

## eSettlements Flat File Upload Emails Quick Reference

### Overview

An eSettlements supplier receives an email confirmation soon after a file is successfully uploaded. The email is sent to the user who was logged in when the file was uploaded. The invoice validation process runs at 4:00am, 12:30pm and 6:00pm Monday – Friday and at 12:30pm and 6:00pm on Saturday and picks up all invoices successfully uploaded since the last validation. If the file does not upload successfully, an email is sent explaining the reason.

### Successful File Upload Email

If the supplier ID is correct, the file is processed when the Agreement is in Approved status and you received the notification email below. The file remains in Pending Status on your Invoice Upload page. You continue to receive emails at each validation cycle.

#### EMAIL File Upload Successful





From: esettlement@umich.edu  
 Sent: Wednesday, August 27, 2008 5:20 PM  
 To: File\_Uploader@supplier.com  
 Subject: Your E-settlement file uploading of flat\_in\_021.dat is successful!

Your file has been successfully loaded!

#### Upload Invoice File

User ID

\*Supplier ID

Personalize   Find   View All     First 			
1 of 1  Last			
	File Name	File Status	Do Not Process
1	MarksBroadwayReview_2016-08-03.dat	P	<input type="checkbox"/>

The file remains in Pending Status on your Invoice Upload page (Fig 1). You continue to receive emails at each validation cycle.

### Unsuccessful File Upload Emails

If there is an issue with the supplier ID on the file, two types of emails are sent (depending on the reason) stating the file has not processed. In both cases, they are sent to the specific user logged in when the file was uploaded and the University of Michigan eSettlements Accounts Payable staff.

**EMAIL #1: Agreement is NOT in Accepted Status or Incorrect Supplier ID**

From: esettlement@umich.edu  
Sent: Monday, September 08, 2008 6:01 PM  
To: File\_Uploader@supplier.com  
Cc: PR EM PAYABLES USERS  
Subject: This eSettlement file has not been processed.

The file (Mikan\_test\_po\_9\_5\_2008.dat) uploaded by user (MAISPREC) was not processed as it contained invoice information for a vendor id which doesn't have an accepted eSettlement agreement or is not tied to this userid.

- **No Agreement Status:** When a supplier ID that does not have an eSettlements Agreement in Accepted status or if the user who uploaded the file is not associated with the supplier ID used on the file.

Contact your SUPPLIER ADMINISTRATOR to check the status of the agreement and verify if you are populating the correct supplier ID in the file if you are not allowing it to default

- **Incorrect Supplier ID**

If the Supplier ID is incorrect, mark the file as Y, Do Not Process, and click **Save** at the bottom of the page. File Status changes from P (Pending) to X (Canceled) as in Fig 2.

User ID

\*Supplier ID   Name

Personalize   Find   View All         First		
1 of 1  Last		
File Name	File Status	Do Not Process
1 MarksBroadwayReview_2016-08-03.dat	X	<input type="text" value="Y"/>

The file will be removed from your Upload Invoice File screen at the next validation cycle. You will need to correct the supplier ID on the file you had saved on your system and rename it, or create a new file and repeat the Upload Invoice process.

**EMAIL #2: Multiple Suppliers Populate the File Email**





From: esettlement@umich.edu [mailto:esettlement@umich.edu]  
Sent: Friday, September 12, 2008 12:47 PM  
To: File\_Uploader@supplier.com  
Cc: PR EM PAYABLES USERS  
Subject: This eSettlement file has not been processed.

The file (F\_62.DAT) uploaded by user (MAISPREB) was not processed as it contained more than one vendor ids.

The email is sent when the file was populated with more than one supplier ID. To resolve, mark the file as Y (Do Not Process) and submit a unique file for each supplier ID.

User ID MAISPREC

\*Supplier ID 0000671620 x Name MARK'S BROADWAY REVIEW INC

Personalize   Find   View All    			
1 of 1  Last 			
	File Name	File Status	Do Not Process
1	MarksBroadwayReview_2016-08-03.dat	X	<input type="checkbox"/>