

**Subject:** A new validation check will eliminate special characters on invoice header reference fields

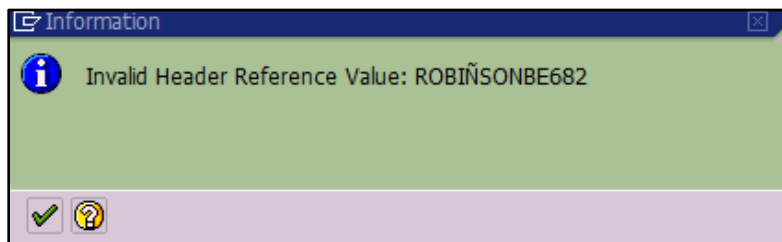
**Audience:** Accounts payable users

Effective Friday, June 24, 2022, a new validation process will check invoices to prevent special characters from appearing in the header reference field. This change will also prevent ACH vendor payment files from failing due to special characters.

The process will apply to all invoices entered, whether created in ECC or uploaded using the interface process.

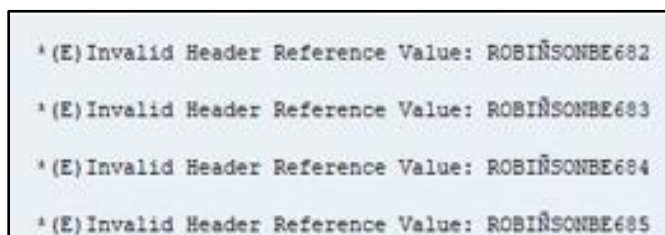
If an invalid character is entered in the reference field, users will receive a message similar to the ones shown below. The action noted below must be taken to allow ACH vendor payment files to process.

### Message received from ECC entry



To clear the message received from ECC entry, enter a reference field value that does not contain the invalid character.

### Message received from Interface entry once the file has been processed



If you receive the above message, you will need to edit the interface file. To make the correction, use the text file that you originally uploaded to remove the invalid character from the reference field. Then upload the corrected interface file.

If you have any questions, please contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit <https://sceis.sc.gov/requests>).

Thank you,

The SCEIS Team