Pre-Invoice Validations – Frequently Asked Questions

Q: What is a pre-invoice validation and how does it benefit the invoicing process?

Beeline Enterprise's Pre-Invoice Validations feature identifies and removes financial transactions that would cause failures on scheduled invoice batches. Removing these invalid records from the invoice batch significantly benefits both the client and the Program Office by reducing the risk of delayed invoice delivery and providing more time to address data issues without compromising the invoice schedule.

Q: How are these pre-invoice validations different from the standard invoicing validations/exceptions that Beeline Enterprise already has in place?

Pre-invoice validations can *remove* financial transactions that would cause failures on scheduled invoice batches. In contrast, our traditional invoice validations/exceptions can lead to entire final invoice batch failures if issues are not resolved prior to the final invoice run time and problematic records are not removed from the invoice batch.

Q: How will the Program Office be notified when a record is removed by a pre-invoice validation?

As shown in the example below, the existing invoice notification (email) includes a new section labeled, "Invoice Prevalidation Failures" to indicate the **TOTAL** number of invalid records **REMOVED**.

Be aware that these email error logs are specific to the invoice type and the errors captured. The example displayed below is for a Services Procurement (SP) invoice.

Sample invoice notification (Summary) – shows there are 3 pre-invoice validation failures in **TOTAL**—with a hyperlink to navigate to the details.

Invoicing 2.0 Process Status.

Invoice Summary Information

Invoice Category	Invoice Number	Invoice Prevalidation Failures	Critical Exceptions	Non Critical Exceptions	Failed Validation	Invoice Process	Writeback Process	Feed Process
[illegible] Final	[illegible]	3	0	0	0	Awaiting Financial Approval	Successful	Feed Inactive

Invoice Summary Data

Products	Incurred Gross	Incurred Net	Invoice Gross	Invoice Net
Time and Material	[illegible]	[illegible]	[illegible]	[illegible]
Milestones	Not Applicable	Not Applicable		

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Sample invoice notification (cont'd) – shows the timesheet section which lists the 3 failures and provides details as to why they were **REMOVED**.

PrevalidationTimesheetFailures

Timesheet - Supplier is missing External Code

Timesheet - Supplier is missing External Code

TimesheetHeaderID	Assignment Number	Week Ending	Removed from invoice	Additional Details
[illegible]	[illegible]	[illegible]	Removed	Timesheet Supplier [illegible] is missing External Code
[illegible]	[illegible]	[illegible]	Removed	Timesheet Supplier [illegible] is missing External Code
[illegible]	[illegible]	[illegible]	Removed	Timesheet Supplier [illegible] is missing External Code

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Critical Exceptions

No Critical Exceptions Available

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Sample invoice notification (cont'd) –shows the additional sections of the notification email for this invoice type. Notice that all sections include a hyperlink to navigate back to the top.

PnS Timesheet total incurred amount exceeds budget

No Non Critical Exceptions Available

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Validations

No Validations Available

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Error Log

No Error Log Available

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*As a best practice, a review of ALL the sections in the email notification, is strongly encouraged since potential issues posted as warnings may not be reflected in the email's **Subject** line or the notification's **Summary** section.*

If the status of an invoice item is changed by the pre-invoice validation process, then the individual timesheet, expense voucher, miscellaneous fee, milestone, or unit of measure payment will display its new status as well as the reason for the exclusion.

Q: What does it mean to “remove” an item from the invoice process?

Financial records are “removed” by extracting them from the scheduled invoice batch so that they can be reviewed, revised, and re-approved (if needed). By removing these records from the invoice batch, we eliminate the delay factor caused by having records in the invoice batch that will not pass the validating process. The invoicing process can only proceed when ALL records in the batch pass the validation checks.

All “removed” records need to be reviewed and revised by the Program Office. Which records were removed is detailed in Beeline’s notification email. Our “How to resolve pre-invoice validation issues” manual provides insights and guidance on how to make these adjustments. Once the financial record is adjusted, in most cases, it will need to be re-approved. The approval workflow adds the record to the next invoice batch for processing. The timeframe of the “next” invoice batch will depend on how quickly the “removed” financial record is adjusted and approved.

Q: Once the pre-invoice validation error has been corrected in Beeline Enterprise, how will it be invoiced?

The corrected record will be processed on the subsequent invoice run, assuming typical approvals and date criteria are met.

Q: Will pre-invoice validations apply for preliminary invoices?

Yes, pre-invoice validations will apply on preliminary invoices. This will provide the Program Office with advance notice to make any necessary adjustments before the final invoice.

Q: Will pre-invoice validations apply for accruals?

No, pre-invoice validations will not cause records to be removed from the accrual batch, however they may appear on the invoice notification as a warning.

Q: Will the Program Office continue to receive notifications from the Beeline COM team for existing invoicing errors that are not included in the pre-invoice validations?

Yes. There is no change to this existing process.

Q: How were these specific validations selected by Beeline, and will more be added in the future?

These specific data checks were selected as Phase 1 for our Pre-Invoice Validations feature because they represent the most commonly encountered data errors that result in invoice failures, across all Beeline clients. No additional pre-invoice validations are under development at the moment but we expect new ones to be added as we expand the scope of this feature in the future.

Q: How will the Program Office know what actions to take to resolve pre-invoice validation errors?

Please refer to our “**How to resolve pre-invoice validation issues**” manual for guidance. It includes a brief description for each validation issue along with potential solutions for the Program Office or Resource to follow.

Click here to download the manual.

If additional help is needed resolving pre-invoice validations, please submit a JIRA ticket.

