OPERATING DOCUMENTATION

Repairing a rejected invoice import batch

Reference: DOC-23738
Date: July 13, 2026
Documentation owner: Elm Quay Cooperative
Reviewed by: Danny Bell

Rejected rows and source version

Use this procedure when an invoice import rejects rows because supplier identifiers and purchase-order lines disagree. Corrections must be staged before release.

The batch record carries source version, import identifier, rejected rows, supplier key, purchase-order reference, and rejection reason. The live ledger is not the reconstruction source.

Choosing the operating path

Read the condition and operating-path sections before taking a committing action. The normal-path reference describes the ordinary operation; a selected preview, recovery, or withdrawal path changes which of those actions should be taken.

Stage, reconcile, and release

1. Normal-path reference: Copy the source to staging, resolve each row against approved supplier and purchase-order records, preview new, changed, and still-rejected rows, then release only reviewed rows.
2. Do not edit a rejected row in the live ledger or infer identity from a display name. A successful preview changes no payable state and says nothing about unreleased rows.

Another editor is active

Another operator or process may change the same resource during the rejected invoice import batch. The version shown at the start can therefore differ from the shared version at confirmation.

Use the product's documented revision comparison, status output, or an exported before-and-after manifest before committing. If it shows a concurrent change, compare affected fields and either incorporate that change deliberately or reopen the operation from the current version.

A forced retry without reviewing the difference risks overwriting work and is outside this procedure.

Checkpointed continuation

When the product exposes a supported checkpoint or restart boundary, the operator will continue the rejected invoice import batch from that verified point rather than begin the entire sequence again. If no restart facility exists, the operator records the last confirmed boundary and starts a new operation from the preserved input.

Open or inspect the saved operation when the product supports it, compare its checkpoint with the current input, and resume only the unfinished portion. Otherwise use the recorded boundary to prepare a new operation. If the input changed, create a new operation and keep the previous checkpoint or run note as history.

The final review will reconcile the resumed or newly started portion with the earlier accepted portion so that completed work is neither skipped nor applied twice. An unsupported resume is left pending rather than implied by a copied status message.