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REFERENCE MANUAL ERROR CORRECTION	11-1 12/94

INTRODUCTION

The information discussed in this chapter generally refers to errors detected on transactions entered in edit modes '0' or '1'. Transactions entered in edit mode 2 (on-line edit and post) are fully edited and if appropriate, rejected on-line. The only nightly batch processing performed in these transactions is posting to payment processing tables, if applicable, and posting to the History File.

The production of useful and accurate reports, the goal of any information system, requires correct data to be recorded in the system's database. Naturally, correct entry during original input is ideal, but systems must allow for error detection and correction. The error correction process in R ★ STARS allows the information entered during the day to be corrected and changed up until the time that the transaction is posted to the R ★ STARS financial tables.

The error correction process used is determined by when the error is detected and how the transaction was entered into the system. There are three types of error correction transactions in R ★ STARS:

- Correction of errors prior to posting in the nightly batch cycle
- Correction of rejections
- Correction of errors detected by R ★ STARS

This chapter provides an overview of the error correction procedures available in R ★ STARS and discusses each of the specific types of error correction listed above. For detailed descriptions of all error correction procedures in R ★ STARS, reference Chapter 4 - Error Correction Procedures of the R ★ STARS Data Entry Guide. The following sections are included in this chapter.

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Also, see the SFMS Policies and Procedures Manual for Error Correction Methods.

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11-1 CORRECTION OF ERRORS PRIOR TO POSTING IN THE NIGHTLY CYCLE

Input preparation is the first step in preparing accounting data for processing by R ★STARS. Because this is the first step in the processing cycle, it is the ideal point at which to ensure valid, error-free transactions. The basic steps involved in input preparation include:

- Coding the input forms with the appropriate R ★STARS classification and information data
- Calculating document control totals
- Batching similar types of documents together
- Calculating batch control totals
- Recording batches in a batch control log
- Submitting batches for data entry

When the batches of accounting transactions are released to the system for processing, the accounting transaction input preparation process has been completed. The accounting transaction input preparation exhibit summarizes this process.

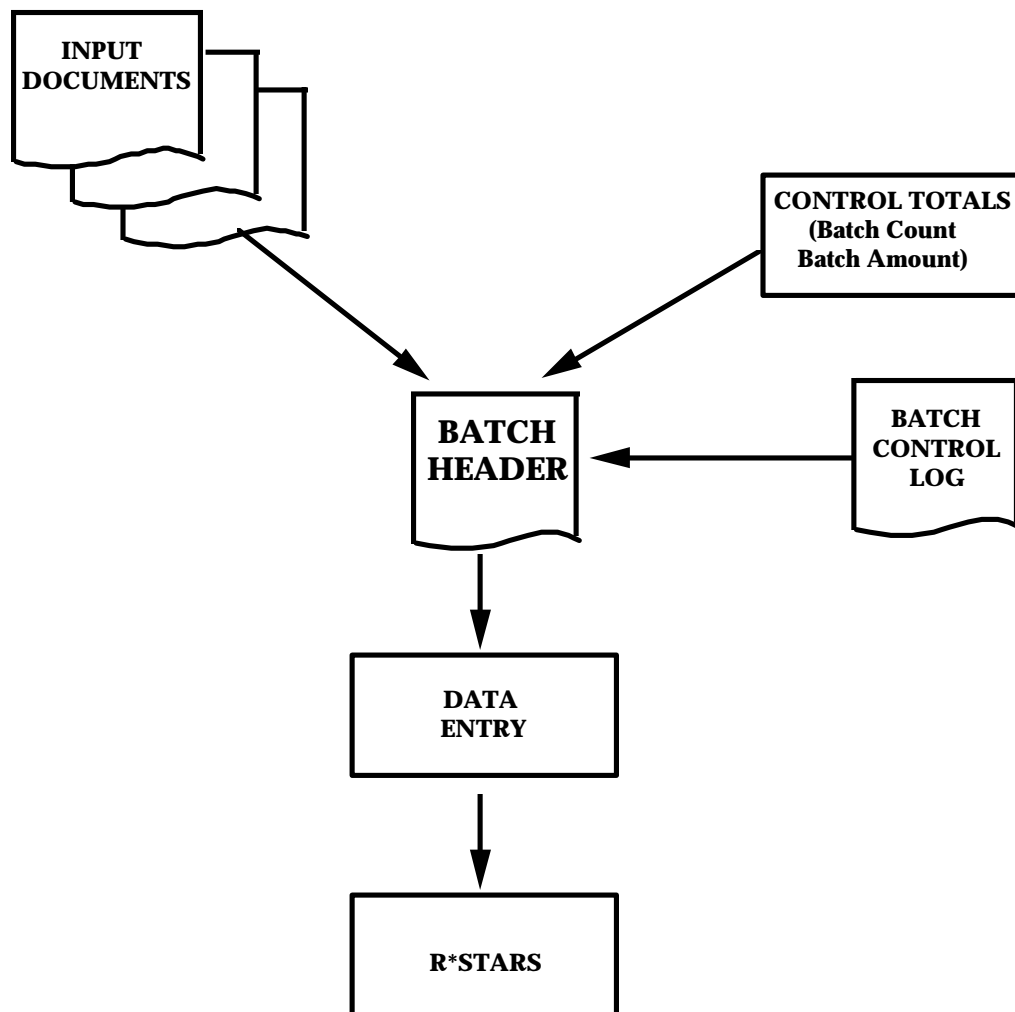
Detection

Not all errors can be detected by the Input, Edit, Update (IEU) process. For example, amounts may be in error, or errors such as citing a valid but incorrect PCA, Comptroller Object, Document Number, or Transaction Code may not be detected during the editing process, thus allowing the transactions to be posted to financial tables.

Although errors of this type may eventually be discovered indirectly through the update validation and fund control process when related follow -up transactions are entered, the immediate result of posting such erroneous transactions is inaccurate reporting. Therefore, it is imperative that personnel review all reports as they are received to ensure that accounting data has been properly posted. Careful review will catch errors when they can be easily corrected and before they cause a series of errors.

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ACCOUNTING TRANSACTION INPUT PREPARATION



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Correction

Before a batch is approved and released, corrections can be made to the batch using the 510 Recall a Batch For Correction, 54A Batch Header Correction, and/or 54B Detail Correction screens in much the same way as errors detected by R ★STARS are corrected after nightly processing. Once a transaction is released, approved if required, and error -free, the transaction is posted to the History File and may only be corrected by entering a reversal and/or correcting entry.

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11-2 CORRECTION OF REJECTIONS

Rejections are transactions submitted through interfaces to R ★STARS that have errors so severe that they cannot be stored in the R ★STARS Internal Transaction (IT) File. Detection and correction of rejected transactions are discussed below.

Detection

During processing, basic checks are performed on the input data. All errors found by this program result in rejection of the transaction or the batch. The deficiencies that can cause this condition are:

- Unbatched accounting transactions
- Records that are not legally classified in the system as accounting transactions
- Duplicate document or batch headers transactions

These conditions rarely occur. When they do, the error must be identified and corrected and the transactions resubmitted for processing.

Correction

The correction of rejections is accomplished by resubmitting the accounting transactions in corrected form.

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11-3 CORRECTION OF ERRORS DETECTED BY R ★ STARS

Errors detected by the R ★STARS IEU process are discussed below.

Detection

The errors discussed in this section are identified internally by R ★STARS during the IEU process. For each transaction in error, a specific data element or combination of data elements has been identified as violating an edit rule or the transaction amount violates a funding edit. This section describes the various groups of errors that may occur, the way in which they are reported, and the procedures that must be used to correct them.

Batch Errors

Batch errors include invalid or incorrect data elements which enter the system on the batch header. The other type of batch level error relates to the computed transaction count and amount not matching the entered count and amount. Transactions in a batch are not released until the batch is balanced, so this type of error should rarely be seen on the error reports for internal users. These error codes start with a 'B'.

Transaction Errors

The data elements contained in accounting transactions are subjected to a variety of edit checks. Up to six error conditions may be detected for a transaction before further editing procedures are terminated. The field and profile look up errors are identified by an error code. The first position of the code is an 'E' for fatal data errors, or a 'J', or 'W' for warning error messages.

When correcting a transaction relating to cost allocation, the user will not be able to successfully change the Transaction Code, Reverse Indicator (RVS) and /or Transaction Amount. This will ensure an out-of-balance situation is not created during the error correction process.

Also, certain data elements within a transaction are not allowed to be entered or changed since they have been inferred or defaulted from a profile relationship. The following lists of data elements indicate which elements should not allow or should allow an override if inferred or defaulted from a profile relationship. Note: These edits will be fatal but subject to the override capabilities provided by the D02 Agency Profile as described on the next page.

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1) Elements that should **not** allow an override at the time of transaction entry are:

Comptroller's Object Fund	Project Cost Account (PCA)
Appropriation Number	Comptroller General Ledger Account Number
Grant Number/Phase	Vender Name and Address (except dummies)
Project Number/Phase	Recurring Transaction Index (RTI)
Index	Multipurpose Code
	Agency Codes 1, 2, or 3

2) Elements that should allow an override at the time of transaction entry are:

Effective Date	Payment Distribution Type (PDT)
Due Date	Appropriation Year
Agency	Vendor Name and Address (only dummies)
Document Agency	

Fund control edits check the input transaction to ensure that a control balance in one of the master tables is not exceeded after posting the transaction. Fund control edits may occur at varying points in time. The error messages reported for each error identify which month or year is overexpended. Error messages for most fund control errors include one of the following designations:

- **PY** - Prior Year
- **PM** - Prior Month
- **CUM** - Cumulative to date

For example, the error message generated for an expenditure transaction which exceeds the agency budget balance for the prior year would appear as:

PY AB OVEREXPEND

Detection, reporting, and correction are described and illustrated on the following page. Each cause relates to the process listed on page 11- 9 of this chapter.

The profile control edits are those that check to ensure that certain characteristics are present in certain fields before posting takes place. The fund and table control errors are identified by a three digit error code. The first digit of the error code is 'F' for fatal errors or 'K' for warning messages.

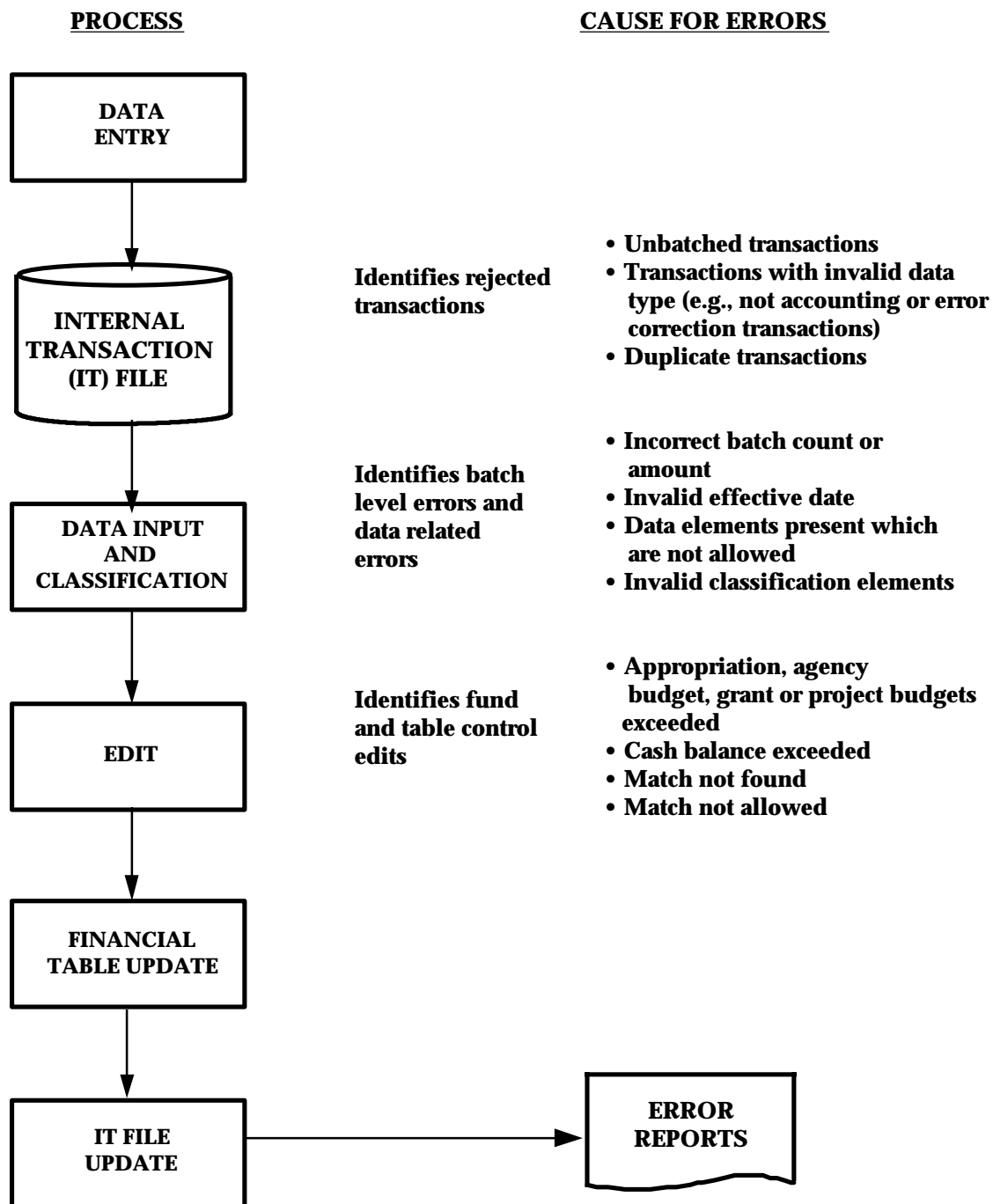
These types of accounting errors, if fatal ('B', 'E' and 'F'), are stored on the transaction where they can be corrected as appropriate. It should be noted that certain batch errors, for

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example errors in Effective Date or the Disbursement Method Indicator, can be recorded as errors in the detail transactions. These errors become 'E' errors as well as 'B' errors on the transaction. Warning errors ('J', 'W' and 'K') do not prevent the transaction from being posted to the Accounting Event Table and eventually to the History File.

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OVERVIEW OF ERROR DETECTION



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