



Common Errors and How to Fix Them

Sum Invoice Line 1 Amount and Invoice Line 2 Amount is not zero.

- For the example below, (1a) *Invoice Line 1* has *Line Amount* and *Merchandise Amount* of **\$130** while (1b) *Invoice Line 2* has *Line Amount* and *Merchandise Amount* of **\$100**.
- Click on **Save** button.

The screenshot displays the PeopleSoft General Ledger interface for an invoice. At the top, there are tabs for 'Invoice Information', 'UHS Data Line', 'Payments', 'Voucher Attributes', 'Documents', and 'Approval Log'. The 'Invoice Information' tab is active, showing details for Business Unit SC759, Invoice No. UCT#10000, and Invoice Date 04/14/2021. Below this, the Vendor Information section shows Vendor ID 000000067 and Vendor Name 759 - UHCL UCT REPAIRS ACCOUNT. The 'Invoice Lines' section is expanded, showing two lines. Line 1 (1a) has a Line Amount of 130.00 and a Merchandise Amount of 130.00. Line 2 (1b) has a Line Amount of -100.00 and a Merchandise Amount of -100.00. At the bottom of the interface, the 'Save' button is highlighted with a red box and a '2' next to it. The 'Distribution Lines' table for each line shows the GL Unit, Account, Fund, Dept, Program, and Proj. For Line 1, the Account is 52806 and the Fund is 2064. For Line 2, the Account is 50050 and the Fund is 2060.



3. Upon saving, a warning message pops up because of the lines not balanced.
4. Click on **OK** button to continue saving the voucher.


The screenshot shows the PeopleSoft General Ledger Voucher entry interface. A warning message dialog box is displayed in the center, stating: "Warning -- Invoice line amounts exceed header amounts by 30.00. Voucher may be saved but not posted. (7030.4) Invoice line amounts exceed header amounts. You can save this voucher, but it will not post until it balances." The dialog has "OK" and "Cancel" buttons. A red box with the number "4" highlights the "OK" button.

The background interface includes the following sections:


- Invoice Information:** Business Unit: SC759, Invoice No: UCT#10000, Invoice Date: 04/14/2021, Voucher ID: NEXT, Voucher Style: Regular Voucher, Accounting Date: 04/14/2021.
- Vendor Information:** Vendor ID: 000000067, Short Name: 759UHCLUCT-001, Location: V, Address: 2. Vendor Name: 759 - UHCL UCT REPAIRS ACCOUNT, Address: 2060-C0053-F0715-NA-50050 (13098), HOUSTON, TX 77058.
- Invoice Lines:**
 - Line 1: *Distribute by: Amount, Ship To: 15835, SpeedChart: 15835, Item: UCT#10000 install new line, Unit Price: 130.00, Line Amount: 130.00.
 - Line 2: *Distribute by: Amount, Ship To: 13098, SpeedChart: 13098, Item: UCT#10000 install new line, Unit Price: -100.00, Line Amount: -100.00.
- Distribution Lines Table:**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2064	C0153	F1086	NA
<input type="checkbox"/>	1	-100.00		00759	50050	2060	C0053	F0715	NA



- Once the voucher is saved, the  icon appears by the *Voucher ID*, and the **discrepancy** is displayed and highlighted on the *Difference* field.

Summary | Related Documents | **Invoice Information** | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

Business Unit: SC759  Invoice No: UCT#10000 Action:


Voucher ID: 00039389 Invoice Date: 04/14/2021

Voucher Style: Regular Voucher Accounting Date: 04/14/2021

Vendor ID: 000000087 759 - UHCL UCT REPAIRS ACCOUNT
 ShortName: 759UHCLUCT-001 2080-C0053-F0715-NA-50050 (13098)
 Location: V HOUSTON, TX 77058
 *Address: 2 Comments(0)
 Advanced Vendor Search

Control Group: *Pay Terms: 00 Due Now
 Invoice Lines: 30.00 Basis Date Type: Inv Date
 *Currency: USD Pay Schedule: Other Non Transportation

Total: 0.00

Difference: 30.00 

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: 130.00
 SpeedChart: 15835 Description: UCT#10000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2084	C0153	F1088	NA


Line: 2 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: -100.00
 SpeedChart: 13098 Description: UCT#10000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	-100.00		00759	50050	2080	C0053	F0715	NA

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary



- Fix the amounts, and save the voucher.
- The  icon is gone, and the *Difference* field displays **0.00**.

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

Business Unit: SC759 Invoice No: UCT#10000 Action:

Voucher ID: 00039389 Invoice Date: 04/14/2021

Voucher Style: Regular Voucher Accounting Date: 04/14/2021

Vendor ID: 000000087 759 - UHCL UCT REPAIRS ACCOUNT
 ShortName: 759UHCLUCT-001 2080-C0053-F0715-NA-50050 (13098)
 Location: V HOUSTON, TX 77058
 *Address: 2

Advanced Vendor Search

Control Group: *Pay Terms: 00 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Pay Schedule: Other Non Transportation

Total: 0.00
 Difference: 0.00

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: 130.00
 SpeedChart: 15835 Description: UCT#10000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2064	C0153	F1086	NA

Line: 2 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: -130.00
 SpeedChart: 13098 Description: UCT#10000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	-130.00		00759	50050	2060	C0053	F0715	NA

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary



Distribution Line Amount OR Sum of Distribution Line Amounts (if more than one) is not equal to the corresponding Invoice Line Amount.

1. For the example below, *Invoice Line 2* has *Line Amount* of **\$-130** and *Merchandise Amount* of **\$-100**.
2. Click on **Save** button.

Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log

Business Unit: SC759 Invoice No: UCT#100000 Action:
 Voucher ID: NEXT Invoice Date: 04/14/2021
 Voucher Style: Regular Voucher Accounting Date: 04/14/2021

Vendor ID: 0000000067 759 - UHCL UCT REPAIRS ACCOUNT
 ShortName: 759UHCLUCT-001 2060-C0053-F0715-NA-50050 (13098)
 Location: V HOUSTON, TX 77058
 *Address: 2
 Comments(0)

Advanced Vendor Search
 Control Group: *Pay Terms: 00 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date Calc Basis Date
 *Currency: USD Pay Schedule: Other Non Transportation

Total: 0.00
 Difference: 0.00

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: UOM: Quantity:
 *Distribute by: Amount Unit Price: 130.00
 Ship To: Line Amount: 130.00
 SpeedChart: 15835 Description: UCT#100000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets					
<input type="checkbox"/>								
Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
1	130.00		00759	52806	2064	C0153	F1086	NA

Line: 2 Item: UOM: Quantity:
 *Distribute by: Amount Unit Price: **-130.00**
 Ship To: Line Amount: **-130.00**
 SpeedChart: 13098 Description: UCT#100000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets					
<input type="checkbox"/>								
Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
1	-100.00		00759	50050	2060	C0053	F0715	NA

2

Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log



3. Upon saving, a warning message pops up because of the lines not balanced.
4. Click on **OK** button to continue saving the voucher.

The screenshot shows the PeopleSoft General Ledger Voucher entry interface. A warning message dialog box is displayed in the center, stating: "Warning - A Voucher Line has Distributions that do not equal Merchandise. (7030,678) A Voucher Line has Distributions that do not equal Merchandise. You can save this voucher, but it will not post until it balances." The "OK" button in the dialog is circled in green and labeled with the number "4".

Invoice Information

Business Unit: SC759 Invoice No: UCT#100000
Voucher ID: NEXT Invoice Date: 04/14/2021
Voucher Style: Regular Voucher Accounting Date: 04/14/2021

Vendor ID: 0000000067 759 - UHCL UCT REPAIRS ACCOUNT
ShortName: 759UHCLUCT-001 2060-C0053-F0715-NA-50050 (13098)
Location: V HOUSTON, TX 77058
*Address: 2

Control Group:
Invoice Lines: 0.00
*Currency: USD

Total: 0.00
Difference: 0.00

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

Invoice Lines

Line: 1 Item: UOM:
*Distribute by: Amount Unit Price: Quantity:
Ship To: Line Amount: 130.00
SpeedChart: 15835 Description: UCT#100000 install new line

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2064	C0153	F1088	NA


Line: 2 Item: UOM:
*Distribute by: Amount Unit Price: Quantity:
Ship To: Line Amount: -130.00
SpeedChart: 13098 Description: UCT#100000 install new line

Distribution Lines


Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	-100.00		00759	50050	2060	C0053	F0715	NA

Buttons: Save, Notify, Refresh, Add, Update/Display



5. Once the voucher is saved, the  icon appears by the *Voucher ID*, and the **discrepancy** is displayed and highlighted on the *Difference* section of *Invoice Line 2*.

Summary | Related Documents | **Invoice Information** | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

Business Unit: SC759  Invoice No: UCT#100000 Action:
 Voucher ID: 00039390 Invoice Date: 04/14/2021
 Voucher Style: Regular Voucher Accounting Date: 04/14/2021
 Run

Vendor ID: 0000000067 759 - UHCL UCT REPAIRS ACCOUNT
 ShortName: 759UHCLUCT-001 2060-C0053-F0715-NA-50050 (13098)
 Location: V HOUSTON, TX 77058
 *Address: 2 Comments(0)
 Advanced Vendor Search

Control Group: *Pay Terms: 00 Due Now Calc Basis Date
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Pay Schedule: Other Non Transportation

Total: 0.00
 Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number: Copy PO
 Copy From: None Go


Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: 130.00
 SpeedChart: 15835 Description: UCT#100000 install new line
 One Asset

Calculate
Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2064	C0153	F1086	NA


Line: 2 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: -130.00
 SpeedChart: 13098 Description: UCT#100000 install new line
 One Asset

Calculate
Difference
 Line Amount: -130.00
 Distributed: -100.00
 Difference: **30.00** 

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	-100.00		00759	50050	2060	C0053	F0715	NA



- Fix the amounts, and save the voucher.
- The  icon and the *Difference* section of *Invoice Line 2* are gone.

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

Business Unit: SC759 Invoice No: UCT#100000 Action:

Voucher ID: 00039390 Invoice Date: 04/14/2021

Voucher Style: Regular Voucher Accounting Date: 04/14/2021

Vendor ID: 000000087 759 - UHCL UCT REPAIRS ACCOUNT
 ShortName: 759UHCLUCT-001 2080-C0053-F0715-NA-50050 (13098)
 Location: V HOUSTON, TX 77058
 *Address: 2

Control Group: *Pay Terms: 00 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Pay Schedule: Other Non Transportation

Total: 0.00
 Difference: 0.00

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: 130.00
 SpeedChart: 15835 Description: UCT#100000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2064	C0153	F1086	NA

Line: 2 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: -130.00
 SpeedChart: 13098 Description: UCT#100000 install new line One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	-130.00		00759	50050	2080	C0053	F0715	NA

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary



In some cases, the warning message would still appear upon saving even after fixing the amounts.

For this scenario,

1. Take note of the Voucher ID.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary
Business Unit:	SC759	Invoice No:	UCT#100000		Action:			
Voucher ID:	00039390 1	Invoice Date:	04/14/2021					
Voucher Style:	Regular Voucher	Accounting Date:	04/14/2021		Run			
Vendor ID:	0000000067	759 - UHCL UCT REPAIRS ACCOUNT						
ShortName:	759UHCLUCT-001	2060-C0053-F0715-NA-50050 (13098)						
Location:	V	HOUSTON, TX 77058	Comments(0)					
*Address:	2							
Advanced Vendor Search								
Control Group:		*Pay Terms:	00	Due Now	Calc Basis Date			
Invoice Lines:	30.00	Basis Date Type:	Inv Date					
*Currency:	USD	Pay Schedule:	Other Non Transportation					
Total:	0.00							
Difference:	30.00	<div style="border: 1px solid gray; padding: 5px;"> Copy From Source Document PO Unit: <input type="text"/> PO Number: <input type="text"/> Copy PO Copy From: <input type="text" value="None"/> Go </div>						
Calculate								



PeopleSoft General Ledger Documentation

2. Click on Update/Display button at the bottom of the page.

The screenshot displays the 'Invoice Lines' interface in PeopleSoft. It shows two line items, each with a 'Distribution Lines' table below it. The 'Update/Display' button at the bottom right is circled in green and labeled with a '2' in a red box.

Line 1:

- Line: 1
- *Distribute by: Amount
- Ship To: [Searchable]
- SpeedChart: 15835
- Item: [Searchable]
- Unit Price: [Searchable]
- Line Amount: 130.00
- Description: UCT#100000 install new line
- UOM: [Searchable]
- Quantity: [Searchable]
- One Asset

Line 2:

- Line: 2
- *Distribute by: Amount
- Ship To: [Searchable]
- SpeedChart: 13098
- Item: [Searchable]
- Unit Price: [Searchable]
- Line Amount: -100.00
- Description: UCT#100000 install new line
- UOM: [Searchable]
- Quantity: [Searchable]
- One Asset

Distribution Lines Table (Line 1):

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2064	C0153	F1086	NA

Distribution Lines Table (Line 2):

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	-100.00		00759	50050	2060	C0053	F0715	NA

Buttons: Save, Notify, Refresh, Add, Update/Display (circled in green), 2

Navigation: Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary



3. On the Find an Existing Value tab, enter the **Business Unit** and **Voucher ID**.
4. Click on the **Search** button.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit:	=	▼	SC759	<input type="button" value="Q"/>
Voucher ID:	begins with	▼	00039390	
Invoice Number:	begins with	▼		
Invoice Date:	=	▼		<input type="button" value="BI"/>
Short Vendor Name:	begins with	▼		
Vendor ID:	begins with	▼		<input type="button" value="Q"/>
Name 1:	begins with	▼		
Voucher Style:	=	▼		▼
Related Voucher:	begins with	▼		
Entry Status:	=	▼		▼
Voucher Source:	=	▼		▼

Case Sensitive

[Basic Search](#)

4



- Go to Invoice Information tab.
- Fix the amounts, and save the voucher.

Summary | Related Documents | **Invoice Information** | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary

Business Unit: SC759 Invoice No: UCT#100000 Action:

Voucher ID: 00039390 Invoice Date: 04/14/2021

Voucher Style: Regular Voucher Accounting Date: 04/14/2021

Vendor ID: 0000000067 759 - UHCLUCT REPAIRS ACCOUNT
 ShortName: 759UHCLUCT-001 2060-C0053-F0715-NA-50050 (13098)
 Location: V HOUSTON, TX 77058
 *Address: 2

Invoice Lines: 0.00 *Pay Terms: 00 Due Now
 *Currency: USD Basis Date Type: Inv Date
 Pay Schedule: Other Non Transportation

Total: 0.00
 Difference: 0.00

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: 130.00
 SpeedChart: Description: UCT#100000 install new line

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	130.00		00759	52806	2064	C0153	F1086	NA

Line: 2 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: -130.00
 SpeedChart: Description: UCT#100000 install new line

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Proj
<input type="checkbox"/>	1	-130.00		00759	50050	2060	C0053	F0715	NA

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | Error Summary