

How to Run the Payment Run Errors Report

Agencies should review the payment run error report regularly.

In SCEIS, run transaction code: **Z_SCEIS_ERRORS**

Report to Show Inbound, Outbound and Payment Run Errors

 

Selection Criteria

To Process Date				
Min Number of Days on File				
Business Area	E120	to		
Fiscal Year	2026	to		
Document Number		to		
Document Type		to		
Vendor Number		to		

☒ Blank Lines Between Documents
☐ Include documents where errors have been reviewed

Error Code		to		
☒ Interdepartmental Transfers				
☒ Vouchers (Non-Specials)				
☒ Vouchers (Specials)				
☐ 003 - Payment Blocks				

Transaction defaults to not include Payment Block errors. Check this box to see those errors as well.

Email Recipients to 

Common Errors & Solutions:

- 001 – Debit balance exists for vendor 7000xxxxxx — A credit has been keyed for the vendor. The document will remain on the report until invoice documents equal to or greater than the credit issued are processed.
- 003 – Item is blocked for payment, further explained by the Block Indicator code:

Block ind.	Description
	Free for payment
*	Skip account
A	Locked for payment
B	Blocked for payment
C	CG Review Block
D	Credit Memo pymt blk
E	Security Evaluation
F	Federal Levy Block
I	CML:InvestorContra...
L	Retirement Sys Levy
N	Postprocess inc.pmnt
P	CG Audit Workflow
R	Invoice verification
S	State Levy Block
T	List Voucher Block
V	Payment clearing
X	CG Audit Rejection

- 004 – Account is blocked for payment — CG's Office has placed a block on the vendor, usually for a State tax levy. Payment with this block will be resolved by the CG's Office.
- 006 – Payment amt is not within the limits allowed (1.00-99,999,999.99) — normally due to the total for the invoice document being \$0.99 or less. The document will automatically be picked up for the payment run once the total invoices for that vendor exceed \$1.00.
- 081 – Cash edit failed for BUS Area: XXXX: Document xxxxxxxxxx; Fund xxxxxxxx — Insufficient cash. This may be due to timing or agencies may need to transfer cash from another fund. If the fund used on the document was incorrect then it will likely need to be reversed/deleted.