

# Error Correction Via 54A Screen

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# Batch Correction Methods

As a reminder, all transactions are entered into R\*STARS through batches. Each batch has a Batch Header and at least one Transaction Entry screen. Users must work within the batch framework to correct transactions.

There are two methods for correcting a batch:

- Recall a Batch for Correction
- Batch Error Correction (54A Method)

# Recall a Batch for Correction:

Individual transaction corrections.

This method includes the following screens:

- 530 View Batch Headers
- 520 View a Batch
- 510 Recall a Batch for Correction
- 511 Change Batch Header
- 502 Batch Balancing

# Batch Error Correction (54A Method)

Multiple transaction corrections with Batch Edit Mode of 0, 1 or 3.

This method includes the following screens:

- 54A Batch Header Correction
- 54B Detail Correction
- 54C Valid Field ID Values
- 54D Batch Detail Correction

# 54A Screen Batch Header Correction

1. Deletes entire batch (including all transactions within the batch).
2. Transaction corrections.

# 54A Screen Batch Header

The 54A screen lists only batches with a Mode of 0, 1 or 3. It allows the user to select a batch for correction.

Select the batch by typing an “S” in the SEL column:

S54A UC: 27  
LINK TO:

STATE OF OREGON  
BATCH HEADER CORRECTION

12/10/13 01:46 PM  
PROD



BATCH AGENCY: 101

PAGE: 01

SEL	DATE	TYPE	NO	STAT	USER ID	FID	CORRECTION VALUE
	093009	8	918	H	PAYROLL		
	100609	8	939	H	PAYROLL		
	103009	6	934	H	INTTRES3		
	110413	6	940	H	INTTRES3		
	120913	2	750	H	DASAH03		
	120913	2	751	H	DASAH03		
	120913	6	920	H	INTTRES3		
s	120913	8	984	H	PAYROLL		
	110713	R	986	R	REDEMPT		
	110713	W	949	R	SYSTPAYM		
	110713	8	950	H	PAYROLL		
	*END*						

Press F5 - Details

R43 END OF BATCH

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

# 54B Screen Detail Correction

- A. Users may either change a specific transaction or make a global change for all of the transactions.



S54B UC: 27

STATE OF OREGON

12/10/13 02:06 PM

LINK TO:

DETAIL CORRECTION

PROD

BATCH ID: 101 120913 8 984

STATUS: H USER ID: AGYUSER

SEQ NO FID

CORRECTION VALUE

S 00001 23 113113

To perform a mass change (change all of the transactions in the batch), do not enter a sequence number. Type “S” in the far left column.

F1-HELP F3-DELETE F4-VALUES F6-BATCH F9-INTERRUPT F10-CHANGE  
F11-MASS CHANGE F12-HEADERS CLEAR-EXIT

# 54C Screen Valid Field ID Value

Enter the FID (Field Identification). This identifies one of the fields on the original Transaction Entry screen. This code can be looked up.

Place the cursor in the FID (Field Identification) column and press F4 - VALUES. R\*STARS will display the 54C screen.

FID	FIELD NAME	FID	FIELD NAME	FID	FIELD NAME
01	AGENCY	19	DISCOUNT DATE	37	MULTI PURPOSE CODE
02	AGENCY CODE 1	20	DISCOUNT TERMS	38	OPERATOR ID
03	AGENCY CODE 2	21	DOC AGENCY	39	PAYMENT DIST TYPE
04	AGENCY CODE 3	22	DOCUMENT DATE	40	PENALTY AMOUNT
05	AGENCY GL ACCOUNT	23	DUE DATE	41	PENALTY DATE
06	AGENCY OBJECT	24	EFFECTIVE DATE	42	PENALTY TERMS
07	APPROPRIATION NUMBER	25	FUND	43	PROGRAM COST ACCOUNT
08	APPROPRIATION YEAR	26	FUND CONTROL OVRD	44	PROJECT NUMBER
09	BANK NUMBER	27	GENERAL LEDGER ACCOUNT	45	PROJECT PHASE
10	CAPITALIZE INDICATOR	28	GRANT NUMBER	46	PROPERTY NUMBER
11	CASH RECPT PAYMT TYPE	29	GRANT PHASE	47	REFERENCE DOCUMENT
12	COMPTROLLER OBJECT	30	IN SERVICE DATE	48	REFERENCE DOCUMENT SUF
13	CONTACT NUMBER	31	INDEX CODE	49	REVERSE INDICATOR
14	CURRENT DOCUMENT	32	INTEREST TERMS	50	SUBGRANTEE
15	CURRENT DOCUMENT SUF	33	INVOICE DATE	51	TRANSACTION AMOUNT
16	GASB 38 NO	34	INVOICE NUMBER	52	TRANSACTION CODE
17	DESCRIPTION	35	IRS INDICATOR	53	VENDOR ADDRESS 1
18	DISCOUNT AMOUNT	36	MODIFIER	54	VENDOR ADDRESS 2

\* \* \* \* \* TAB TO ENTRY AND PRESS F2 TO SELECT FID \* \* \* \* \*

F1-HELP F2-SELECT F8-NEXT PAGE CLEAR-EXIT

To select a field for correction, tab the cursor to that field and press F2 - SELECT.

The system will go back to the 54B screen with the selected FID displayed.

S54B UC: 27

STATE OF OREGON

12/10/13 02:06 PM

LINK TO:

DETAIL CORRECTION

PROD

BATCH ID: 101 120913 8 984

STATUS: H USER ID: AGYUSER

SEQ NO FID

CORRECTION VALUE

S 00001 23 113113

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When changing a single transaction, press F10 - CHANGE.

When changing all of the transactions in the batch,  
press F11 - MASS CHANGE.

F1-HELP

F3-DELETE

F4-VALUES

F6-BATCH

F9-INTERRUPT

F10-CHANGE

F11-MASS CHANGE

F12-HEADERS

CLEAR-EXIT

# Release the Batch

- Press F12 - HEADERS to return to the 54A screen.
  
- On the 54A screen, press F6 - RELEASE to release the batch.

# For Overnight Processing for More than 1,000 Transactions and at Year-End:

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S54A UC: 27 STATE OF OREGON 12/10/13 01:46 PM
LINK TO: BATCH HEADER CORRECTION PROD

BATCH AGENCY: 101 PAGE: 01
SEL DATE TYPE NO STAT USER ID FID CORRECTION VALUE
093009 8 918 H PAYROLL
100609 8 939 H PAYROLL
103009 6 934 H INTTRES3
110413 6 940 H INTTRES3
120913 2 750 H DSAH03
120913 2 751 H DSAH03
120913 6 920 H INTTRES3
s 120913 8 984 H PAYROLL
110713 R 986 R REDEMPT
110713 W 949 R SYSTPAYM
110713 8 950 H PAYROLL
*END*

R43 END OF BATCH

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
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Press F6 - Batch

# For Overnight Processing for More than 1000 Transactions and at Year-end

S54D UC: 08 STATE OF OREGON 01/13/21 10:12 AM  
LINK TO: \_\_\_\_\_ BATCH DETAIL CORRECTION PROD

BATCH ID:      011121 8 054 STATUS: R USER ID: INTPAYR1 PAGE: 01

SEQ NO FID CORRECTION VALUE

\*END\*

Type the sequence number of the transaction to be corrected or leave the SEQ blank.

Press **F11** to save the corrections. These changes will post overnight. If there is a problem with the user class, it will not be known until after the batch cycle.

R43 END OF BATCH

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

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