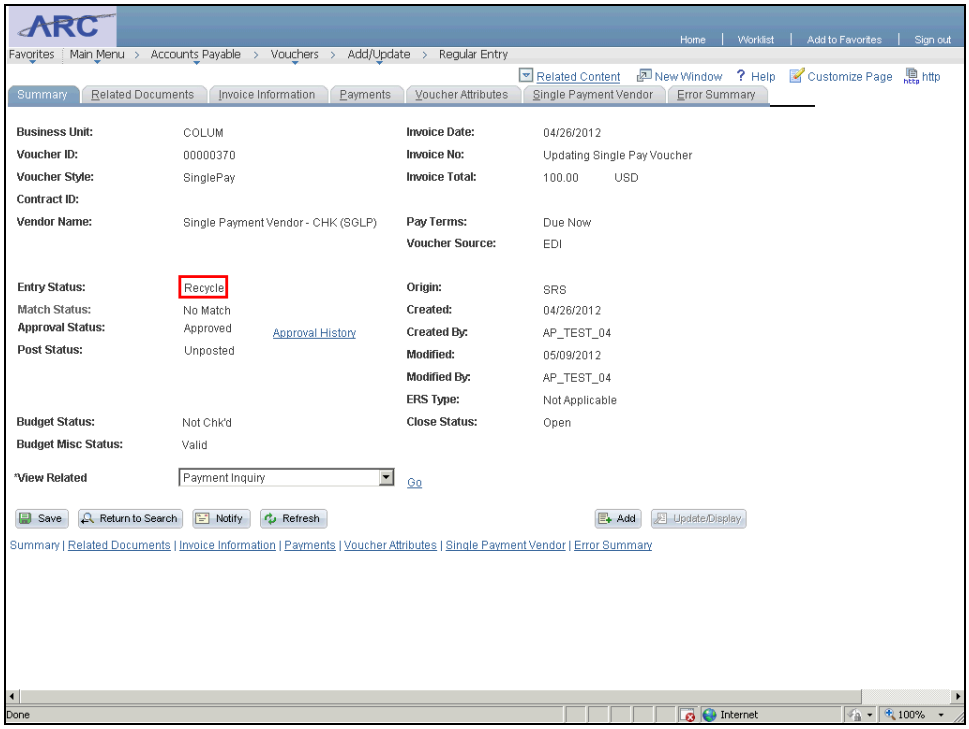
Step	Action
9.	Click in the **Vendor ID** field.



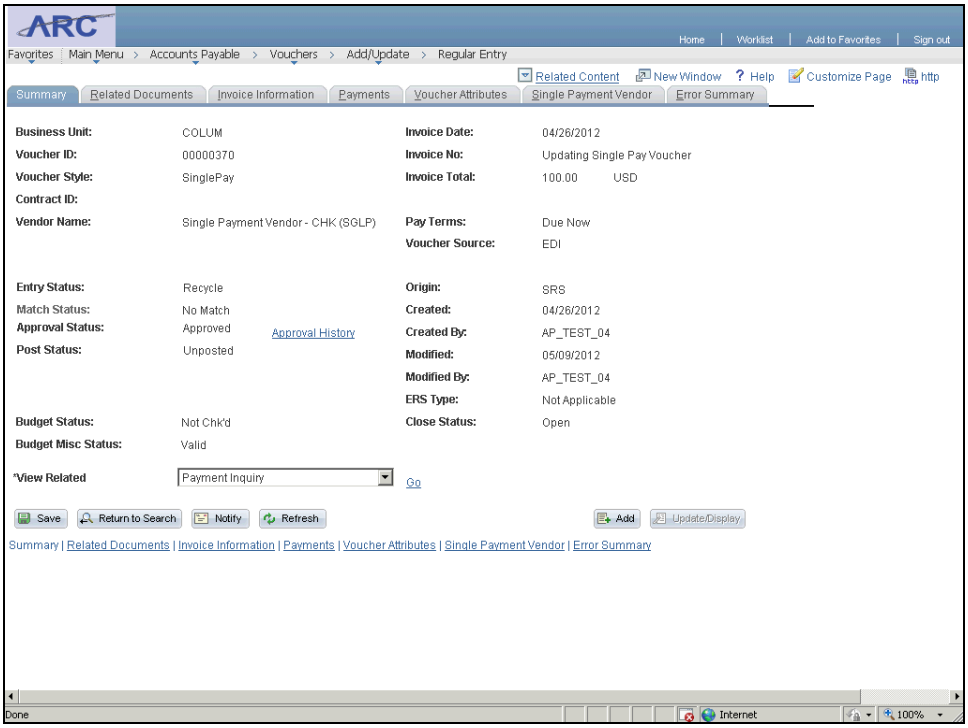
Step	Action
10.	Enter the desired information into the **Vendor ID** field. Enter "**SGLPAYCHK2**". Enter a Single Pay Vendor to help narrow your results to Single Pay Vouchers.



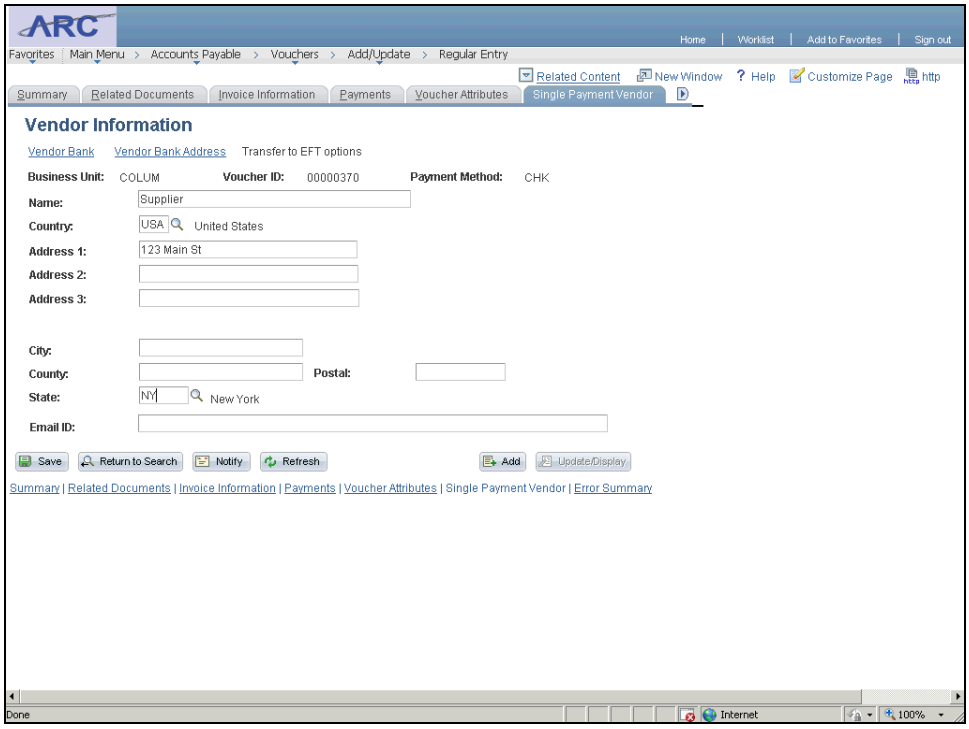
Step	Action
11.	Click the **Search** button to locate the desired Single Pay Voucher.



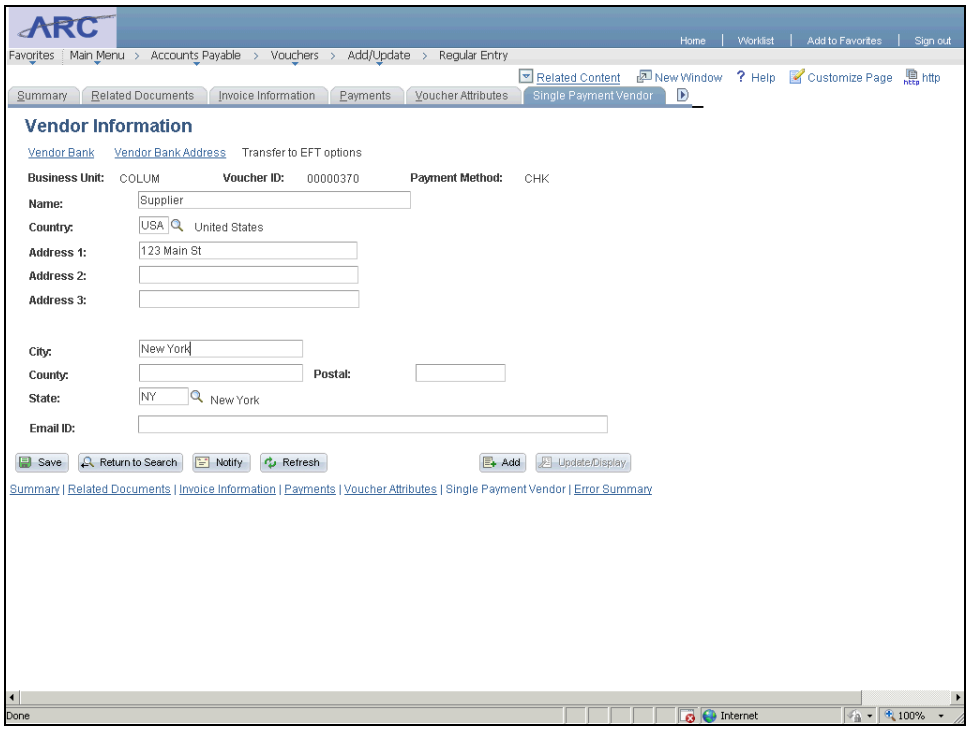
Step	Action
12.	The Voucher you are searcing for appears. See the Entry Status is "Recycle" indicating an error.



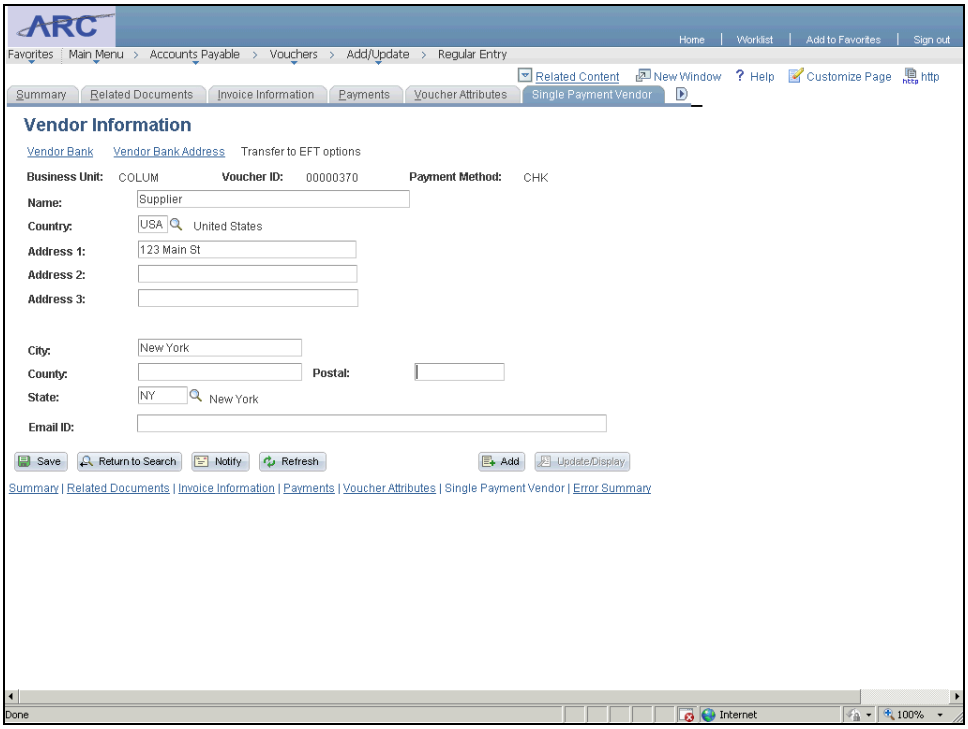
Step	Action
13.	Click the **Single Payment Vendor** tab to update the Single Payment Vendor address. If the error is related to header, distribution, or line information, you would click the Invoice Information tab. In this example, we will change the vendor address.



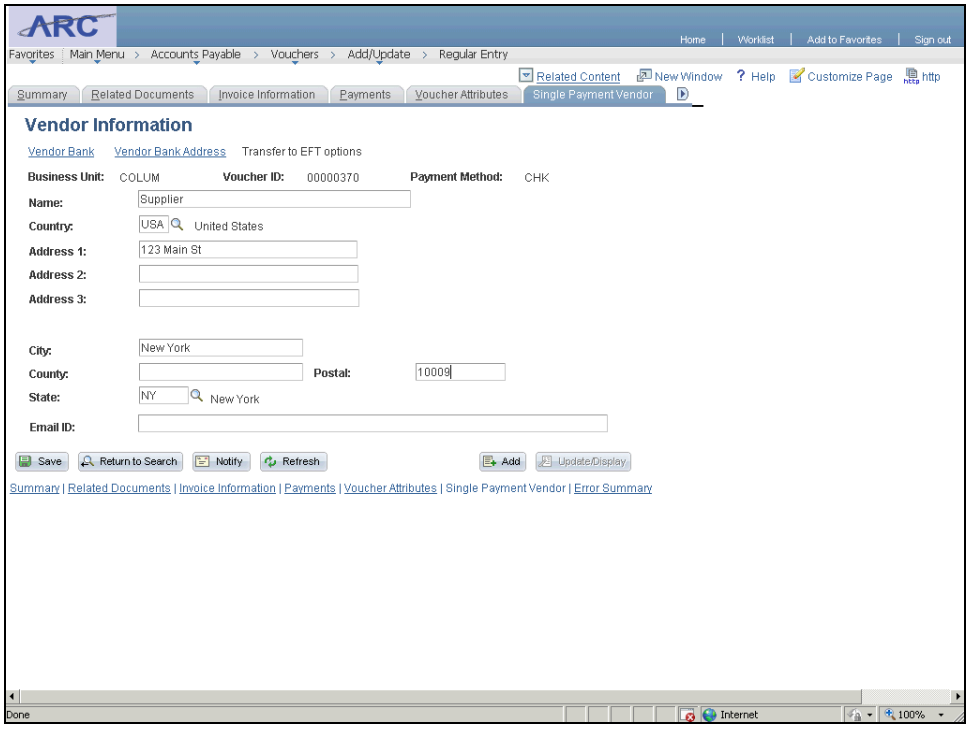
Step	Action
14.	Enter the desired information into the **City** field. Enter "**New York**".



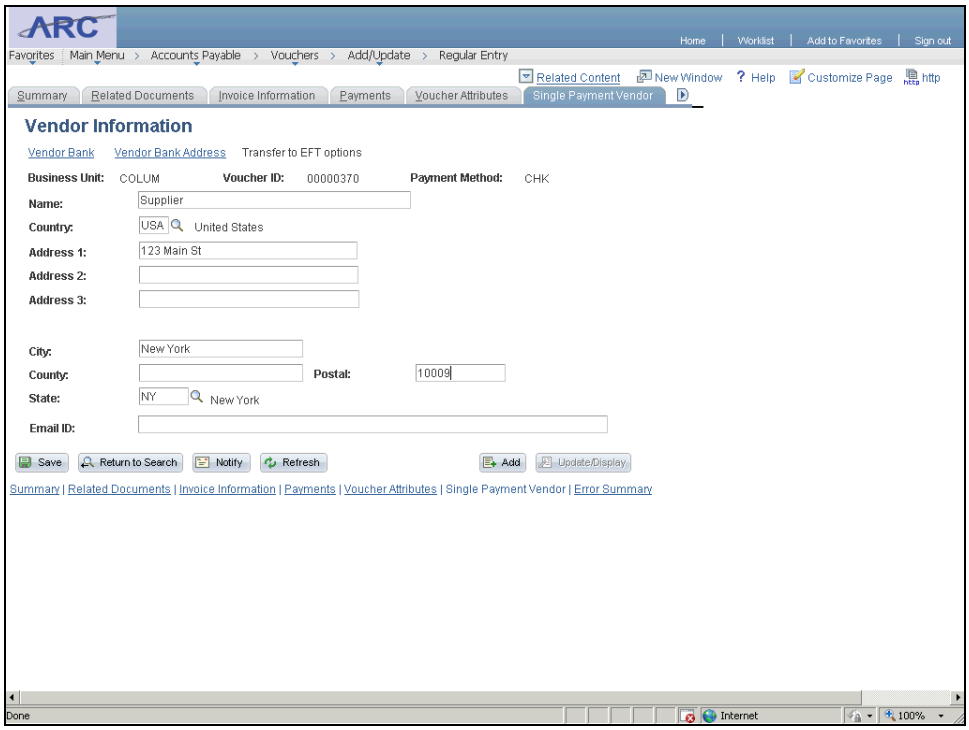
Step	Action
15.	Click in the **Postal** field.



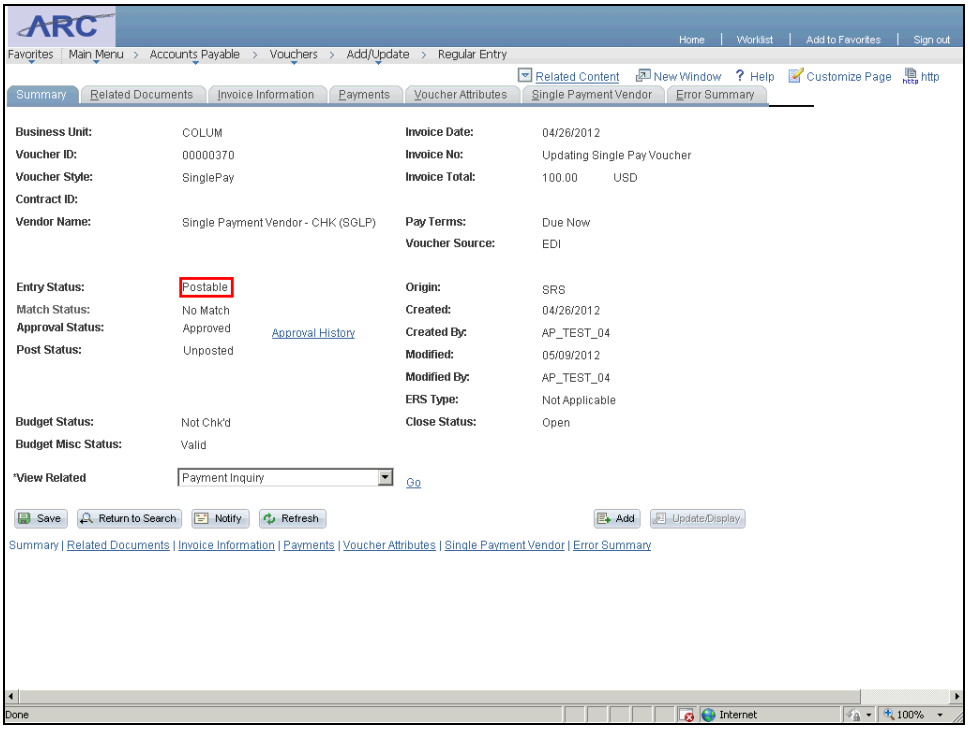
Step	Action
16.	Enter the desired information into the **Postal** field. Enter "**10009**".



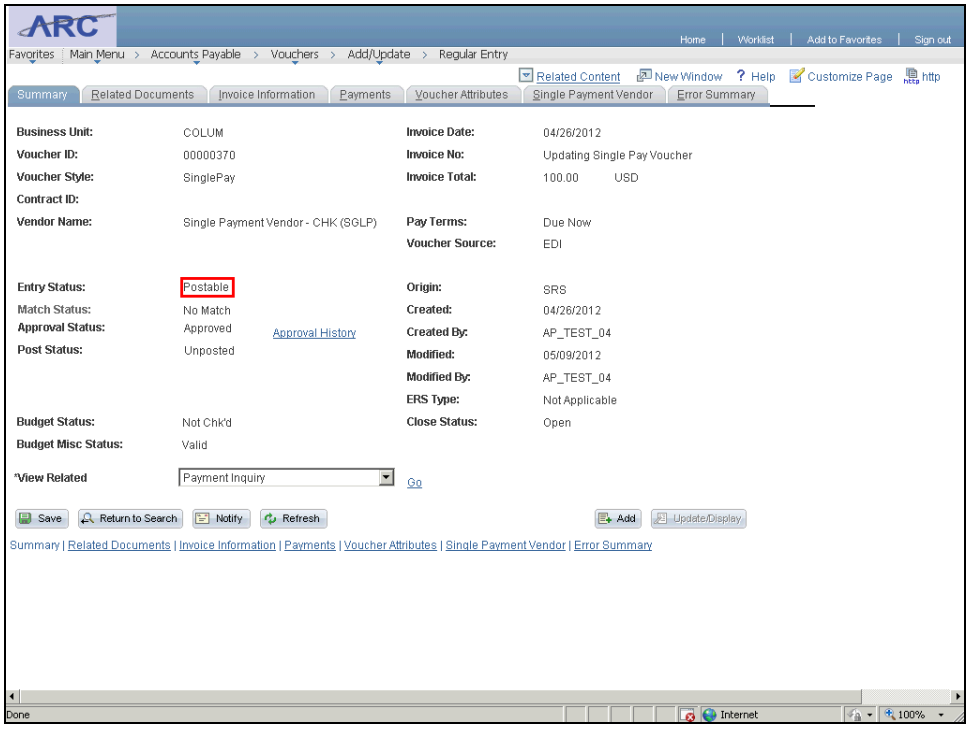
Step	Action
17.	Click the **Save** button.



Step	Action
18.	Click the **Summary** tab.



Step	Action
19.	Notice the Entry Status has changed to Postable since the error has been corrected.



Step	Action
20.	You have successfully corrected errors on a single pay voucher and completed the *Reviewing and Managing Interface Vouchers* lesson. You can now select the next lesson, *Verifying Control Groups*. **End of Procedure.**

Verifying Control Groups

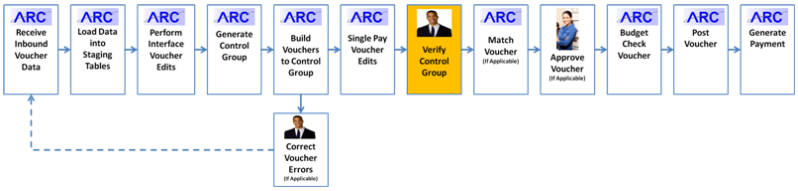
This is the *Verifying Control Groups* lesson of the *Processing Interface Vouchers* course. Upon completion of this lesson, you will be able to:

- Verify Control Groups
- Update Control Group Information**Estimated time needed to complete lesson:** 5 minutes

Verifying Control Groups

Vouchers that are interfaced from external systems will be loaded into a Control Group to be verified by an appropriate department approver to validate the total voucher count and dollar amount loaded from the file. The process is as follows:

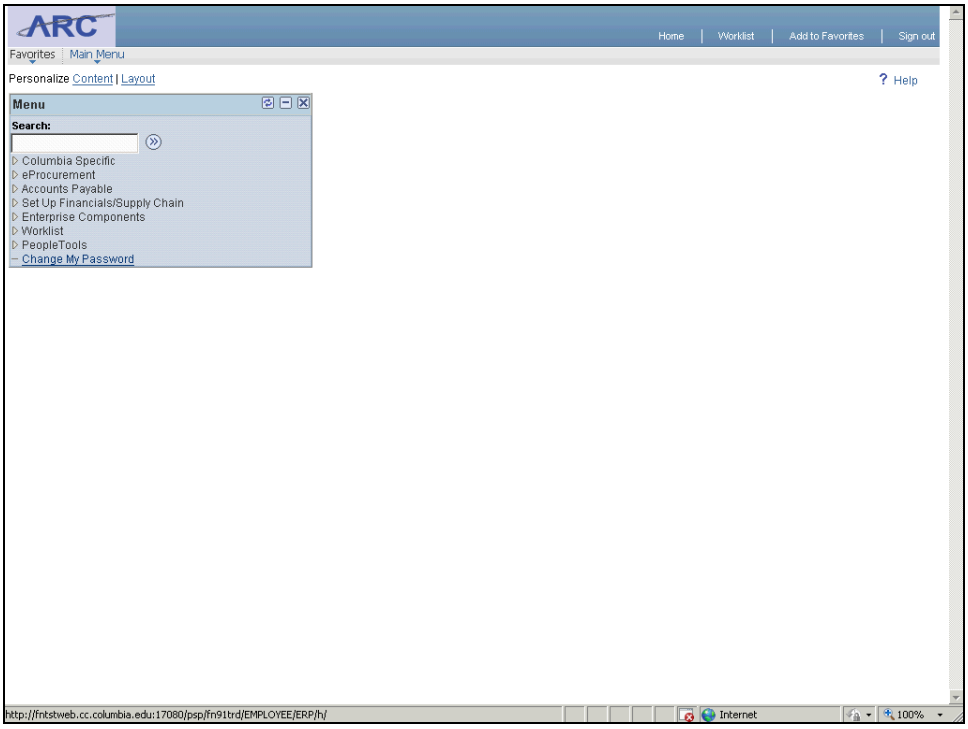
- Control Groups will be generated based on the total dollar amount and transaction count provided in the interface file by origin. They are created with a status of 'Ready to Review'
- Users will review the control group to make sure the counts are correct, then change status from 'Ready to Review' to 'Verified'
- Upon status change, vouchers will be available to be posted and paid. (Note: Voucher approvals, where applicable, must be completed prior to the control group being verified.)
- If the control group and count totals are not as expected, both the control group and associated vouchers may be deleted and re-submitted in a subsequent voucher file
- If voucher totals and dollar amount totals are out of balance, the control group cannot be verified, therefore, the control group count and dollar amount can be adjusted to exclude vouchers that resulted in a pre-edit error and were deleted



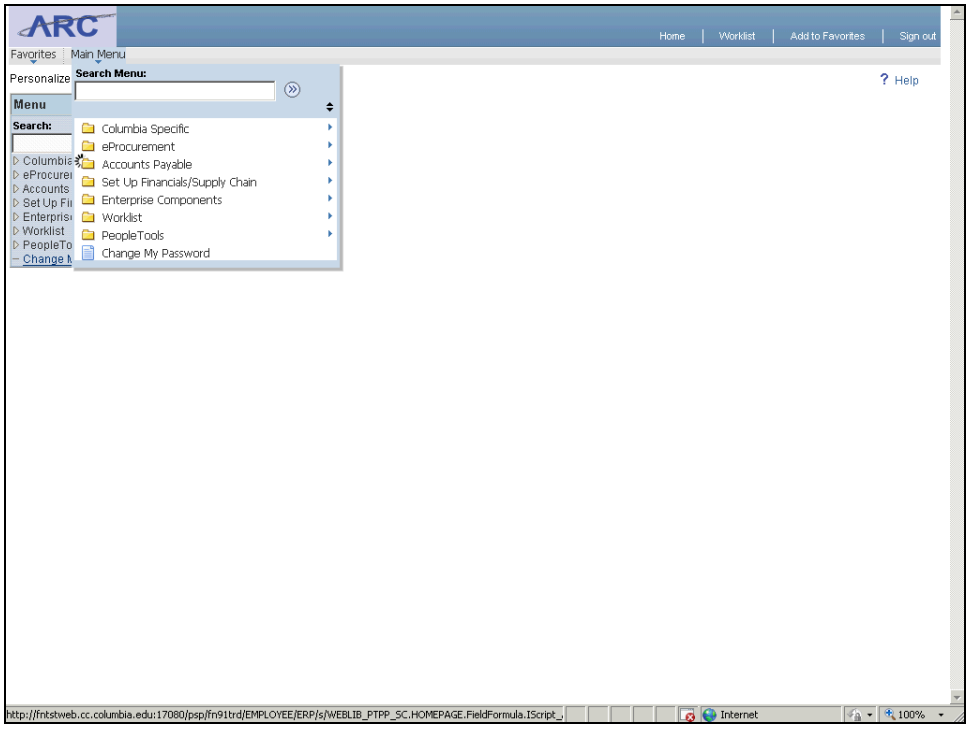
Estimated time needed to complete topic: 8 minutes

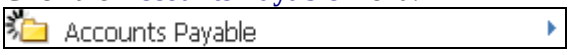
Procedure

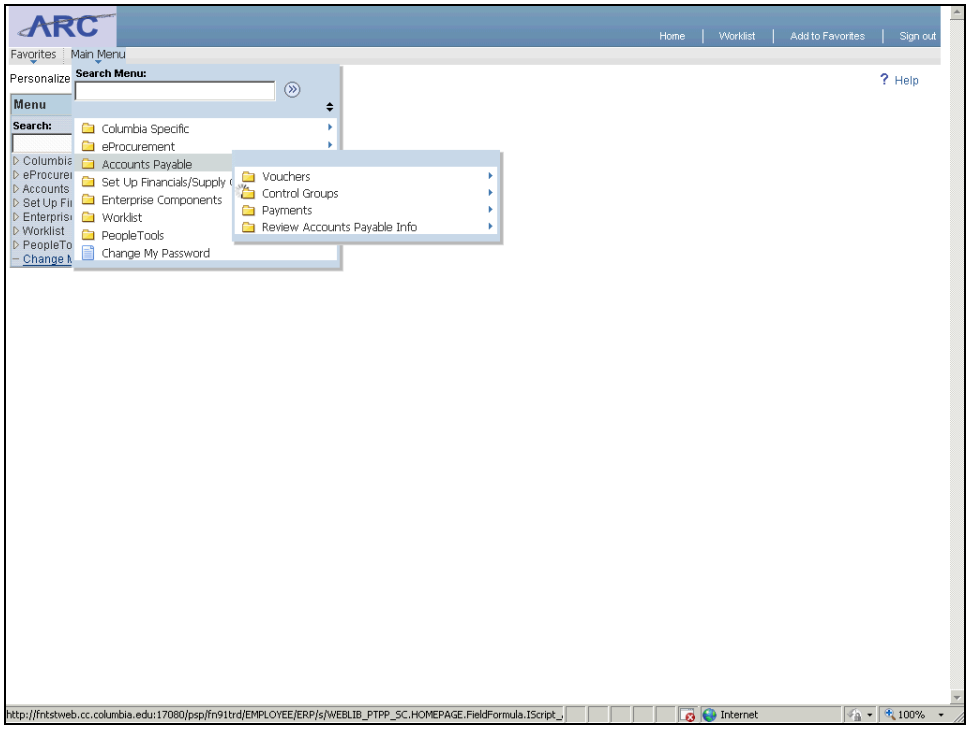
Welcome to the *Verifying Control Groups* topic where you will learn how to verify control groups.



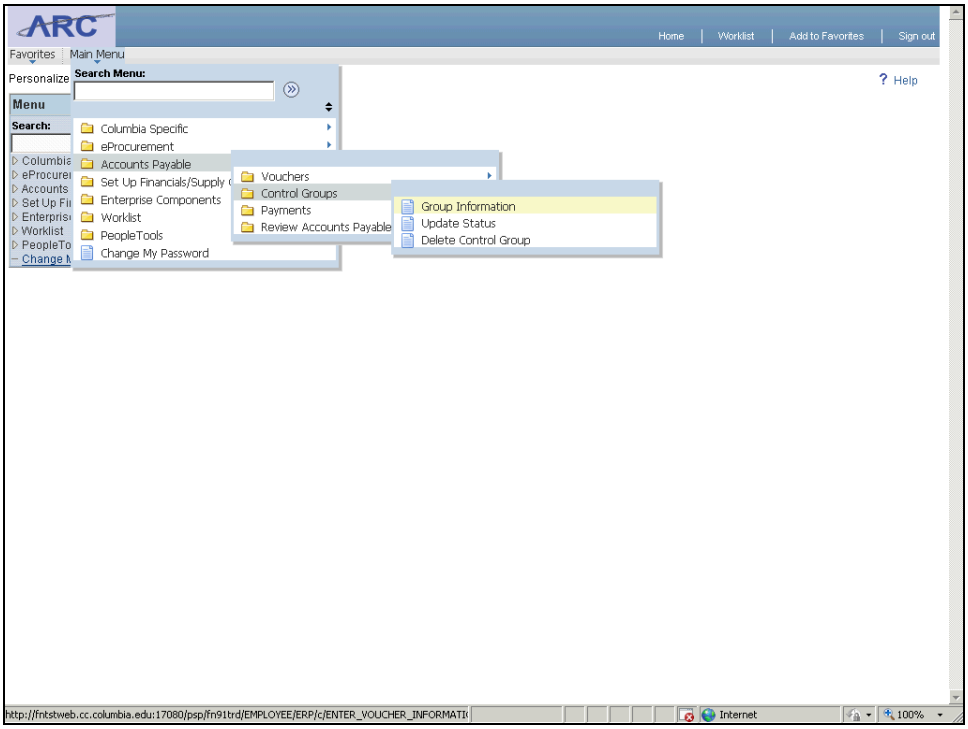
Step	Action
1.	We will first navigate to the Control Groups page to locate the Control Group you need to verify. Click the **Main Menu** button. Main Menu

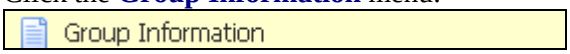


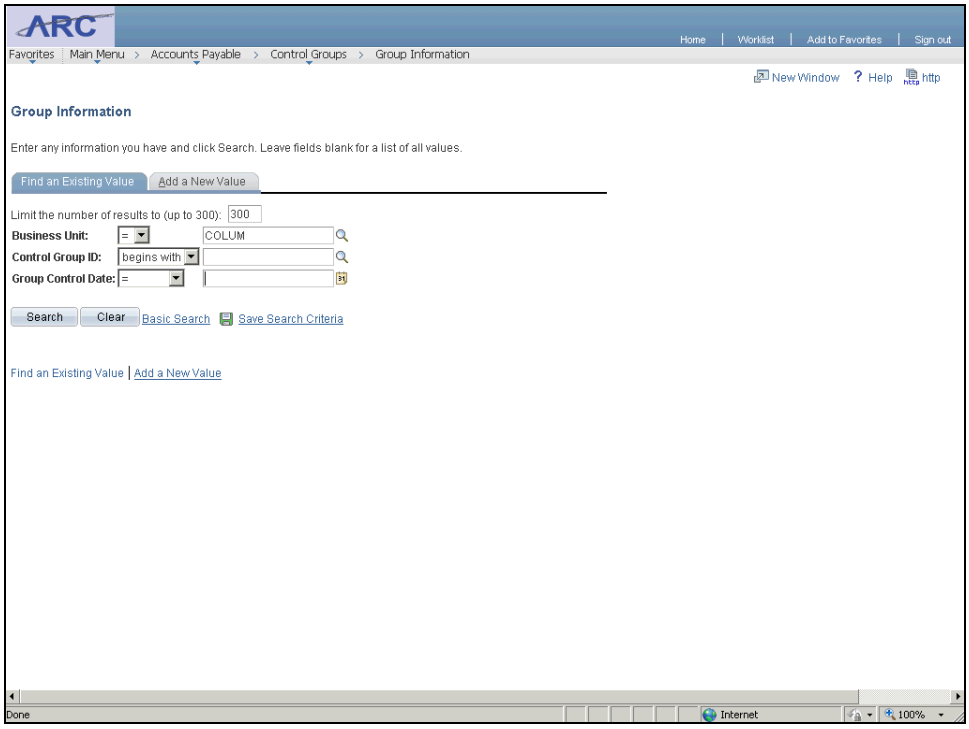
Step	Action
2.	Click the **Accounts Payable** menu. 



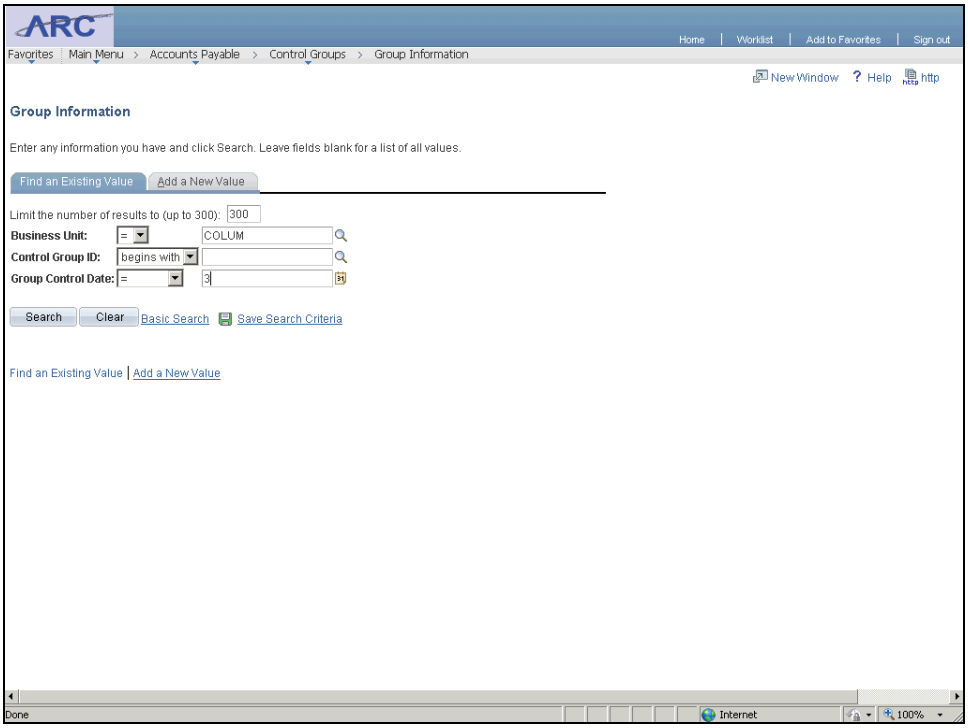
Step	Action
3.	Click the **Control Groups** menu.



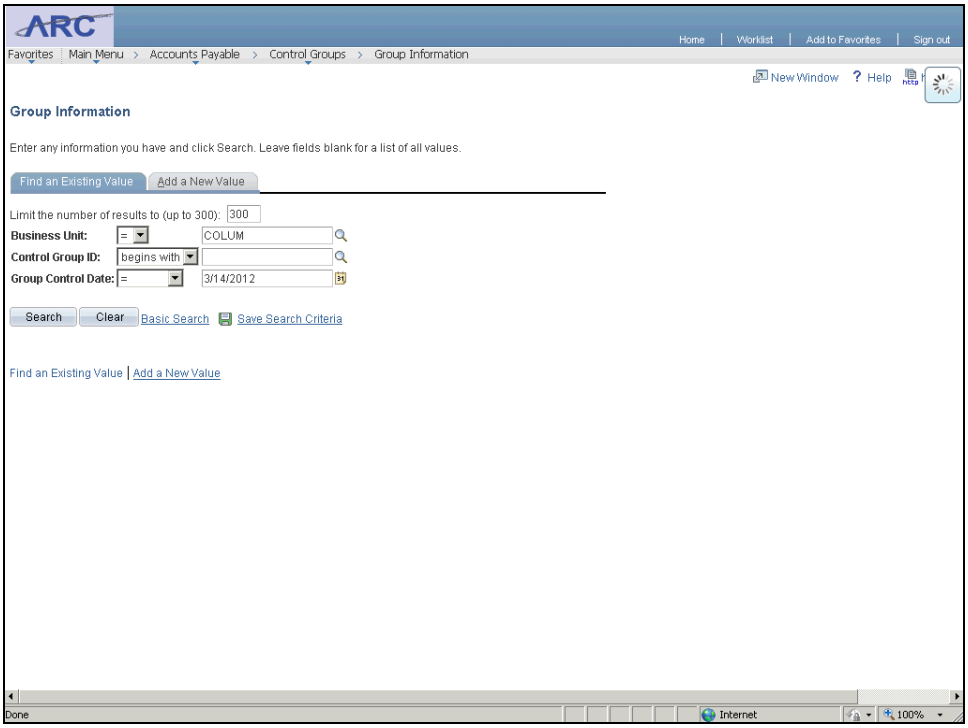
Step	Action
4.	Click the **Group Information** menu. 



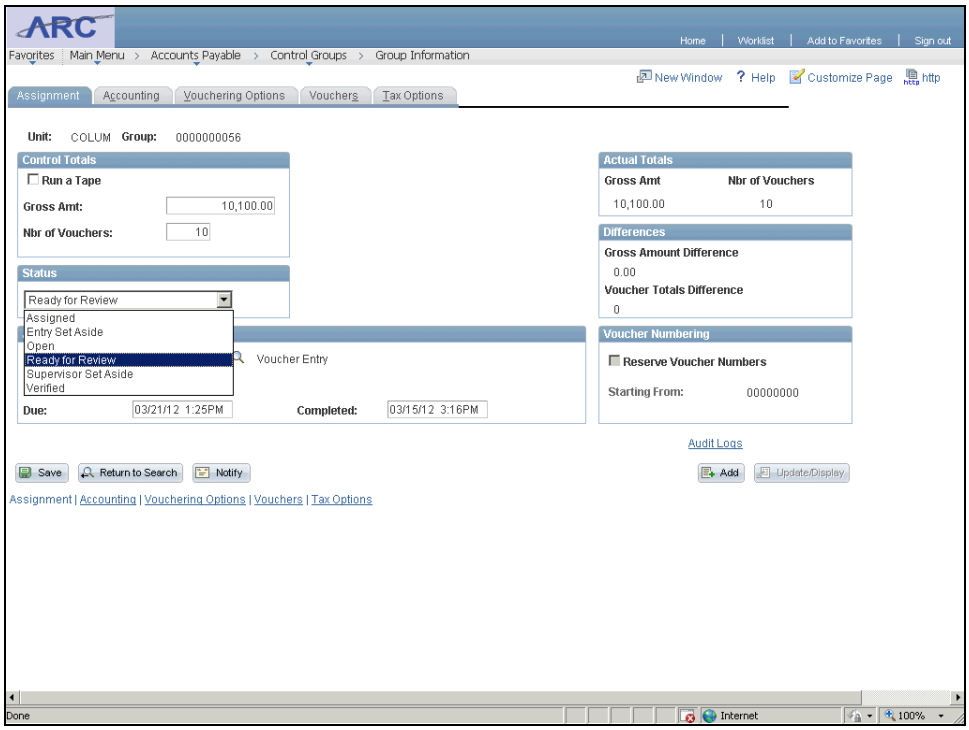
Step	Action
5.	Enter search criteria to identify the Control Group. Click in the **Group Control Date** field.

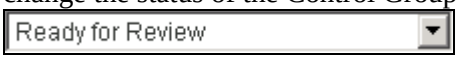


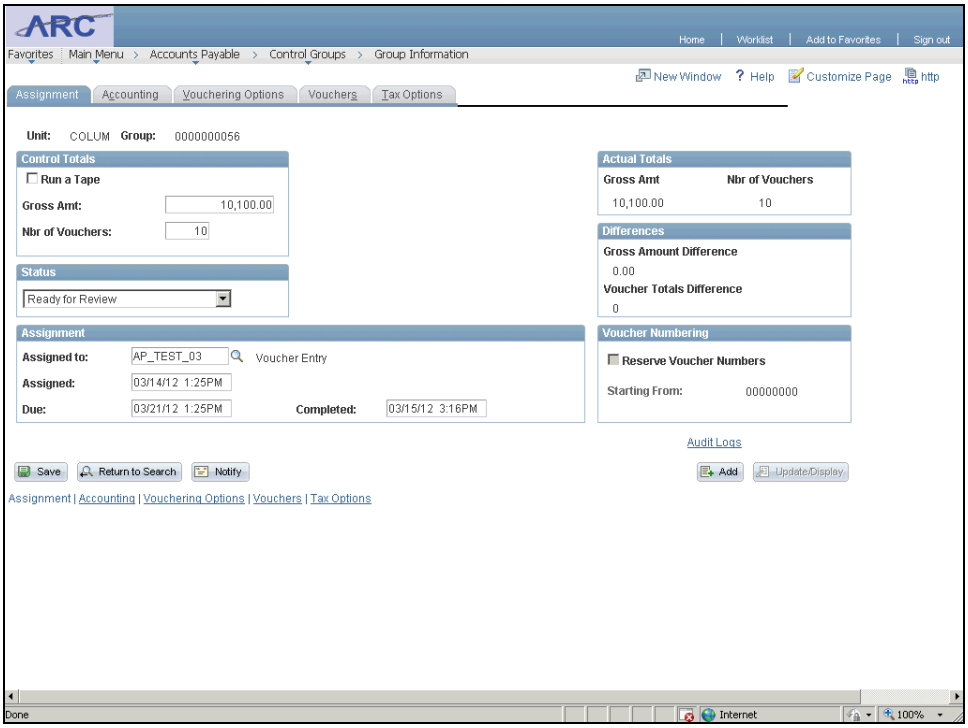
Step	Action
6.	Enter the desired information into the **Group Control Date** field. Enter "**3/14/2012**".



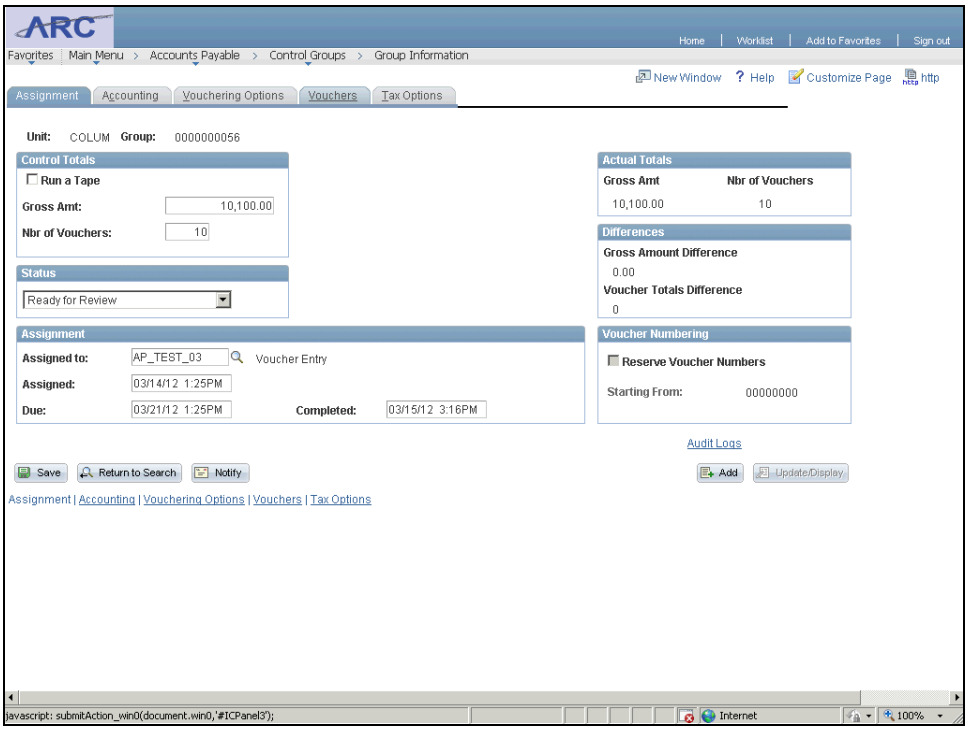
Step	Action
7.	Click the **Search** button.



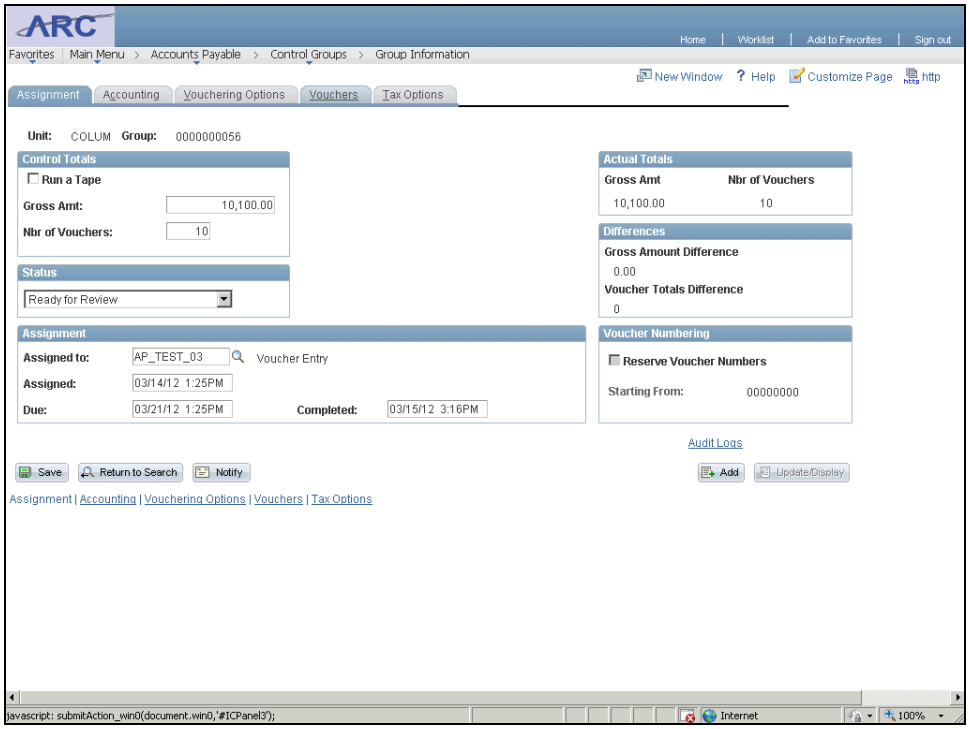
Step	Action
8.	Control Groups will start in 'Ready to Review' Status. You will verify that the number of vouchers and the total of the vouchers match. If they do, you will then change the status of the Control Group from 'Ready to Review' to 'Verified'. 



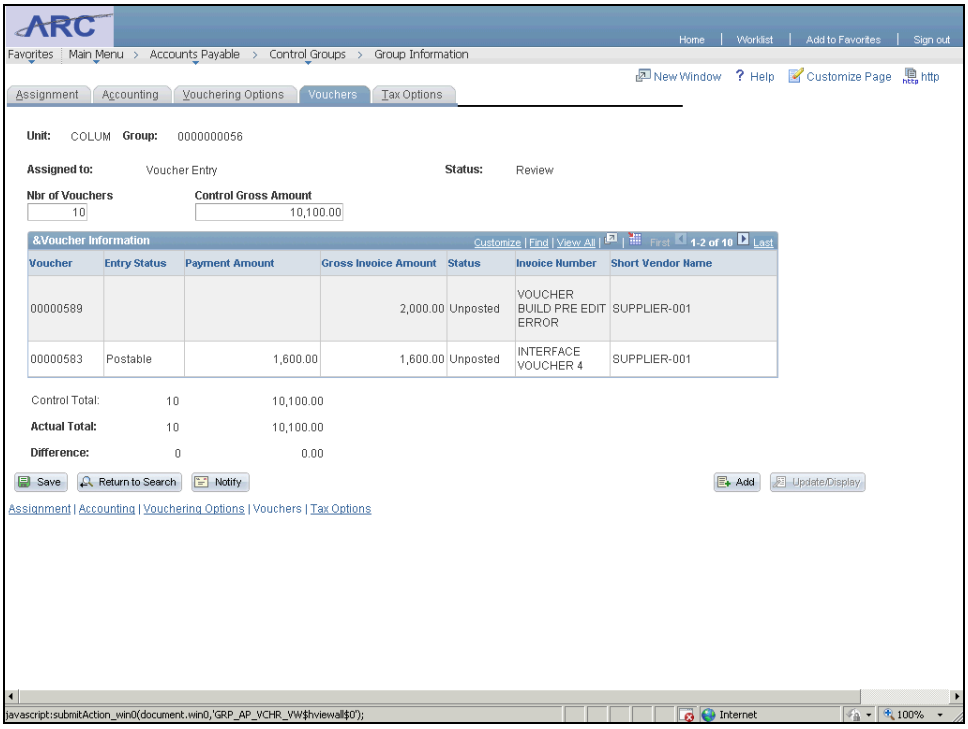
Step	Action
9.	See the **Gross Amt** of the vouchers that were loaded in this batch.



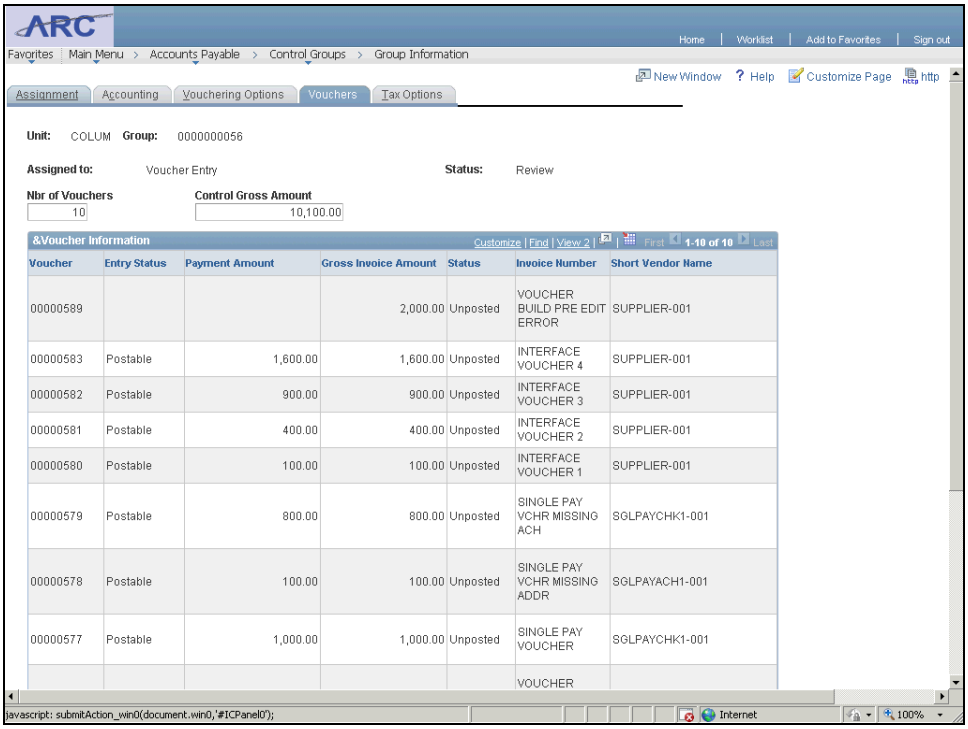
Step	Action
10.	See the **Nbr of Vouchers** that were loaded in this batch.



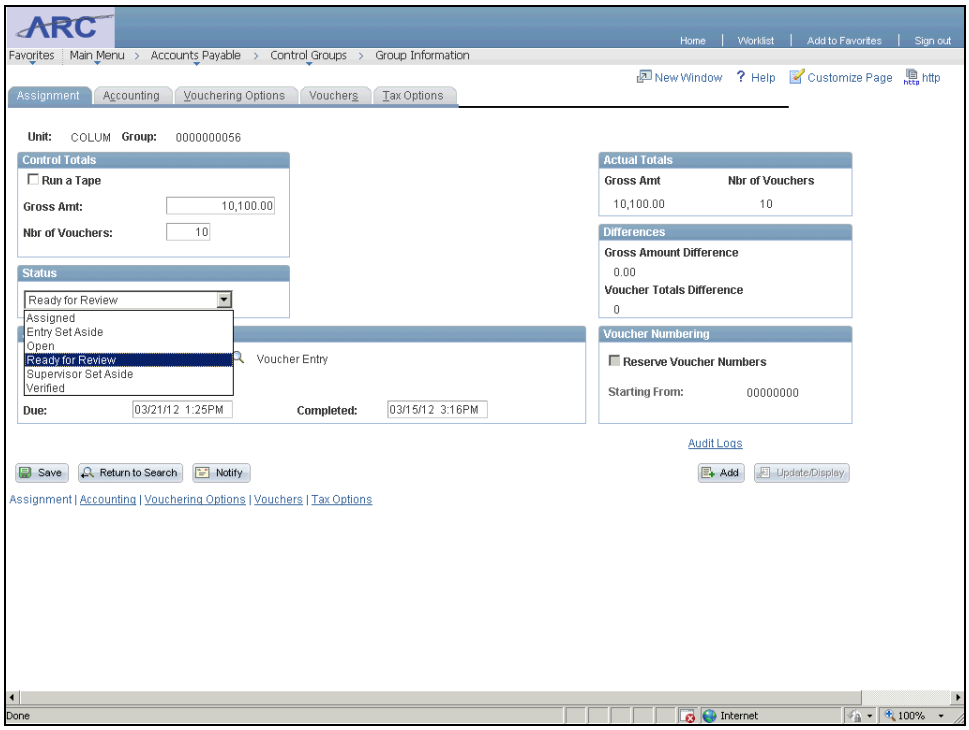
Step	Action
11.	Click the **Vouchers** tab.



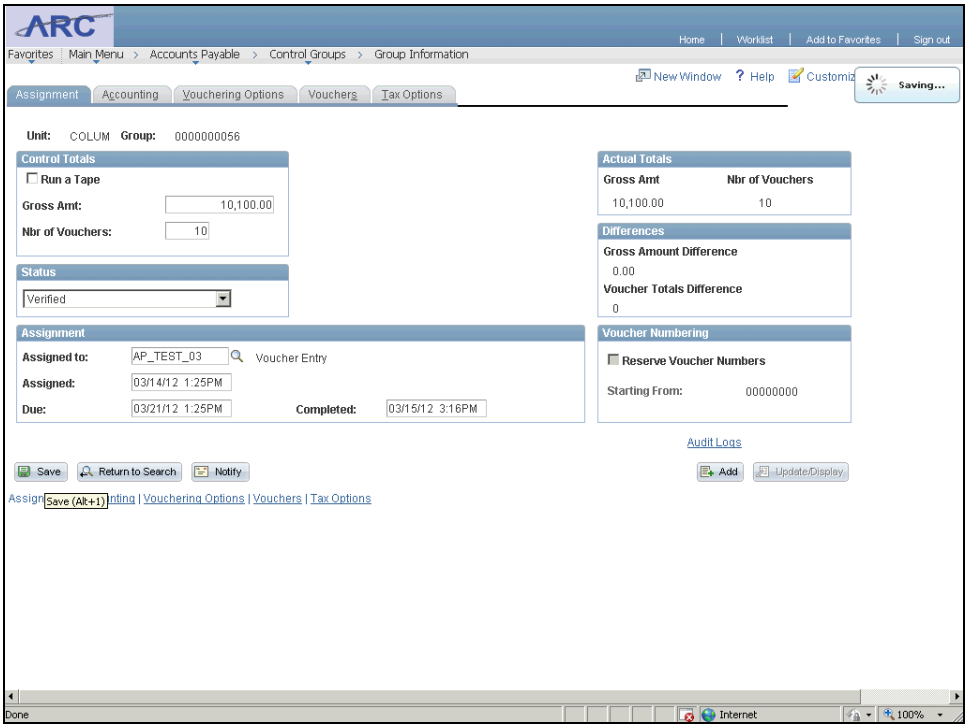
Step	Action
12.	Click the **View All** link to see all vouchers. View All



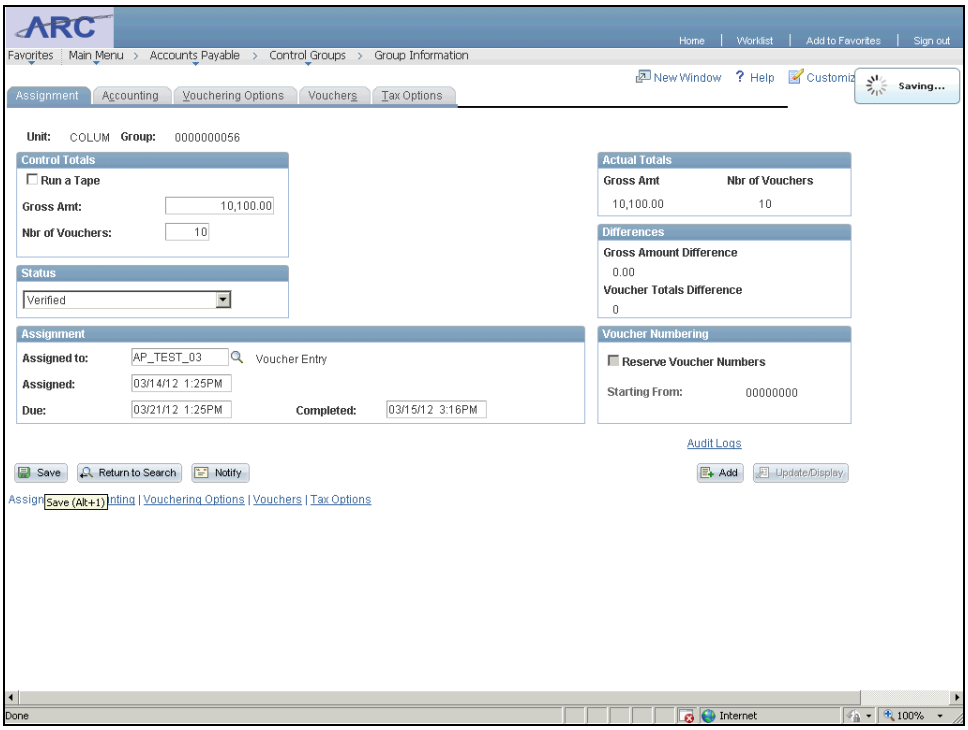
Step	Action
13.	Verify that the Gross Amount and the number of vouchers is correct, and then click the **Assignment** tab.



Step	Action
14.	Click the **Status** list and select **Verified**.



Step	Action
15.	Click the **Save** button.



Step	Action
16.	You have successfully verified control groups and completed the instructional portion of this course. You can now select the *Knowledge Assessment* lesson to receive credit for completing your role-based curriculum. **End of Procedure.**

Key Course Terms

Throughout the *Processing Interface Vouchers* course, it will be helpful to familiarize yourself with the following terms:

Term	Definition	Example
Voucher Build	The process of translating interfaced data into a voucher in ARC.	Voucher information is loaded into ARC via the EDI Interface Voucher Load and translated into a voucher via the Voucher Build program.
Voucher Build Error	Invalid data that prevents interfaced transaction data from being built into a voucher.	There is an invalid vendor ID that prevents interfaced data from being built into a voucher.
Pre-Edit Errors	ARC validates certain fields on interfaced data before the data is translated into a voucher. If certain data is missing, it is termed a Pre-Edit Error, as it will prevent a voucher from being build until the error is corrected.	The system ensure the following information exists in the interfaced data: business unit, vendor, vendor location, vendor address, invoice ID, invoice date, voucher lines and distribution lines.
Recycle Errors	Vouchers that are successfully built but contain a voucher edit error are saved with a "Recycle" status. Recycle errors include duplicate invoice and combo edit errors.	The interfaced voucher references the same invoice information (i.e. invoice number, invoice date, vendor, and total amount) as a pre-existing voucher in ARC.
Control Group	A mechanism to group vouchers together for the purpose of managing voucher control totals for interface files loaded into ARC. The Control Group captures the total voucher and total dollar amount of transactions processed through Voucher Build.	Interfaced vouchers are loaded into a specific Control Group, which will be validated by the appropriate department user responsible for verifying the control totals for the integrating system file.

Course References

Below please find all of the job aids, policies, and procedures included in this course:

1. Getting Started with the Web-Based Training Tool
2. Voucher Load Errors
3. Processing Interface Vouchers Training Guide

Training Acknowledgement

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (https://columbia.service-now.com/ (https://columbia.service-now.com/)). Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.
2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks by clicking here. If you have any questions about the training required for any security role, click here for the Course to Role Job Aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.

Glossary

ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Budget Check	In Commitment Control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
Control Group	Vouchers that are interfaced from integrating systems will be loaded into a Control Group to be verified by an appropriate department approver to validate the total voucher count and dollar amount loaded from the file. Control Groups will be loaded into the system with a 'Ready to Review' status. Once the Control Group is verified, users will change status from 'Ready to Review' to 'Verified'. Upon status change, vouchers will be approved and will be available to be posted and paid.
Entry Status	Indicates whether a voucher has been deleted, is postable, or has a recycle error that needs to be corrected. Vouchers that fail Voucher Build edit check due to incorrect data are updated to "Recycle" status.
Field	An area on a page that displays or requires data.
Matching	A system-performed process that is used to compare details between vouchers, purchase orders and receiving documents. The system will automatically perform the appropriate document comparisons when a purchase order is associated to a voucher (PO Voucher) and indicate whether the documents do or do not match.
Pre-Edit Error	Vouchers that fail Voucher Build pre-edit check due to invalid data are stored on the Voucher Build staging table as a "Pre-Edit Error".
Recycle Error	A voucher with a status of 'Recycle' lets you save the data. However, it cannot be paid or posted until the error is corrected.
Voucher Build	The Voucher Build process validates the transaction data for pre-edit and recycle error and builds vouchers within the voucher tables
Voucher Build Error Detail	Users with the appropriate security access will be required to review and resolve any voucher data that was not successfully processed from the interface files through the Voucher Build Error Detail page.