PURPOSE

This chapter describes the various procedures and options related to correcting financial transactions which contain errors. R★STARS will detect errors where the values entered don’t match the values R★STARS expects (e.g. total of transactions in a batch don’t equal the total per the batch header, the transaction code used is inconsistent with the General Ledger Account entered, etc.) R★STARS cannot detect errors arising from valid but improper transactions (e.g. booking a security deposit as a cash receipt instead of a deposit liability).

When errors are detected, R★STARS will provide notification through either on-line error messages or printed error reports, depending on how and when the error is detected. Users can correct errors by recalling the transaction with the error on-line and retyping the correct information, or by using the 54A Method to quickly correct the entire batch.

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4-1 **Error Detection**

If Edit Mode '1' (on-line edit) or '2' (on-line edit and post) is selected, on-line edits are performed before the transaction is accepted by the system. If errors occur during this point in processing, the user will be notified through on-line error messages.

If a transaction is entered on-line in Edit Mode '1' or '2', it will not be accepted if it contains invalid data element values. When the transaction is entered and [F10] (save) is pressed, error messages defining the errors on the transaction will appear. If the error messages are data-related errors, the data entry personnel can either attempt to correct the error at that time or return to the originator for further guidance. In the case of fatal fund, or financial table control errors, data entry personnel will not be able to correct the error. Fund override authority is centrally maintained.

Transactions entered in Edit Mode '0' are not edited except for comparing the number of transactions and dollar total to the information entered on the Batch Header screen. If this information does not agree, the user will get error messages when attempting to balance the batch. No other edits are performed, so no other errors will be detected until the nightly batch processing cycle.

If a batch in edit mode '0' or '1' contains errors which are detected during the nightly batch cycle, it will be placed on the 530 – **View a Batch** screen, the medium used to navigate the Internal Transaction (IT) file. The batch will be given an edit mode of '3'. Edit mode '2' batches with errors detected during the nightly batch cycle will remain on the 530 screen in edit mode '2' or '4' (generated cash transactions) until corrected. All fatal errors detected during the nightly batch cycle will be reported on the DAFR2151 Error Report.
4-2  ERROR MESSAGES

Error messages are made up of two components, a code and a description. This structure is the same regardless of whether the error message is reported on-line or via a printed report like the DAFR2151. In the sample error message below,

**E63 PCA NOT IN 026**

'E63' is the code. The remainder of the message is a short description that will help the user identify the error. If a more detailed explanation of the error is needed, [F9] (- Interrupt) to the 90 – Help Screen, type in the Error Code as the keyword and press [Enter]. If the error message appears on the screen while entering a transaction and the error field is not a Cursor Position Help sensitive field, pressing [F1] goes directly to the 90 screen without having to enter a keyword (See Page 4-14 for information on Cursor Position Sensitive Help). An example of the 90 screen with the error description is shown below:

**Example:**

```
S090 VER 2.0                    STATE OF OREGON              08/14/06 08:52 AM
LINK TO:                       NEWS/HELP TABLE                            PROD
ACTIVE KEYWORD: E63           PAGE: 01
CODE: E63      PCA NOT IN 26 PROF
DATA ELEMENT:  PCA
EXPLANATION:   IF THE 28A TRANSACTION CODE DECISION PROFILE INDICATES THE PCA IS OPTIONAL AND IT IS EITHER CODED ON THE ACCTG TRANSACTION OR LOOKED UP, IT MUST EXIST IN THE 26 PCA PROFILE.
STATUS CODE: A
EFF START DATE: 06201990   EFF END DATE:            LAST PROC DATE: 02161996
Z06 RECORD SUCCESSFULLY RECALLED
F3-DELETE        F5-NEXT RECORD    F8-NEXT ERROR   F9-INTERRUPT    F10-SAVE
F11-SAVE/CLEAR   ENTER-INQUIRE     CLEAR-EXIT
```

Warning errors are distinguished by the letters ‘J’, ‘K’ or ‘W’ in the error code. Fatal errors have ‘B’, ‘E’ or ‘F’ in the error code. A typical warning error condition arises when trying to expend funds in excess of an allotment. Warning errors may be ignored at the user’s discretion. R★STARS will process the transaction. Fatal errors prevent further processing and usually arise from missing or inconsistent elements in the transaction. The following page shows a summary of error types and the associated codes.
Types of Errors

- **Batch Level Errors**
  - Incorrect batch count and/or amount
  - Invalid effective date
  - Identified by error code: ‘B’ (Fatal)

- **Data Related Errors**
  - Data element present that is not allowed
  - Data element required but missing from the transaction
  - Invalid data element
  - Identified by error codes: ‘E’ (Fatal)
    - ‘J’, ‘W’ (Warning)

- **Fund Errors**
  - Appropriation, Agency budget, Grant or Project budgets have been exceeded
  - Cash balance has been exceeded
  - Document match not allowed, or not found
  - Identified by error codes: ‘F’ (Fatal)
    - ‘K’ (Warning)

- **Errors not subject to edits**
  - Amounts (exception: total of transactions must equal Batch amount, if used, and total document transactions must equal Document amount)
  - Valid, but incorrect PCA, Comptroller Object, Index, Vendor Codes, etc
  - In general, any information which R★STARS cannot compare to known, valid, values (e.g., invalid transaction descriptions)
4-3　DAFR2151 Error Report

The DAFR2151 Error Report is generated during the nightly batch cycle. It lists all transactions in which fatal errors were detected and includes the same error messages seen on-line. Consequently, users can access the 90 screen to learn more detail about any of these errors just as they would if the error message was displayed on-line. The only time warning messages are displayed is when the transaction also has fatal errors.

The Error Report is an efficient source for identifying errors that occur during the nightly batch cycle. The management of fatal errors is an important component in the efficient use of R★STARS. The DAFR2151 is the best resource for this process.

One option would be to scroll through the 530 screen on-line every morning to spot any batches containing errors. Since many of the batches do not have errors and are “holding” for further processing, this can be a very time-consuming process. In most cases, it is much more effective using the DAFR2151 report to pinpoint the errors.
## DAFR2151 Error Report Example

<table>
<thead>
<tr>
<th>USER ID</th>
<th>PID</th>
<th>EFF DT</th>
<th>AT DNL C/I TC</th>
<th>M R ASV PTI INDEX</th>
<th>TRANSACTION AMOUNT CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>107</td>
<td>002</td>
<td>00239</td>
<td>07/31/06 07</td>
<td>880 R 107</td>
<td>.78 RAY PROJ REQ TO END 15 Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31501 4630 11900 3241 3241 15000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/15/06 0.00 0.00</td>
</tr>
<tr>
<td>107</td>
<td>002</td>
<td>00240</td>
<td>07/31/06 07</td>
<td>880 R 107</td>
<td>285.54 RAY PROJ REQ TO END 15 Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31501 4630 11910 3111 3111 15000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/15/06 0.00 0.00</td>
</tr>
<tr>
<td>107</td>
<td>002</td>
<td>00241</td>
<td>07/31/06 07</td>
<td>880 R 107</td>
<td>10.13 RAY PROJ REQ TO END 15 Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31501 4630 11910 3171 3171 15000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/15/06 0.00 0.00</td>
</tr>
</tbody>
</table>
4-4  **Correction of Errors during On-line Entry**

R★STARS contains on-line edits which prevent a transaction from posting until the transaction is error free. This section discusses correction of errors detected during the on-line data entry process.

On-line edits are ‘edit mode’ specific.

The default edit mode on almost all User Classes is ‘2’.

- This can be changed on the batch header to either ‘0’ or ‘1’ at agency discretion.
- The edits associated with edit mode ‘1’ (data errors only) and edit mode ‘2’ (data and fund errors) eliminate these errors from being found during the nightly batch cycle, which can hold up payment.

**Edit mode 1 – Data Errors Only**

- Pressing [F10]-Save successfully posts the transaction to the 530 screen (IT file) only.
- Edit Mode ‘1’ batches do not post to the financial tables unless they are error free at the end of the nightly batch cycle.
- Data errors detected during on-line entry prevent the transaction from being saved (posted) to the 530 screen.

**Edit Mode ‘2’ – Data and Fund Errors**

- Pressing [F10]-Save successfully posts the transaction to all relevant financial tables and to the 530 screen (IT file).
- Edit Mode ‘2’ transactions are not re-edited during the nightly batch cycle, since they already successfully posted.
- Errors detected during on-line entry prevent the transaction from being saved (posted) to the 530 screen or the financial tables.

**On-line entry - Data-related errors**

- Verify entered fields match input source.
  - Are numbers transposed?
  - Is the data in the correct field?

If on-line entry matches the input source -

- Use Cursor Sensitive Help function to choose correct data, OR
- Refer to agency ‘cheat sheet’ of profile listings, OR
- Return to originator for correction.
On-Line entry - Fund/Appropriation-related errors

- Verify entered fields match input source
- Screen print the entry screen showing the error message and notify the appropriate agency authority.
- Fund errors indicate either
  - Not enough cash or allotment OR
  - The R★STARS system ‘thinks’ an entry will drive a balance negative, even though it won’t.
- Fund Override authority is controlled centrally and can be requested when completion of an entry will not cause a negative balance.
- A screen print of the transaction showing the error message will be required.

Contact your agency support analyst.
4-5 Correction of Errors after Batch Processing

When errors are detected during the nightly batch cycle in batches with edit mode '0' or '1', R★STARS leaves the batch with the error transactions on the 530 screen, where the batch is assigned edit mode '3'. Edit mode ‘2’ batches containing errors will remain on the 530 screen as well but will remain in edit mode ‘2’ (or ‘4’ in the case of cash balance errors). All transactions with fatal errors detected during the nightly batch cycle are placed on the DAFR2151 Error Report. After the transactions have been corrected on-line, the batch must be released for processing again or it will stay on the 530 screen indefinitely.

The 530 screen should be monitored regularly for transactions with errors (preferably daily). This can be done by:

1. Accessing the 530 screen and identifying batches with errors.
2. Reviewing the DAFR2151 Error Report. This is a more efficient alternative allowing the user to quickly identify the batches on the 530 screen with errors, along with the error messages. It gives the user a head start on gathering supporting documentation or other information necessary to make the corrections.
4-6 Error Correction Methods

There are two methods of error correction: On-line Correction (transaction-based) and the 54A Method (batch-based). The On-line Correction method basically replicates the original data entry process, each transaction is recalled and the fields with incorrect information are overwritten with the corrections. The 54A method uses one screen to correct individual transactions with different errors, or to mass-correct specific fields in all transactions in the batch. Both methods are demonstrated in this section.

On-line Correction

This method mirrors the data entry process and is essentially the same as the process used to correct errors during data entry in edit modes '1' and '2'. The user recalls the batch with errors, goes to a transaction entry screen, overwrites any incorrect information for the first transaction, and then moves to the next transaction and so on through the batch. The last (and very essential) step is to balance and release the batch.

The screens used in this process are:

- **530** screen. This screen lists the batches. A batch with an edit mode of '3' indicates the batch has errors and is being held for correction.
- **520 – View a Batch (select batch on 530 screen and press [F2])** – This screen displays the transactions in the batch. Select the first transaction, and then scroll ([F5]) through each transaction in order, or, by using the DAFR2151, identify the particular transactions which have errors and go directly to them. By tabbing to the sequence field, typing a specific sequence number and pressing [F8], the screen will move to the desired sequence number. This saves time scrolling through large batches.
- **510 – Recall a Batch for Correction (on 520 screen press [F11])** – This screen displays the batch header information. Select a specific transaction from the 520 screen and press [F11]. The 510 screen comes up with the sequence number displayed of the transaction selected. Pressing [F4] brings up the transaction entry screen.
- **511 – Change Batch Header (on 510 screen press [F2])** – If the errors were on the Batch Header (e.g., wrong transaction count or batch total) this is where they are corrected.
- **5XX – Transaction Entry (select a transaction on 510 screen and press [F4])** – Four transaction entry screens are available for error correction (e.g., 501, 503, 504, and 505), based on the batch type. Incorrect information can be simply overwritten on these screens or the appropriate profile action taken and the transaction saved by pressing [F10] to make the changes.
530 – View Batch Headers

The 530 screen shows batches which have not yet posted in the nightly batch cycle. Those with edit mode '3' contain errors.

This is a scroll and select screen.

- Press [F8] to scroll to the next page.
- Press [F7] to scroll to the prior page.
- Place an 's' in the (S)elect column and press [F2] to see the details of the batch on the 520 screen.

Example:

```
S530  UC: 10  STATE OF OREGON  06/13/12 09:28 AM
LINK TO:  VIEW BATCH HEADERS  PROD

BATCH AGENCY: 603 TYPE:  I/E:  
...BATCH ID...  EFF  ENTERED  ENTERED  COMP  COMP
S  DATE  TYP  NO  STA  BAL  MODE  DATE  COUNT  AMOUNT  COUNT  AMOUNT
081506 4  051  H  Y  2  081506 00071  00000007889.95  00071  00000007889.95
082406 G  603  H  N  2  073106 00000  00000000000.00  00046  0000011135.54
082406 R  957  H  N  3  082406 00039  00000013393.00  00001  00000000050.00
082406 4  063  H  Y  2  082406 00015  00000013393.00  00015  00000000050.00
082506 G  605  H  N  2  073106 00000  00000000000.00  00018  00000007799.14
082506 4  064  H  Y  2  082506 00033  00000002829.02  00033  00000002829.02
082506 4  065  H  Y  2  082506 00057  000000050830.90  00057  000000050830.90
082506 S  604  H  N  2  073106 00000  00000000000.00  00002  00000002395.55
082806 4  070  H  Y  2  082906 00031  00000042668.41  00031  00000042668.41
082906 2  032  P  Y  2  082906 00001  00000012466.43  00001  00000012466.43
082906 2  033  P  Y  2  082906 00001  00000000763.75  00001  00000000763.75
082906 2  034  P  Y  2  082906 00001  00000030544.07  00001  00000030544.07

NO MORE BATCHES FOR THIS AGENCY
F1-HELP  F2-DETAILS  F6-BALANCING  F7-PRIOR PG  F8-NEXT PG
F9-INTERRUPT  F11-CORRECT BATCH  ENTER-FIRST PAGE  CLEAR-EXIT
```
520 – View a Batch

In the **520** screen, select the transaction to be corrected by placing an 's' in the first column and pressing **[F11]**. This will bring up the **510** screen.

**Example:**

```
S520  UC: 17                     STATE OF OREGON           06/13/12 09:22 AM
LINK TO:                         VIEW A BATCH                      PROD

BATCH ID: AGENCY 603 DATE 082406 TYPE R NO 957 SEQUENCE 00001
MODE EDIT ONLY       EFF DATE 082406       STATUS H       PRINTER ID:

S P SEQ CUR DOC/SFX REF DOC/SFX M AGY TC INDEX PCA AY AMOUNT R
R 00029 ZW082406 000                603 390 41100 31001 05          50.00

ENTERED COUNT: 00039                      ENTERED AMOUNT: 0000013393.00
COMPUTED COUNT: 00001                     COMPUTED AMOUNT: 00000000050.00
NO MORE DETAILS IN THIS BATCH
```

**NOTE:** If you wish to view a transaction prior to correcting it, press **[F2]** after selecting. The appropriate transaction entry screen showing that transaction will appear. This mode is for transaction viewing only. No corrections can be made.
510 – Recall a Batch

If transactions within the batch have errors, the user can enter the transaction sequence number on the 510 screen and press [F4]. This takes the user to the appropriate transaction entry screen to make corrections.

Example:

```
SS10 VER 2.0                   STATE OF OREGON              08/29/06 08:31 AM
LINK TO:                RECALL A BATCH FOR CORRECTION                     PROD

BATCH AGENCY: 914
BATCH DATE: 082306
BATCH TYPE: 3
BATCH NUMBER: 027
SEQUENCE NUMBER: 00000 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
ENTERED COUNT: 00039        ENTERED AMOUNT: 00000014402.00
COMPUTED COUNT: 00036       COMPUTED AMOUNT: 00000012024.00

PAYMENT DIST TYPE:         
DISB METH IND:             
ORIGINAL USER ID: RACFID0     LAST NAME, FIRST NAME
USER CLASS: 17
LAST USER ID: RACFID0     LAST NAME, FIRST NAME

F1-HELP    F2-CHGE HDR  F3-DEL TRANS  F4-CHGE  F5-VIEW  F6-BALANCING  F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD  F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT
--------------------------------------------------------------------------------
```

Selecting a specific transaction on the 520 screen and pressing [F11] also takes you to the 510 screen. In this instance, the selected transaction sequence number is displayed. The user would then press [F4] to enter the transaction screen.

If the user did not select a particular transaction prior to entering the 510 screen, the sequence number defaults to ‘00000’. The SEQUENCE NUMBER field must be cleared or a transaction sequence number must be entered prior to pressing [F4] to bring up the transaction entry screen with the error transaction. If the SEQUENCE NUMBER field is cleared and [F4] is pressed, transaction sequence #1 comes up for edit if available. If [F4] is pressed while the field is zero-filled or if the field is cleared and there is no sequence #1 transaction, an error code (‘Z23 NON-NUMERIC DATA. PLEASE CORRECT HIGH-LIGHTED FIELDS AND RE-SUBMIT’) will appear and the field will be highlighted.
5XX Transaction Entry Screens

On the transaction screen, any error messages will be displayed at the bottom. Press [F4] to view additional information about the transaction (e.g. titles for the T-Code, PCA and Objects).

Example:

```
S505 VER 2.0  STATE OF OREGON  08/29/06 09:33 AM
LINK TO:  PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE: N  PROD
BATCH: AGENCY 603  DATE 082406  TYPE R  NO 957  SEQ NO 00029  MODE MASTER EDIT ONLY
DOC DATE: 082406  EFF DATE: 082406  DUE DATE: 083106  SERV DATE: 
CUR DOC/SFX: E002406 000  REF DOC/SFX: 
TRANS CODE: 203
INDEX: 41100
PCA: $1014
AY: 07
COMP/AGY OBJ: 4295
AMOUNT: 0000004204.00  RVS: 0000000000.00
DOC COUNT: 00006  DOC AMT: 000008327.00  DOC AGY: 603
INV NO: 
DT: 
DESC: BANK CLEAR DATE-082406
VEND/MC: 1939247202 000  NM: MAYNARD CORP.
CONT NO:  ADDR 1: 4000 SE BINGHAM
WARR NO: 
APFN NO: 30120  ADDR 3:
FUND: 4020  ADDR 4:
GL AC/AGY: 
GRANT NO/PH: 
SUB GRANTEE: 
PROJ NO/PH: 232000 07
MPCD: 38306319  AGY CD-1: 2: 3: 00485 G38:
E63  PCA NOT IN 026
F1-HELP  F5-NEXT  F7-DETAILS  F12-HEADERS CLEAR-EXIT
```

To correct the errors, overwrite the incorrect information with the required data or take the appropriate profile action and press [F10] to save the changes.

To determine what the value for a field should be, take advantage of the cursor position sensitive help.

**Cursor Position Sensitive Help**

On the transaction entry screens, R★STARS offers on-line help for looking up data for the following fields:

- **INDEX**
- **Vendor Number (VEND)**
- **PCA**
- **Mail Code (MC)**
- **Comptroller Object (COMP OBJ)**
- **Vendor Name (NM)**
- **Agency Object (AGY OBJ)**

If the User places the cursor in one of those fields and presses [F1], a list of the valid values is displayed for that field.
Example:

<table>
<thead>
<tr>
<th>AGY</th>
<th>PCA</th>
<th>AY</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>603</td>
<td>30120</td>
<td>07</td>
<td>FERTILIZERS BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30121</td>
<td>07</td>
<td>PURS BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30122</td>
<td>07</td>
<td>PARC BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30123</td>
<td>07</td>
<td>SHIPPING POINT BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30124</td>
<td>07</td>
<td>SEED BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30125</td>
<td>07</td>
<td>APIARY BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30126</td>
<td>07</td>
<td>HOPS/HAY/GRAIN BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30127</td>
<td>07</td>
<td>PRODUCE BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>30128</td>
<td>07</td>
<td>ADMIN &amp; SUPPORT SVC BUDGET OF</td>
</tr>
<tr>
<td>603</td>
<td>31001</td>
<td>07</td>
<td>FOOD SAFETY/LICENSES&amp;FEES-INT-OF</td>
</tr>
<tr>
<td>603</td>
<td>31004</td>
<td>07</td>
<td>FOOD SAFE./FDA FOOD INSPECTION 225-XX-4018 INT</td>
</tr>
<tr>
<td>603</td>
<td>31005</td>
<td>07</td>
<td>FOOD SAFE./USDA SHELL EGG SURVEILLANCE</td>
</tr>
<tr>
<td>603</td>
<td>31006</td>
<td>07</td>
<td>FOOD SAFETY EMG. PREPAREDNESS-INT-OF</td>
</tr>
<tr>
<td>603</td>
<td>31010</td>
<td>07</td>
<td>FOOD SAFETY EMG. PREPAREDNESS-INT-OF</td>
</tr>
<tr>
<td>603</td>
<td>31011</td>
<td>07</td>
<td>STATE HOMELAND SEC. 5/1/05-12/31/06</td>
</tr>
</tbody>
</table>

503   31015   07   FSD/SHELLFISH PROGRAM-OF
206 RECORD SUCCESSFULLY RECALLED

The user can then select the valid PCA typing 's' in the Select column and pressing [F9]. The value is then carried to the transaction entry screen. Use of this Help feature is explained in detail in Chapter 3 section 3-6.
511 – Change Batch Header

If there are errors in the Batch Header (e.g. wrong transaction count or batch total) the user can press [F2] on the 510 screen to correct the Header on the 511 screen. The batch count, amount and effective date are the only fields allowed to be changed.

Example:

```
S511 VER 2.0                    STATE OF OREGON              08/29/06 10:11 AM
LINK TO:                     CHANGE BATCH HEADER                          PROD
ENTER CHANGES - PRESS SAVE KEY TO UPDATE OR CANCEL KEY TO CANCEL

  BATCH AGENCY: 914
  BATCH DATE: 082306
  BATCH TYPE: 4
  BATCH NUMBER: 027

  BATCH BALANCING:
    ENTERED COUNT: 00039  ENTERED AMOUNT: 00000014402.00
    COMPUTED COUNT: 00036  COMPUTED AMOUNT: 00000012024.00

  BATCH EDIT MODE: 2
  PAYMENT DIST TYPE:
    DISB METH IND:
    EFFECTIVE DATE: 082306
    USER ID: RACFID0
    USER CLASS: 17
```

F1-HELP  F9-INTERRUPT  F10-SAVE  F12-CANCEL  CLEAR-EXIT
THE 54A METHOD

An alternative to the On-line Correction method is the 54A or Batch Method. The 54A Method uses a module of four screens. These screens make corrections to batches by changing a particular field in all transactions at once (e.g. changing the effective date for the entire batch) or multiple fields within a single transaction. This is particularly desirable when large batches need correction. It is an effective tool for making corrections when on-line corrections are not allowed.

Only the 54A Batch Header Correction screen can be accessed directly. Each subsidiary screen (54B, C & D) has a specific corrective action and is accessed from the 54A screen using function keys.

Using the 54A method provides substantial flexibility and increased efficiency in correcting errors. This method allows correction to data in batches with Edit Modes of ‘0’, ‘1’, or ‘3’. This section describes the various levels of corrections which can be made using these screens and the procedures to be followed.

The 54A Batch Error Corrections option from the Financial Data Entry Menu involves four separate screens:

- **54A – Batch Header Correction** – With this screen you can:
  - Select a batch
  - Change elements on the Batch Header (such as Batch amount)
  - Release a batch
  - Put a batch on hold
  - Delete an entire batch (including all transactions within the batch)

- **54B – Detail Correction** – provides the ability to:
  - Change transactions
  - Delete transactions
  - Make mass changes to all transactions or specified transactions in the batch

- **54C – Field ID** – provides assistance in determining the Field ID for each of the data elements to be corrected.

- **54D – Batch Detail Correction** – used to make mass changes to all transactions or specified transactions in batch mode.

These screens are used by first selecting a batch on 54A, then selecting a transaction on 54B and finally, if necessary, using 54C to provide a Field Identification (FID). When the number of transactions in a batch exceed the maximum number of transactions that can be changed on-line (controlled by the MAX CHG TRANS number on the System Management Profile), the 54D screen is used to enter the changes. Once the records are added using this screen, the nightly batch cycle will initiate the corrections. The following examples demonstrate typical usage of these screens.
Select **54A** from the Financial Data Entry submenu to see all the batches in error for the batch agency.

**Example:**

```
S000 VER 2.0                      STATE OF OREGON              08/29/06 02:04 PM
LINK TO: 54A FIN FINANCIAL DATA ENTRY MENU                      PROD

(2) 500 BATCH HEADER ENTRY
(3) 510 RECALL A BATCH FOR CORRECTION
(4) 515 INVOICE DETAIL ENTRY
(5) 518 SPLIT TRANSACTION INQUIRY
(6) 530 VIEW BATCH HEADERS
(7) 54A BATCH ERROR CORRECTIONS
(8) 550 RECURRING TRANSACTION PROFILE
(10) 93 RECURRING TRANSACTION REQUEST
(11) 94 AGENCY MESSAGE PROFILE

F1-HELP  F9-INTERRUPT  CLEAR-EXIT
--------------------------------------------------------------------------------
```

To delete a batch (including all of its transactions) select the batch by placing an 's' in the Select column and press **[F3]**. The batch status changes to 'D' for delete.

**Example:**

```
S54A VER 2.0                      STATE OF OREGON               08/31/06 11:37 AM
LINK TO: 54A FIN FINANCIAL DATA ENTRY MENU                      PROD

BATCH AGENCY: 927                                               PAGE: 01
SEL     DATE  TYPE  NO  STAT   USER ID   FID         CORRECTION VALUE
S     083006  4   001   H    RACFID0
083006  4   002   H    RACFID0
*END*

F1-HELP  F2-HOLD  F3-DELETE BATCH  F4-VALUES  F5-DETAILS  F6-BATCH  F7-PRIOR PG
F8-NEXT PG  F9-INTERRUPT  F10-CHANGE  F11-RELEASE  ENTER-RECALL  CLEAR-EXIT
--------------------------------------------------------------------------------
```

```
S54A VER 2.0                      STATE OF OREGON               08/31/06 11:37 AM
LINK TO: 54A FIN FINANCIAL DATA ENTRY MENU                      PROD

BATCH AGENCY: 927                                               PAGE: 01
SEL     DATE  TYPE  NO  STAT   USER ID   FID         CORRECTION VALUE
083006  4   001   H    RACFID0
083006  4   002   H    RACFID0
*END*

TOTAL UPDATES -- HEADERS:      1     DETAILS:      0
F1-HELP  F2-HOLD  F3-DELETE BATCH  F4-VALUES  F5-DETAILS  F6-BATCH  F7-PRIOR PG
F8-NEXT PG  F9-INTERRUPT  F10-CHANGE  F11-RELEASE  ENTER-RECALL  CLEAR-EXIT
--------------------------------------------------------------------------------
```
Example of Detail Transaction Correction

Select the batch containing the transaction(s) to be corrected by typing an 'S' in the Select column. Press [F5] to go to the detail screen.

Example:

```
S54A VER 2.0                    STATE OF OREGON               08/31/06 11:37 AM
LINK TO:                      BATCH HEADER CORRECTION                         PROD
BATCH AGENCY: 107                                                     PAGE: 01
SEL     DATE  TYPE  NO  STAT   USER ID   FID         CORRECTION VALUE
S     083006  4   001   H    RACFID0
083006  4   002   H    RACFID0
*END*
```

Example:

```
S54B VER 2.0                    STATE OF OREGON               08/31/06 11:46 AM
LINK TO:                      DETAIL CORRECTION                            PROD
BATCH ID: 107 083006 4 001     STATUS: H USER ID: RACFID0
SEQ NO  FID              CORRECTION VALUE
S     00001   __   _____________________________________
```

'S' selects one of the edit mode ‘3’ batches. Mass changes can be done on the 54B & D screens.

- **54B (Using [F11] – MASS CHANGE)**
  - Limited to 1000 transactions per change
  - The change registers immediately within the batch
  - Used for both mass change and individual transaction changes

- **54D (Using [F11] – ADD)**
  - “Tricks” the system by adding the correction during the nightly batch cycle
  - The change does not register within the batch before the nightly batch cycle
  - Used for both mass change and individual transaction changes

Enter an 's' in the Select Column and the desired Sequence Number (in this example '00001' as shown above). Then press [F4] to see the Valid Field IDs on the 54C screen.

Example:
To view the next page of field ID values, press [F8].

Select the field to be corrected by tabbing to the Field Identification (FID) number and pressing [F2]. The FID number is carried over to the 54B or D screen. (If the FID number is already known, just type it on the 54B or D screen.)

Enter the Correction Value and press [F10] to process the change.

Example:
Multiple changes/deletions can be entered before pressing [F10].

Example:

```
<table>
<thead>
<tr>
<th>SEQ NO</th>
<th>FID</th>
<th>CORRECTION VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>43</td>
<td>71200</td>
</tr>
<tr>
<td>5</td>
<td>21</td>
<td>107</td>
</tr>
</tbody>
</table>
```

TOTAL UPDATES -- HEADERS: 0 DETAILS: 2
F1-HELP  F3-DELETE  F4-VALUES  F6-BATCH  F9-INTERRUPT  F10-CHANGE
F11-MASS CHANGE  F12-HEADERS  CLEAR-EXIT

For Mass Changes, enter 's' in the first field and only the Field Identifier and the correction information. Leave the Sequence Number field blank. Press [F11].

Example:

```
<table>
<thead>
<tr>
<th>SEQ NO</th>
<th>FID</th>
<th>CORRECTION VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>43</td>
<td>71200</td>
</tr>
</tbody>
</table>
```

TOTAL UPDATES -- HEADERS: 0 DETAILS: 5
F1-HELP  F3-DELETE  F4-VALUES  F6-BATCH  F9-INTERRUPT  F10-CHANGE
F11-MASS CHANGE  F12-HEADERS  CLEAR-EXIT

================================================================================
Example of Batch Transaction Correction

Select the batch containing the transaction(s) to be corrected by typing an ‘s’ in the Select column and press [F6]. If there are too many transactions in the batch to process on-line, a message is displayed indicating a batch change is necessary.

Example:

```
S54A VER 2.0                    STATE OF OREGON               09/11/06 04:11 PM
LINK TO:                   BATCH HEADER CORRECTION                         PROD
BATCH AGENCY: 730                                                     PAGE: 01
SEL     DATE  TYPE  NO  STAT   USER ID   FID         CORRECTION VALUE
 8 080106  4   222   H    RACFID0
 8 081006  4   224   H    RACFID0
 8 081406  4   223   R    RACFID0
 8 081706  4   202   H    RACFID0
*END*
```

BAF BATCH MASS CHG REQ’D

F1-HELP  F2-HOLD  F3-DELETE BATCH  F4-VALUES  F5-DETAILS  F6-BATCH  F7-PRIOR PG
F8-NEXT PG  F9-INTERRUPT  F10-CHANGE  F11-RELEASE  ENTER-RECALL  CLEAR-EXIT

Press [F6] to go to the 54D screen.

Example:

```
S54D VER 2.0                    STATE OF OREGON               09/11/06 04:31 PM
LINK TO:                   BATCH DETAIL CORRECTION                       PROD
BATCH ID: 730 080106 4 211     STATUS: H USER ID: BLT420              PAGE: 01
SEQ NO   FID   CORRECTION VALUE
    _____     ___   __________________________________________________
*END*
```

F1-HELP   F3-DELETE   F4-VALUES   F5-DETAILS   F7-PRIOR PAGE   F8-NEXT PAGE
F9-INTERRUPT   F10-CHANGE   F11-ADD   F12-HEADERS   ENTER-RECALL   CLEAR-EXIT

--------------------------------------------------------------------------------
To determine the maximum number of transactions that can be changed on-line, interrupt to the System Management Profile. The maximum number of transactions that can be changed on-line is defined in the MAX CHG TRANS field.

**Example:**

```
S097 VER 2.0                    STATE OF OREGON              09/11/06 04:35 PM
LINK TO:         ACTIVE    SYSTEM MANAGEMENT PROFILE                      PROD
CONTROL INDICATORS – NEXT DIR DEP SEQ NO: 119682420
CURRENT INDICATORS- NEXT AVAILABLE WARRANT NO: 950091136
FISCAL YEAR: 07  MONTH: 03   AY: 07   LABOR DISTRIBUTION RUN: N
EFF DATE: 09112006          LABOR DISTRIBUTION PAY DATE:
PRIOR EFF DATE: 09082006  YEAR END CLOSING RUN: N
TIME: 1200                  NEW YEAR INITIALIZATION: N
LAST CLOSED- COST ALLOCATION RUN: N
FISCAL YEAR: 06  MONTH: 01   GRANT/PROJ BILLING RUN: N
REPORTING INDICATORS- RECURRING TRANS RUN: Y
WEEK: N   YEAR: N INAE: N  FIXED ASSET DEPRECIATION RUN: N
MONTH: N QUARTER: N          FIXED ASSET SUSPENSE RECONC: N
ADVANCE PAYMENT DAYS-       FIXED ASSET SUSPENSE POST: N
WARR/CHK: 00  DIR DEP: 00    TAX OFFSET RUN: N
BACKUP WITHHOLDING PCT: 28.00 : 30.00
NEXT AVAIL ARCH REF NO (XMITL) CURR: 07 000001
PRIOR: 06 000001
NEXT AVAIL ARCH REF NO (NON-XMITL) CURR: 07 A00001
PRIOR: 06 A00001
--------PROCESSING CYCLE INFORMATION-----------  BATCH RESTORE
PRIOR:   DATE: 09082006 TIME: 19:30 CYCLE: 6012 ONLINE AVAILABLE: Y

F1-HELP  F9-INTERRUPT   F10-SAVE   F11-SAVE/CLEAR   CLEAR-EXIT
```

Link to the 520 screen and enter the Batch ID to determine the number of transactions in the batch.

**Example:**

```
S520   UC: 17                   STATE OF OREGON              06/13/12 09:22 AM
LINK TO:                         VIEW A BATCH                             PROD
ACTIVE
BATCH ID: AGENCY 730 DATE 080106 TYPE 4 NO 222 SEQUENCE 00001
MODE EDIT ONLY       EFF DATE 080106     STATUS H       PRINTER ID:
SP SEQ CUR DOC/SFX REF DOC/SFX M AGY TC INDEX PCA AY AMOUNT R
00001 VP046966 001 730 568 99406 07    12000.00
00002 VP046966 002 730 568 99406 07    4987.00
00003 VP046967 001 730 568 99416 07   4267.12
00004 VP046967 002 730 568 99416 07   436.88

ENTERED COUNT: 01004                      ENTERED AMOUNT: 00000221691.00
COMPUTED COUNT: 01004                     COMPUTED AMOUNT: 00000221691.00
NO MORE DETAILS IN THIS BATCH
```

---

F1-HELP  F2-SELECT  F4-PRINT  F5-DOC TRACK  F6-BALANCING  F7-PRIOR PG  F8-NEXT PG
F9-INTERRUPT  F11-CORRECT BATCH  F12-HEADERS  ENTER-FIRST PAGE  CLEAR-EXIT
Press [F9] to return to the 54D screen. This process works in much the same way as the 54B screen. The only differences are that the changes do not become apparent until after the nightly batch cycle. Once again, pressing [F4] will bring up the 54C screen and, by tabbing to the desired FID and pressing [F2], the value can be carried back to the 54D screen. Enter corrections and press [F11] to add the correction records.

The steps for using multiple error correction are summarized below.

- **Batch Header Correction (54A)**

  1. Input the Batch Agency for the batches you want to view. Batch Agency defaults to the Security Agency when the Batch Header Correction screen is first displayed.

  2. For each batch that you want to modify, select the batch by placing an ‘s’ in the select column and choosing the appropriate function key as follows:

     - **F1** - Accesses the News/Help Profile
     - **F2** - Holds the batch
     - **F3** - Deletes the batch
     - **F4** - Transfers to the 54C screen to assist in determining field identifications
     - **F5** - Accesses the 54B screen if a batch has been selected
     - **F6** - Access the 54D screen if a batch has been selected
     - **F7** - Scrolls backward through the headers
     - **F8** - Scrolls forward through the headers
     - **F9** - Initiates interrupt and returns from interrupt and help
     - **F10** - Changes the information specified by the Field Identification (FID) in the batch header
     - **F11** - Releases a batch previously placed on hold

  3. Use FID (Field Identification) to identify the field that will be changed on the batch header. The valid FIDs can be accessed by pressing [F4] when the cursor is in the FID field.
4. Enter the correct value for the field identified for change by the FID. Correction values are not edited on-line for valid values. Dates are edited for valid formatting (MMDDYY).

- **Detail Correction (54B)**

The 54B screen is normally accessed through the 54A screen.

1. Enter a valid Sequence Number for the selected transaction. The Sequence Number is required for a delete or change action, unless it is a Mass Change.

2. Use FID (Field Identification) to identify the field that will be changed for the transaction. FID is entered for change and mass change actions. The valid FIDs can be accessed by pressing [F4] when the cursor is in the FID field.

3. Enter the correct value for the field identified for change by the FID. Correction values are not edited on-line for valid values. Dates are edited for valid formatting (MMDDYY).

For screen 54B the following processes are performed by using function keys:

- **F1** - Accesses the News/Help Profile
- **F3** - Deletes the detail transaction
- **F4** - Transfers to the 54C screen to assist in determining field identifications
- **F6** - Access the 54D screen if a batch has been selected
- **F9** - This key either invokes interrupt (if interrupt is not active) or cancels interrupt (if interrupt is active)
- **F10** - Changes the detail transaction
- **F11** - Changes all the detail transactions in the batch (mass change).
- **F12** - Accesses the 54A screen
4-7 **REJECTED INTERFACE TRANSACTIONS**

Rejected Interfaced Transactions are transactions that were improperly classified or batched. There are three conditions that lead to rejections:

- Unbatched accounting transactions
- Records that are not classified as accounting transactions
- Duplicate transactions
- Batch/documents not in balance

Rejected transactions are not posted to any of the financial tables or transaction files; therefore they cannot be corrected on-line. Instead, the condition causing the rejection must be identified, corrected, and then the batch must be re-submitted. The DAFR2021 Details Rejected Report identifies the rejected transactions and amount.

Rejections typically occur with Interface Transactions, where R★STARS is reading data from another source and the format of that data does not match the format expected. SFMS Systems Management (SM) programming staff can assist you to ensure your data is in the correct format. Any changes made to the interface file must be approved by SFMS SM before implementation in the system.
4-8 ERRORS NOT DETECTED BY R★STARS

This section describes correction procedures for those errors that are not directly detected by the system and which result from such occurrences as:

- Valid, but improperly used Index
- Valid, but incorrect PCA which may cause improper posting of accounting transactions
- Valid, but improperly used Document Number
- Valid, but incorrect Amount
- Valid, but improper Effective Date causing an accounting transaction to be posted in the incorrect accounting period
- Improper posting of an accounting transaction flagged with a default 'J' or warning 'K' or 'W'

Error Code

These errors are more difficult to correct and adjust than those discussed in previous sections because they are not usually detected until after they have been posted to the financial tables. The basic methods used in correcting this type of error are to reverse and re-enter the transactions or to prepare accounting transactions to correct the financial table balances. These procedures are discussed in Chapter 8 under the section entitled 'Journal Entries'.
4-9 **ERROR CORRECTION TERMS**

**54A Method** – Correction method using a series of screens (54A, B, C and D) to correct edit mode ‘0’, ‘1’ and ‘3’ batches. Quickly changes specified fields within specified transactions individually or en-mass. More efficient than the On-line Correction method for large batches. See On-line Corrections.

DAFR2151 Error Report – The primary error report for R★STARS. Includes both Fatal Errors and Warning Errors. Note that transactions with Fatal Errors will not post and will instead be on the 530 screen, while those with Warning Errors will have posted normally.

DAFR2021 Details Rejected Report – A control report that shows transactions rejected by R★STARS. Sometimes, programming help will be required to correct rejected transactions.

**Error Code** – The first three digits of an error message, the code has the format of 'A99', where A is an alphabetic character representing either Fatal or Warning errors and distinguishing between Data or Fund related errors. The two numeric digits are an ID code for the message. See Section 4-2 Error Messages. Also, more information can be obtained by using the error code as a keyword on the 90 screen.

**Fatal Error** – An error that prevents further processing of the transaction. These are typically caused by missing or invalid data elements, or insufficient budget or cash. Fatal errors are distinguished by having ‘E’ or ‘F’ as the first digit in their error code.

**Internal Transaction (IT) File (530 screen)** – A “holding” place for transactions that are either awaiting processing (e.g., authorized payments not yet due) or which cannot be processed due to errors. Transactions with errors from batches originally input with edit modes '0' or '1' are indicated by having an edit mode of '3'.

**On-line Corrections** – Available in all edit modes. Basically mirrors the data entry process. Correct data is typed over the identified errors in the entry fields or the appropriate profile action is taken (e.g., activating a profile). Corrections are saved by pressing [F10]. Used for all edit mode ‘2’ batches. See 54A Method.

**Warning Error** – An error message that provides the user information that there may be an error. A typical example arises when trying to overspend a grant, project or contract budget. Warning errors are distinguished by having 'J', 'W', or 'K' as the first digit in their error code.