

# Error-Free Payment Transactions

## Changes to Error-free Payment Transactions

54 screen changes to error-free edit mode 3 payment transactions are likely to cause overstated or understated Balance Type (BT 15) Cash Expenditures or BT 17 Accrued Expenditures on financial tables such as 62 Appropriation Financial Inquiry, 61 Agency Budget Financial Inquiry, 66 Grant Financial Inquiry or 80 Project Financial Inquiry (or other balance types like Cash Revenue and Accrued Revenue).

On a payment transaction that has no errors (such as a voucher VP/VI/VC, travel advance TA or subgrantee SG document), an agency should not use the 54 screen to change the amount, AY or any of the coding, but may change the effective date, PDT or due date. If an interfaced transaction has an error, it has NOT posted to any financial tables and can be changed. Changes made to error transactions do not cause any problems. This information also relates to batches where transactions are entered in edit mode 0 or 1; however this document will refer to “interfaced payment transactions” throughout. The Batch Edit Modes include:

| <b>Edit Mode</b>                    | <b>Data Edits</b>   | <b>Financial Edits</b> |
|-------------------------------------|---------------------|------------------------|
| 0 – Data Entry Only                 | Nightly Batch Cycle | Nightly Batch Cycle    |
| 1 – Master Edit Only                | Immediately         | Nightly Batch Cycle    |
| 2 – Edit and Post                   | Immediately         | Immediately            |
| 3 – System Assigned, Error Detected |                     |                        |
| 4 – Transaction awaiting Payment    |                     |                        |

Interfaced payment transactions generally are sent in release mode and one of three situations may occur after the batch cycle:

- 1) The whole interfaced batch may clear the 530 View Batch Headers screen ('IT' file) and generate warrants or ACH payments. In addition the system-generated payment liquidation transactions will be created (ZE documents).
- 2) The following situation may be unusual. All payment transactions within the batch may hold on the 530 screen in edit mode 4. Users without security to change approved documents will see a message “CHANGE NOT ALLOWED TO FINAL APPROVED DOC” at the bottom of the transaction entry screen (i.e.505/504). However, users with security to change approved documents will not see the message “CHANGE NOT ALLOWED TO FINAL APPROVED DOC” at the bottom of the transaction entry screen (i.e.505/504). These error-free transactions are waiting for:
  - a. A future due date

- b. Sufficient funds
  - c. Other unusual reasons
- 3) The interfaced batch may be on the 530 screen in Edit Mode 3 and have a mix of scenarios:
- a. Document transactions that generated warrants or ACH payments and cleared the 530 screen.
  - b. There may be transactions with error codes. These transactions with error codes can be changed.
  - c. Error-free transactions with the statement 'CHANGE NOT ALLOWED TO FINAL APPROVED DOCUMENT' at the bottom of the transaction entry screen (message does not show up for users with security to change approved documents). These error-free transactions may be waiting for:
    - i. A future due date
    - ii. Sufficient funds
    - iii. Errors to be cleared on other transactions in the same document with the same vendor/mc
    - iv. Other unusual reasons

The Payment Work Table is the temporary working storage table for payments. All error-free payment transactions post to this table for payment processing. If the transactions are waiting for one or more of the scenarios in 3)c. above, they remain on the payment work table and the History File. If an error-free payment transaction on the 530 Screen is changed using the 54 screens, VI/ZE or TA/ZE or SG/ZE mismatch errors can occur. Changing an error-free payment transaction on the 530 screen may result in two different scenarios: 1) The payment document has the changed coding but the ZE transaction that is a system-generated liquidation transaction from the payment work table has the original coding. It appears the payment work table is not updated. 2) However, we have also seen the payment document is only changed on the 530 screen and not on the 84 Account Event Record Inquiry or other financial tables. The system-generated ZE is created from the changed VP/VI, TA or SG. When the VP/VI, TA or SG document clears the 530 screen, the changes aren't made to the 84 account event and financial tables. SFMS must process Service Maintenance Requests (SMRs) to clean up these mismatches between the payment tcode and the liquidation tcode. The payment work table gets deleted and then recreated every DAFJ350R run.

**There have been problems deleting Error-Free Interfaced Payment Transactions.** Using the 54 screen to delete error-free interfaced VP/VI, TA or SG transactions in edit mode 3 on the 530 screen removes the transactions from the 530 screen, but will not unpost from the financial tables and will result in VP/VI, TA or SG transactions that did not create warrants. The transactions remain on the 84 Account Event Record Inquiry and all the applicable financial tables. In the past, SFMS processed Service Maintenance Requests (SMRs) to reverse the effects of the interfaced payable tcode in this situation. If your agency has this situation, please contact your agency analyst who will walk you through the process to reverse the effects of the interfaced payable tcode. The agency needs to interface reversing payable transactions to the same coding as the original transactions. In order to get error-free transactions on the 530 screen in edit mode 3, the interface batch must have an additional suffix that errors. Using the 54A screen the agency would F3 delete the edit mode 3 batch.

(FYI - Sometimes, after deleting an interfaced payment transaction which DOES have an error, the transaction will stay on the IT file until the batch is released and goes through the nightly cycle.)

**CAUTION Regarding 54A Batch Header Correction Screen F3-DELETE BATCH, 54A Screen F6-BATCH that goes to 54D and 54A Screen F5-Details to 54B Detail Correction Screen F11-MASS CHANGE.**

Let's say you interfaced a batch of voucher payments and the next morning they are on the 530 screen in edit mode 4 with no errors or in edit mode 3 with errors. You may realize that all the payment transactions were entered with the wrong AY or the wrong PCA and you're glad they didn't process yet. A batch in edit mode 4 can be deleted using the 510 screen with no problems. A batch in edit mode 3 can be deleted from the 510 screen with no problems. However, using the 54 screens to delete error-free transactions in an edit mode 3 batch will create problems with the error-free transactions. To check for error-free transactions, go to the 530 screen, select the batch and press F2-Details, which takes you to the 520 View a Batch screen. Put an 'E' to 'Exclude' errors in the ERRORS I/E: field and press enter. If there are error-free transactions in a very large batch that you wouldn't consider deleting from the 510 screen transaction by transaction, we recommend you allow the error-free transactions to process and create warrants or ACH payments. Reclassify the AY or other coding with appropriate balanced transaction tcodes like 415/416 for expenditures.

## Example of 520 Screen Option to Exclude Errors

S520 UC: 02 STATE OF OREGON 11/01/13 03:07 PM  
LINK TO: VIEW A BATCH PROD

BATCH ID: AGENCY 101 DATE 102413 TYPE 4 NO 492 SEQUENCE 00009 ERRORS I/E: E  
MODE EDIT & POST EFF DATE 102413 STATUS P PRINTER ID:

| S | P | SEQ   | CUR DOC/SFX  | REF DOC/SFX | M | AGY | TC  | INDEX | PCA   | AY | AMOUNT  | R |
|---|---|-------|--------------|-------------|---|-----|-----|-------|-------|----|---------|---|
|   |   | 00003 | VPF00603 001 | C118461 000 |   | 101 | 222 |       | 81905 | 15 | 2387.15 |   |
|   |   | 00004 | VPF00603 002 | C118461 000 |   | 101 | 222 |       | 81907 | 15 | 38.70   |   |
|   |   | 00007 | VPF00602 001 | C118881 000 |   | 101 | 222 |       | 81905 | 15 | 136.55  |   |
|   |   | 00008 | VPF00602 002 | C118881 000 |   | 101 | 222 |       | 81907 | 15 | 2.21    |   |

ENTERED COUNT: 00008 ENTERED AMOUNT: 00000004290.76  
COMPUTED COUNT: 00004 COMPUTED AMOUNT: 00000002564.61  
Z36 RECORD(S) RECALLED - END OF LIST

In another example, you may realize that a payment transaction amount is wrong on an error-free transaction. The transaction can be deleted from the 510 screen, but should not be deleted from the 54 screens. Or you could allow the error-free transaction(s) to process and as soon as possible, contact an SFMS analyst to a) request print plant pull the warrant(s) out before mailing and return to you or b) process Stop Pays.

If the batch has error-free transactions in an edit mode 3 batch but was coded incorrectly, please do not change coding elements of all transactions with **54A F6-BATCH** and **54D F11-MASS CHANGE** and do not delete all transactions with **54A F3-DELETE BATCH**. **Example of Change Not Allowed to Final Approved Doc Message**

S505 UC: 02 STATE OF OREGON 10/31/13 01:34 PM  
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N ACPT  
BATCH: AGENCY 001 DATE 080913 TYPE 4 NO 092 SEQ NO 00023 MASTER EDIT ONLY  
DOC DATE: EFF DATE: 073113 DUE DATE: 080913 SERV DATE:  
CUR DOC/SFX: VP123456 001 REF DOC/SFX: MOD: AGENCY: 001  
TRANS CODE: 222 VOUCHER PAYABLE-NOT ENCUMBERED  
INDEX:  
PCA: 55017 ETS - AGY WIDE OPERATIONS - GF AY: 15  
COMP/AGY OBJ: 4305 4129 TELECOM/NETWORK SERVICES  
AMOUNT: 0000061931.18 RVS: DISC: 1099: FO: PDT: MA  
DOC COUNT: 00002 DOC AMT: 0000088473.11 DOC AGY: 001 CI: PROP #:  
INV #: 13637 DT: DESC: ETHERNET CHGS  
VEND/MC: 1888888888 000 NM: LS NETWORKS  
CONT NO: ADDR 1: 921 SW WASHINGTON ST STE 370  
WARR NO: ADDR 2:  
APPN NO: 81000 ADDR 3:  
FUND: 7200 ADDR 4:  
GL AC/AGY: CITY: PORTLAND ST: OR ZIP: 97205 2824  
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:  
MPCD: AGENCY CD 1: 2: 3: 00401 G38: RTI:  
CHANGE NOT ALLOWED TO FINAL APPROVED DOC

Our trainings and manuals have instructions using the 54A, 54B and 54D screens to make changes or deletions in batches with edit mode 0, 1 or 3. However, the trainings and manuals

do not mention the problems discussed in this document. Please determine whether your batch has error-free transactions before making changes or deletions to all the transactions.

Agencies can change interfaced tcode transactions that do not create warrants (WW ind **not = 1**). We've had no recent problems with tcodes that do not create warrants. See an example of a tcode with the warrant generating indicator shaded:

S28A UC: 02 STATE OF OREGON 10/31/13 01:29 PM  
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 222 TITLE: VOUCHER PAYABLE-NOT ENCUMBERED  
GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:  
POSTING DR-3: CR-3: DR-4: CR-4:  
TRANS DOCD DUDT I SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R  
EDIT AOBJ RVRS PDT R CI N 1099 R WARR INVC VNUM I VNAM R VADD R  
INDS: DMETH R APN# P FUND P GLA N AGL N GRNT SUBG PROJ MULT G38# N  
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y  
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:  
PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +