

# R★STARS Training Manual

## Chapter #8 – Error Correction

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### R★STARS Edits

In R★STARS, users enter all transactions in batches with a Batch Header and Transaction Entry screens. Depending upon the Batch Edit Mode, R★STARS will perform edits as the transactions are entered and saved or during the nightly batch cycle.

R★STARS performs several different kinds of edits:

- Data Element (Data) Edits
- Fund (Financial) Edits
- Batch Balancing Edits

**Data Element edits** compare the coding fields on the transaction against profiles for valid data. For example, for a transaction with a Vendor Number, R★STARS will check the Vendor Profile for that number. The edits may encounter the following kinds of errors:

- Invalid data element
- A data element is present that is not allowed for the transaction code

**Financial edits** compare financial fields on the transaction entry screen to budgetary constraints in the system. For example, R★STARS may prevent a user from entering an encumbrance if there is not enough remaining budget to cover the amount of the encumbrance. The edits may encounter the following kinds of errors:

- Appropriation, agency budget, grant or project budget has been exceeded
- Cash balance has been exceeded
- Document match not allowed or found (see chapter #4 – Transaction Codes)

**Balancing edits** compare the BATCH AMOUNT and BATCH COUNT entered on the header with the computed Batch Amount and Batch Count. They also compare the AMOUNTS for each document number to the DOCUMENT AMOUNT for the batch transaction entry. The edits may encounter the following kinds of errors:

- Incorrect Batch Count and/or Batch Amount
- Document Amounts out-of-balance
- Invalid effective date

Before looking at techniques for correcting batches, let's briefly review some of the circumstances surrounding these edits.

## Review of Batch Edit Modes

A batch can be entered with a Batch Edit Mode of 0, 1, or 2. These modes determine when R★STARS will perform the data element edits and financial edits. The system always performs the batch balancing edits at the time the user balances and releases the batch, regardless of the Batch Edit Mode.

### BATCHES IN EDIT MODE 0

For transactions entered with an Edit Mode 0 (zero), R★STARS will identify only batch balancing errors at the time the batch is entered. It performs the data element edits and financial edits during the nightly batch cycle. Consequently, the system will not identify errors until the batch cycle; and the user will not be able to correct them until the next day.

Because the system does not perform data element edits until the batch cycle, there may be errors in such fields as the PCA, Index, Comptroller or Agency Object, or Vendor fields. These are most easily identified on the **DAFR2151 Error Report**.

If an agency has financial controls set to *warning*, the system will include the warning messages on the DAFR2151 and continue to process the transactions. If the financial controls are set at *fatal*, the system will include the warning messages on the DAFR2151 and discontinue processing the transactions.

**BATCHES IN EDIT MODE 1**

For transactions entered with an Edit Mode 1, the data element edits occur on-line and must be corrected before the transaction can be saved. R\*STARS performs the batch balancing edits at the time the batch is balanced. The financial edits occur in the nightly processing so error transactions are not available for correction until the next day.

The same rules for financial controls, *warning* and *fatal* errors apply as with Edit Mode 0.

**BATCHES IN EDIT MODE 2**

For transactions entered with an Edit Mode 2, R\*STARS performs the data element and financial edits when a transaction is saved. It performs the batch balancing edits when the batch is balanced and released.

Since financial edits are active, users must correct any errors before the system will save the transaction and post the batch. If financial controls are set to *warning*, the system will continue to process the transaction after displaying the warning. *This is the only warning agencies will receive.*

**Data Element Edits**

Data Element edits compare the coding fields on the transaction against profiles for valid data.

The edits ensure that users have entered all of the required fields and have not entered data in fields that are not allowed. These fields are determined by the transaction code.

S28A	UC: 10	STATE OF OREGON										12/09/13 01:49 PM							
LINK TO:		TRANSACTION CODE DECISION PROFILE										PROD							
TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED																			
GENERAL LEDGER		DR-1: 3501		CR-1: 1211		DR-2:		CR-2:											
POSTING		DR-3:		CR-3:		DR-4: 3011		CR-4: 2735											
TRANS	DOCD	DUDT	I	SVDT	CDOC	I	RDOC	I	MOD	I	AGCY	R	IDX	PCA	COBJ	R			
EDIT	AOBJ	RVRS	N	PDT	R	CI	N	1099	R	WARR	INVC	VNUM	R	VNAM	R	VADD	R		
INDS:	DMETH	R	APN#	R	FUND	R	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: +							
A/S		BT		MATCH		GLA		DOC		A/S		BT		MATCH		GLA		DOC	
DF: +		03		M		8		2		+		04		M		8		2	
FILE	AP: -	18								+		17							
POSTING	AB: -	18								+		17							
INDS:	CC:																		
	GP: -	18								+		17							
	PJ: -	18								+		17							
AGY GL:										STATUS CODE: A									
EFF START DATE: 06011990										EFF END DATE:		LAST PROC DATE: 09022003							
Z06 RECORD SUCCESSFULLY RECALLED																			
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT																			

The Transaction Edit Indicators on the **28A Transaction Code Decision Profile** define what elements may or may not be filled in on the transaction entry screen. The indicators are:

- I** – Required and must be input on the transaction
- R** – Required on the transaction, but may either be input or looked-up
- N** – Not allowed to be present
- Blank** – Optional

See Chapter #4 – Transaction Codes for additional information.

## CORRECTING DATA ELEMENT ERRORS

As discussed earlier, the system cannot process the transaction until data element errors are corrected. The Batch Edit Modes determine when errors will be available for correction.

In Batch Edit Modes 1 and 2, when a user tries to save a transaction with errors, the system will provide error messages at the bottom of the screen and turn the applicable fields red. With the error messages displaying, press **F1**-HELP. The system will open the **90 News/Help** screen and show an explanation of the first error showing on the screen. Other errors can be viewed by pressing **F5**-NEXT.

In addition, R★STARS has on-line help for several of the data elements. Pressing **F1**-HELP in the specific data field will bring up the appropriate Data Element Help screen. This feature is available for the following fields:

Vendor Number and Mail Code	Comptroller Object
Vendor Name	Agency Object
Index	Reference Documents
PCA	

See Chapter #7 – On-line Help for additional information.

To correct errors, users may also need to look up information on profiles, such as the **28A** profile or the **28B Transaction Code Description Profile**. For additional information, see Chapter #4 – Transaction Codes.

## Financial (Fund) Edits

As mentioned earlier, financial edits compare financial fields on the transaction entry screen to budgetary constraints in the system. Users may receive an error if:

- The appropriation, agency budget, grant or project budget has been exceeded
- If the cash balance has been exceeded

The system may provide warning or fatal error messages, depending upon the level of control our agency has established.

- With warning messages, the system will continue to process the transaction
- With fatal messages, the system will not process the transaction until the condition has been corrected.

Correcting these errors usually involves a management decision to either re-code the transaction to a different coding block or adjust budgets.

In addition, the financial edits also ensure a correct **document match** for reference documents on the Document Financial Table or the Appropriation Table (e.g., pre-encumbrances, encumbrances, and accounts receivable). These edits are based upon the File Posting Indicators on the Transaction Code. See the chapters on Transaction Codes (#4), Revenue Cycle (#9) and Expenditures (#10) for additional information.

```

S28A UC: 10 STATE OF OREGON 12/09/13 01:49 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED
GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735
TRANS DOC DUDT I SVDT CDOC I RDOC I MOD I AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS N PDT R CI N 1099 R WARR INVC VNUM R VNAME R VADD R
INDS: DMETH R APN# R FUND R 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: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 03 M 8 2 + 04 M 8 2
FILE AP: - 18 + 17
POSTING AB: - 18 + 17
INDS: CC:
GP: - 18 + 17
PJ: - 18 + 17
AGY GL: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09022003
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT

```

## Balancing Edits

R★STARS performs the following balancing edits:

- Batch Balancing
- Document Balancing
- Document Effective Date

For **Batch Balancing**, the system compares the BATCH COUNT and BATCH AMOUNT fields on the **500 Batch Header Entry** screen to its computed sum of *all of the transactions in the batch*. If the BATCH COUNT or AMOUNT isn't entered on the **500** screen, the system doesn't perform this edit.

In **Document Balancing**, the system totals the AMOUNT fields of *all of the transactions (suffix numbers) with the same CUR DOC number* and compares it to the entered DOC AMOUNT.

It is possible for numerous transactions (suffixes) to be in a single document and for numerous documents to be in a single batch. The more transactions in each document and the more documents in a batch, the more difficult the batch balancing process can become.

For example, if a batch contained the following transactions, the batch would *not* balance and the user will receive a Document Balancing error.

Document Number	Suffix	Transaction Amount	Document Amount
VP000001	001	100.00	600.00
	002	200.00	600.00
	003	300.00	600.00
VP000002	001	75.00	75.00
VP000003	001	150.00	250.00
	002	100.00	250.00
	003	100.00	250.00

This batch would not balance because of document VP000003. The transactions within the document total 350.00 but the DOCUMENT AMOUNT was entered as 250.00. In this batch the DOC AMT field on one of the transactions for this document would need to be changed and saved.

The **Effective Date** determines the fiscal month and year to which the transaction will post. The system ensures that the fiscal month and year to which the transaction is posting are still open.

## BATCH BALANCING

If the Entered Count and Entered Amount fields are used when creating a batch, the amounts must equal the total number and amount of the records entered in the batch. Otherwise, the batch will not balance and you will receive the following error:

```

S502   UC: 17                               STATE OF OREGON           12/09/13 03:59 PM
LINK TO:                                BATCH BALANCING                PROD

      BATCH AGENCY: 929
      BATCH DATE: 120913
      BATCH TYPE: 4
      BATCH NUMBER: 112

BATCH BALANCING:
  ENTERED COUNT: 00005      ENTERED AMOUNT: 00000002675.00
  COMPUTED COUNT: 00001      COMPUTED AMOUNT: 00000000400.00

PAYMENT DIST TYPE:
  DISB METH IND:
    USER ID: AGYUSER      JOHN DOE
    USER CLASS: 17

"WARNING....BATCH NOT IN BALANCE"
COMPUTED TRANSACTIONS HAVE POSTED
F1-HELP      F2-RECALL BATCH  F3-DEL HDR      F6-RELEASE   F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD        F11-HDR ENTRY F12-HEADERS  CLEAR-EXIT
  
```

This message was displayed because the entered and computed batch count or batch amount do not match.

The user must determine if the entered and computed batch count or batch amount match on the **502** screen. If they don't, one or the other or both amounts will need to be corrected so they match.

- An incorrect amount or count may have been entered on the **500** screen. In this case the Batch Header will need to be changed.
- The user may have added an extra transaction to the batch. The transaction will need to be deleted.
- An incorrect transaction amount or document amount may have been entered (see **Document Balancing** below).

These processes are described later in this chapter.

## DOCUMENT BALANCING

When posting transactions to a batch, a Document Amount must be entered for each document number. The Document Amount must be the total amounts of all transactions (identified by suffixes, e.g., 001, 002, etc.) for a document number.

If a user attempts to balance the batch (**F6-BALANCING**) when the Document Amount and the total transaction amounts of the document don't match, the **502 Batch Balancing** screen will display the message “WARNING....DOCUMENT ##### NOT IN BALANCE COMPUTED TRANSACTIONS HAVE POSTED.”

It may be more difficult to identify the error if the amounts entered for each transaction within a document do not total the document amount. Users will need to compare the total amount of all of the transactions with a single document number (different suffixes) with the document amount.

```

S505 UC: 17 STATE OF OREGON 12/09/13 04:18 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 120913 TYPE 4 NO 002 SEQ NO 00003 MODE EDIT AND POST
DOC DATE: 120913 EFF DATE: 120913 DUE DATE: 113009 SERV DATE:
CUR DOC/SFX: VP000021 002 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 222
INDEX
PCA: 12300 AY: 15
COMP/AGY OBJ: 4406 4740
AMOUNT: 00000000100.00 RVS: DISC: 1099: FO: PDT: MA
DOC COUNT: 00002 DOC AMT: 0000000125.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1111111111 000 NM: FIRST WALABY BANK
CONT NO: ADDR 1: BOX 9996
WARR NO: ADDR 2:
APPN NO: 89901 ADDR 3:
FUND: 4260 ADDR 4:
GL AC/AGY: CITY: VAN NUYS ST: CA ZIP: 91409 7734
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00401 DI: RTI:

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT

```

To see how many documents are in the batch and how many suffixes each document has, go to the **520 View a Batch** screen. This screen is accessed by pressing **F7**-DETAILS from the following screens:

- **502** Batch Balancing
- **510** Recall a Batch for Correction
- **530** View Batch Headers
- Transaction Entry Screens

```

S520    UC: 17                STATE OF OREGON                12/09/13 04:20 PM
LINK TO:                VIEW A BATCH                        PROD

BATCH ID: AGENCY 101 DATE 120913 TYPE 4 NO 002 SEQUENCE 00001  ERRORS I/E:
MODE EDIT & POST        EFF DATE 113009        STATUS P        PRINTER ID:

S P  SEQ  CUR DOC/SFX  REF DOC/SFX  M AGY TC  INDEX  PCA  AY  AMOUNT R
00001 VP000020 001                101 222        13100 15        200.00
00002 VP000021 001                101 222        12300 15         25.00
00003 VP000021 002                101 222        12300 15        100.00
00004 VP000022 001 EE000007 004 F 101 225        43000 15       1000.00
00005 VP000023 001                101 222        11000 15         50.00
00006 VP000023 002                101 222        12300 15         25.00
00007 VP000023 003                101 222        13300 15         15.00
00008 VP000023 004                101 222        13200 15         10.00
00009 VP000024 001 EE000005 001 F 101 225        33200 15        125.00
00010 VP000024 002 EE000005 002 F 101 225        33100 15        300.00

ENTERED COUNT: 00010                ENTERED AMOUNT: 00000001850.00
COMPUTED COUNT: 00010                COMPUTED AMOUNT: 00000001850.00
NO MORE DETAILS IN THIS BATCH

F1-HELP  F2-SELECT  F4-PRINT  F5-NEXT PAGE  F6-BALANCING  F8-DOC TRACK
F9-INTERRUPT  F11-CORRECT BATCH  F12-HEADERS  ENTER-FIRST PAGE  CLEAR-EXIT

```

In the example above, VP000023 has four suffixes. This screen shows the AMOUNT for each of these suffixes. The user would then check the Transaction Entry screen, find the document transaction for suffix 001 and make sure the DOC AMT field shows 100.00 (50.00+25.00+15.00+10.00).

When correcting a large batch, or many transactions within a Document, the **37 Document Tracking Inquiry Screen** can be helpful in determining the documents that are out of balance. See Chapter #13 – Document On-Line Inquiry for information on this screen. Action Code 700 means the document contains errors.

## Identifying Errors

Out of balance batches or batches with errors are identified on the **530 View Batch Header** screen or on the **54A Batch Header Correction** screen. The **530** lists all batches that are waiting to process. The **54A** lists batches that were entered in Batch Edit Mode *0* or *1* that have gone through the nightly batch cycle.

In addition, the DAFR2151 Error Report provides a list of the transactions that have errors. The information includes the R\*STARS error message code and a description.



## DAFR2151 R\*STARS ERROR REPORT

DAFR2151 101 CNTL 01 * * DEPARTMENT OF ADMINISTRATION *****AGCY NUMBER 101															
R*STARS ERROR REPORT AGCY PAGE 1															
12/09/13 (19.13) CYCLE 9631 *****RUN PAGE 68															
-----TRANS ID-----	USER ID	TID	EFF DT	AY	DMI	C/I	TC	M	R	AGY	RTI	INDEX	TRANSACTION AMOUNT	CODE	DESCRIPTION
APPN#	FUND	PCA	COBJ	AOBJ	PROJ	#/PH	GRANT#/PH	SUB	GRANTEE	ORIG					
--AGY	CD	1	2	3--	GL	/	AGY	GL	MULTI	CODE	VENDOR	/MC			
VENDOR NAME IRS															
INVOICE NO	INV DT	DOC DATE	DOC AGY	CUR	DOC/SFX	REF	DOC/SFX								
DUE DT	SERV DT	WARR NO	PDT	PROPERTY #	G38 NO	FO	CONT #								
PT BANK NUMBER	DISC DT	TRM	PEN DT	TRMS	INT	PENALTY	AMOUNT								
101 11/20/13 4 273 00016	INT10102	E7BU	11/20/13	15	R		222		101	88031	27000		180.94	FB9	ERRORS IN SPLITS
			88031	4106	4116										
			INNS OF AMERICA INC				3				000				
	COMFYBED		11/20/13	101	VP002923	001									
	573		MA												
	11/20/13						0.000					.00			
101 11/20/13 4 273 00094	INT10102	E7BU	11/20/13	15	R		222		101	88031	27000		135.59	FB9	ERRORS IN SPLITS
	30205	6400	51964	4106	4116	427021	13	127901	00			00016			
			00579								000				
	COMFYBED		INNS OF AMERICA INC				3								
	573		11/20/13	101	VP002923	001									
	11/20/13		MA												
							0.000					.00			
101 11/20/13 4 273 00095	INT10102	E7BU	11/20/13	15	R		222		101	88031	27000		27.21	FB9	ERRORS IN SPLITS
			51106	4106	4116	427021	63					00016			
											000				
	COMFYBED		INNS OF AMERICA INC				3								
	573		11/20/13	101	VP002923	001									
	11/20/13		MA												
							0.000					.00			
101 11/20/13 4 273 00096	INT10102	E7BU	11/20/13	15	R		222		101	88031	27000		18.14	FB9	ERRORS IN SPLITS
			51061	4106	4116	427021	63					00016			
											000				
	COMFYBED		INNS OF AMERICA INC				3								
	573		11/20/13	101	VP002923	001									
	11/20/13		MA												
							0.000					.00			
101 12/09/13 2 902 00001	INT10104		11/30/13	15			409		101	91589			115.18	F91	DOCUMENT LEVEL ERROR
			91589	4650	4121										
							13402438								
			12/09/13	101	BT005938	001									
							0.000					.00			

The DAFR2151 Error Report displays all transactions processed in the previous nightly batch cycle that encountered data element or financial errors. It displays the transaction ID (batch agency, date, batch type, batch number, and sequence number), detailed input elements for the transaction, an error code, and error message(s).

The report lists the same error message that can be seen on-line. Users can use the **90** screen to view the messages and obtain additional detail about any of the errors.

This report is the only mechanism the agency will have for identifying financial warning messages for batches entered in Edit Mode *0* or *1*. Warning messages simply alert the agency to a condition; they do not prevent transactions from processing.

### 530 VIEW BATCH HEADERS

The **530** screen provides an on-line inquiry of all of the batches for an agency waiting to process.

S530 UC: 10

STATE OF OREGON

12/09/13 09:21 AM

LINK TO:

VIEW BATCH HEADERS

PROD

BATCH AGENCY: 581 TYPE: I/E:

...BATCH ID...

S	DATE	TYP	NO	STA	BAL	MODE	EFF	ENTERED	ENTERED	COMP	COMP
							DATE	COUNT	AMOUNT	COUNT	AMOUNT
	101513	1	343	H	Y	2	101513	00010	00023420380.54	00010	00023420380.54
	110413	4	905	R	N	3	110413	00152	00001386409.21	00007	00000049282.09
	120913	R	936	H	N	3	120913	00072	00000877443.96	00001	00000000705.68
	120913	2	996	R	N	3	120913	00030	00001156360.82	00001	00000032934.97
	110713	A	00K	P	Y	2	110713	00001	00000000105.00	00001	00000000105.00
	110713	A	00L	P	Y	2	110713	00001	00000065871.05	00001	00000065871.05
	110713	A	00W	P	Y	2	112113	00001	00000091012.00	00001	00000091012.00
	110713	A	011	P	Y	2	110713	00001	00000000108.75	00001	00000000108.75
	110713	A	012	P	Y	2	112213	00001	00000000356.50	00001	00000000356.50
	110713	4	805	H	Y	2	110713	00037	00000014166.04	00037	00000014166.04

NO MORE BATCHES FOR THIS AGENCY

F1-HELP

F5-NEXT PAGE

F6-BALANCING

F7-DETAILS

F8-DOC TRACK

F9-INTERRUPT

F11-CORRECT BATCH

ENTER-FIRST PAGE

CLEAR-EXIT

Users may narrow the search by entering a **Batch Type** and an 'I' for include or an 'E' for exclude in the I/E: field. Batch types include:

- |  |                                   |
|--|-----------------------------------|
| <b>1</b> – Budgetary                   | <b>5</b> – Journal Vouchers       |
| <b>2</b> – Revenue/Receipts            | <b>A</b> – ADPICS Documents       |
| <b>3</b> – Pre-encumbrance/Encumbrance | <b>G</b> – Companion Transactions |
| <b>4</b> – Expenditures/Disbursements  |                                   |

The STA field indicates the status of the batch. Status codes include:

- P** – Posted (Fully edited, approved, and posted)
- H** – Hold from processing
- R** – Released for processing
- D** – Flagged for deletion

The BAL field indicates whether the batch is in balance.

The MODE field indicates the Batch Edit Mode. A MODE of 3 indicates the system found errors in the batch during the nightly batch cycle. The MODE will remain at 3 after errors have been corrected but the STA will change to *R*.

The STA, BAL, and MODE fields work together to indicate the batch status and the action to take:

STA	BAL	MODE	ACTION
R	Y	0, 1, 3	Released to batch cycle, no further action necessary
H	Y	0, 1	Release to the batch cycle
H	Y	2	Release to the batch cycle, already posted to financial tables
H	N	1	Balance and release to the batch cycle
H	N	2	If the batch has not gone through the batch cycle, balance and release If the batch has been through the batch cycle, change the count and amount on the batch header, balance and release the batch
H	N	3	Correct errors, balance, and release to the batch cycle
H	Y	3	Correct errors and release to the batch cycle
P	N	2	Transactions are waiting for future due dates to arrive or Fund lacks cash (see DAFR3581 Funds Control Report)
P	Y	2	This batch is balanced and posted. It will go to the next regular batch cycle. Or, transactions are waiting for future due dates to arrive
P	Y	4	One or more of the funds failed the fund control edits during the batch cycle. Use the <b>63</b> screen to determine which fund.
A	Y	2	ADPICS documents have been posted to R★STARS. <i>These are system-generated transactions and should not be modified.</i>

Users may select a batch and begin the correction process from this screen. Different function keys allow a user to enter the process at different places:

- **F6-BALANCING** goes to the **502** screen
- **F7-DETAILS** goes to the **520** screen
- **F11-CORRECT BATCH** goes to the **510 Recall a Batch for Correction**

## 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*** where *users correct individual transactions*. 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)*** where *several transactions can be corrected at once* for batches 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

To begin the correction process, a user needs to *recall* the batch. The **Batch Key** is used to do this. The Batch Key includes:

- Batch Agency
- Batch Date
- Batch Type
- Batch Number

The **Transaction Key** includes the Batch Key plus the Batch Sequence Number for a particular transaction within the batch.

If users have The Batch and Transaction Keys, they can go directly to the **510 Recall a Batch for Correction** or the **54A** screen.

## Recall a Batch for Correction Method

The following steps are used to correct individual transactions in the batch:

### RECALLING THE BATCH

**Step 01:** Go to the **530** screen.

Reduce the list of batches by entering a batch type and an 'I' for include or an 'E' for exclude in the I/E: field.

If correcting batches from the nightly batch cycle, look for batches with a MODE of 3.

If the Batch Key is known, skip this section and go directly to the section that describes the kind of error needing correction.

S530 UC: 17 STATE OF OREGON 12/10/13 09:55 AM  
LINK TO: VIEW BATCH HEADERS PROD

BATCH AGENCY: 101 TYPE: 4 I/E: I

...BATCH ID...							EFF	ENTERED	ENTERED	COMP	COMP
S	DATE	TYP	NO	STA	BAL	MODE	DATE	COUNT	AMOUNT	COUNT	AMOUNT
	110413	4	001	P	Y	2	110413	00002	00000000200.00	00002	0000000200.00
	110413	4	002	P	Y	2	110413	00002	00000000400.00	00002	0000000400.00
	110413	4	003	P	Y	2	110413	00002	00000000360.00	00002	0000000360.00
	110413	4	004	P	Y	2	110413	00003	00000000850.00	00003	0000000850.00
	103096	4	001	P	Y	2	110413	00002	00000000240.00	00002	0000000240.00
	110713	4	001	P	Y	2	110713	00002	00000000200.00	00002	0000000200.00
	110713	4	002	P	Y	2	110713	00002	00000000240.00	00002	0000000240.00
	110713	4	003	P	Y	2	110713	00002	00000000400.00	00002	0000000400.00
	110713	4	004	P	Y	2	110713	00003	00000000500.00	00003	0000000500.00
s	110713	4	112	H	N	2	110713	00005	00000002675.00	00001	0000000400.00

NO MORE BATCHES FOR THIS AGENCY

F1-HELP F5-NEXT PAGE F6-BALANCING F7-DETAILS F8-DOC TRACK  
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST PAGE CLEAR-EXIT

**Step 02:** Select the batch to correct by typing an 's' in the S column.

**Step 03:** Press **F7**-DETAILS to view a list of the transactions in the batch.

Users can also press **F11**-CORRECT BATCH, which will go to the **510 Recall a Batch for Correction** screen. Skip to Step 06.

S520 UC: 17 STATE OF OREGON 12/10/13 10:10 AM  
 LINK TO: VIEW A BATCH PROD

BATCH ID: AGENCY 101 DATE 110713 TYPE 4 NO 112 SEQUENCE 00001 ERRORS I/E:  
 MODE EDIT & POST EFF DATE 110713 STATUS H PRINTER ID:

S	P	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
s		00001	VP000021	001	EE000004	001	F	929	225		42000	97	400.00	

ENTERED COUNT: 00005 ENTERED AMOUNT: 00000002675.00  
 COMPUTED COUNT: 00001 COMPUTED AMOUNT: 00000000400.00  
 NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F8-DOC TRACK  
 F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR-EXIT

**Step 04:** On the **520** screen, select the transaction to correct by typing an 's' in the *S* column.

**Step 05:** Press **F11** -CORRECT BATCH, which will go to the **510 Recall a Batch for Correction** screen.

S510 UC: 17 STATE OF OREGON 12/10/13 10:12 PM  
 LINK TO: RECALL A BATCH FOR CORRECTION PROD

BATCH AGENCY: 101  
 BATCH DATE: 110713  
 BATCH TYPE: 4  
 BATCH NUMBER: 112  
 SEQUENCE NUMBER: 00001 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-  
 ENTERED COUNT: 00005 ENTERED AMOUNT: 00000002675.00  
 COMPUTED COUNT: 00001 COMPUTED AMOUNT: 00000000400.00

PAYMENT DIST TYPE:  
 DISB METH IND:  
 ORIGINAL USER ID: AGYUSER JOHN DOE  
 USER CLASS: 17  
 LAST USER ID: AGYUSER JOHN DOE

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

**Step 06:** Identify the section below that fits the specific situation to finish correcting the batch.

## CORRECTING THE TRANSACTIONS IN THE BATCH

**Step 01:** Begin on the **510 Recall a Batch for Correction** screen (see above). Make sure the SEQUENCE NUMBER is filled in for the transaction to be corrected.

- If **F2**-SELECT is pressed from the **520** screen, the system will have filled in the SEQUENCE NUMBER.
- If **F11**-CORRECT BATCH is pressed from the **530** screen or the **510** screen is linked to from another screen, fill in the SEQUENCE NUMBER.

**Step 02:** Press **F4**-CHANGE. The system will go to the applicable Transaction Entry screen.

```

S505   UC: 17                               STATE OF OREGON                12/10/13 10:15 PM
LINK TO:                PRE-ENC/ENC/EXPEND TRANSACTION ENTRY      NOTE: N    PROD
BATCH: AGENCY 101 DATE 110713 TYPE 4 NO 112 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 110713   EFF DATE: 110713   DUE DATE: 112913   SERV DATE:
CUR DOC/SFX: VP000021 001 REF DOC/SFX: EE000004 001 MOD: F AGENCY: 101
TRANS CODE: 225
INDEX:
PCA: 42000                                AY: 15
COMP/AGY OBJ: 4704 5304
AMOUNT: 00000000400.00 RVS:      DISC:                1099:   FO:   PDT: MA
DOC COUNT: 00001 DOC AMT: 0000000400.00 DOC AGY: 101 CI:   PROP #:
INV NO:                DT:                DESC:
VEND/MC: 9999999999 000 NM: KNECHTS DISCOUNT AUTO PARTS
CONT NO:                ADDR 1: 3400 E MAIN ST
WARR NO:                ADDR 2:
APPN NO: 31501          ADDR 3:
FUND: 4440              ADDR 4:
GL AC/AGY:              CITY: SPRINGFIELD              ST: OR  ZIP: 97478 5814
GRANT NO/PH:            SUB GRANTEE:                  PROJ NO/PH:
MPCD:                  AGY CD-1:      2:      3: 00652 DI:      RTI:

F1-HELP  F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT

```

**Step 03:** Make the necessary changes for the transaction. (See applicable chapters in this manual for specific data information.)

For additional information about the errors, press **F4**-EDIT. The system will display the applicable error messages. The system will also display the fields that need to be added, deleted or changed in red (See Chapter #7 – On-line Help).

**Step 04:** Press **F10**-SAVE to save the changes.

Users may want to press **F10**-SAVE after each change. Often errors are related and one change may take care of several errors. For example, changing the Agency Object will also correct Comptroller Object errors. Or, changing a Vendor Number will also correct Vendor Name and Address errors.

**Step 05:** If there are additional batch transactions that need to be changed, press **F5**-NEXT to continue scrolling through the transactions.

**Step 06:** After making changes, press **F6**-BALANCING. The system will go back to the **502** screen and a message will indicate whether the batch is in balance or not.

```
S502 UC: 17 STATE OF OREGON 12/10/13 11:21 AM
LINK TO: BATCH BALANCING PROD

BATCH AGENCY: 101
BATCH DATE: 110713
BATCH TYPE: 4
BATCH NUMBER: 112

BATCH BALANCING:
ENTERED COUNT: 00001 ENTERED AMOUNT: 00000000400.00
COMPUTED COUNT: 00001 COMPUTED AMOUNT: 00000000400.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: AGYUSER JOHN DOE
USER CLASS: 17

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION
F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT
```

**Step 07:** If the batch is in balance and if the user has the authority, press **F6**-RELEASE. If the batch does not balance, see the previous section on Balancing Edits.

## CORRECTING THE BATCH HEADER

If the batch is not in balance because of a difference between the entered and computed batch count or batch amount and the computed amounts are correct, change the batch header. The following steps demonstrate this process:

**Step 01:** Go to the **510 Recall a Batch for Correction** screen.

- On the **502** screen press **F2**-RECALL BATCH.
- From the **520** screen press **F2**-RECALL BATCH.
- From the **530** screen press **F11**-CORRECT BATCH.



```
S510 UC: 17 STATE OF OREGON 12/10/13 10:12 PM
LINK TO: RECALL A BATCH FOR CORRECTION PROD

BATCH AGENCY: 101
BATCH DATE: 110713
BATCH TYPE: 4
BATCH NUMBER: 112
SEQUENCE NUMBER: (REQUIRED IF CHANGING, DELETING, OR VIEWING A
TRANS)

BATCH BALANCING-
ENTERED COUNT: 00005 ENTERED AMOUNT: 00000002675.00
COMPUTED COUNT: 00001 COMPUTED AMOUNT: 00000000400.00

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL USER ID: AGYUSER JOHN DOE
USER CLASS: 17
LAST USER ID: AGYUSER JOHN DOE

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
```

**Step 02:** Press **F2**-CHANGE HDR. The system will go to the **511 Change Batch Header** screen.

```
S511 UC: 17 STATE OF OREGON 12/10/13 03:49 PM
LINK TO: CHANGE BATCH HEADER PROD

ENTER CHANGES - PRESS SAVE KEY TO UPDATE OR CANCEL KEY TO CANCEL

BATCH AGENCY: 101
BATCH DATE: 110713
BATCH TYPE: 4
BATCH NUMBER: 112

BATCH BALANCING:
ENTERED COUNT: 00001 ENTERED AMOUNT: 00000000400.00
COMPUTED COUNT: 00001 COMPUTED AMOUNT: 00000000400.00
BATCH EDIT MODE: 2
PAYMENT DIST TYPE:
DISB METH IND:
EFFECTIVE DATE: 110713
USER ID: AGYUSER JOHN DOE
USER CLASS: 17

F1-HELP F9-INTERRUPT F10-SAVE F12-CANCEL CLEAR-EXIT
```

**Step 03:** Make the necessary changes and press **F10**-SAVE.

**Step 04:** The **510** screen will once again be displayed. Press **F6**-BALANCING.

**Step 05:** If the batch is balanced and if the user has the authority, press **F6**-RELEASE. If the batch does not balance, see the previous section on Balancing Edits.

## DELETING A TRANSACTION FROM A BATCH

There may be occasion when a transaction is entered that is not valid and needs to be deleted. The following steps demonstrate this procedure:

**Step 01:** Begin on the **510 Recall a Batch for Correction** screen (see above). Make sure the SEQUENCE NUMBER field is filled in for the transaction to be deleted.

- If **F2**-RECALL BATCH is pressed from the **520** screen, the system will have filled in the sequence number.
- If **F11**-CORRECT BATCH is pressed from the **530** screen or the **510** screen is linked to from another screen, fill in the SEQUENCE NUMBER.

S510	UC: 17	STATE OF OREGON	12/10/13 10:12 PM
LINK TO:		RECALL A BATCH FOR CORRECTION	PROD
BATCH AGENCY: 101			
BATCH DATE: 110713			
BATCH TYPE: 4			
BATCH NUMBER: 112			
SEQUENCE NUMBER: 00001 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)			
BATCH BALANCING-			
ENTERED COUNT: 00005		ENTERED AMOUNT: 00000002675.00	
COMPUTED COUNT: 00001		COMPUTED AMOUNT: 00000000400.00	
PAYMENT DIST TYPE:			
DISB METH IND:			
ORIGINAL USER ID: AGYUSER		JOHN DOE	
USER CLASS: 17			
LAST USER ID: AGYUSER		JOHN DOE	
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

**Step 02:** Press **F3**-DEL TRANS. The system will ask to press **F3** again to confirm the deletion.

**Step 03:** Press **F3**-DEL TRANS again. The system will notify the user that transaction has been deleted.

**Step 04:** If users wish to delete additional transactions, enter another SEQUENCE NUMBER and repeat the process above.

**Step 05:** When finished deleting transactions, press **F6**-BALANCING. If the batch is in balance and if the user has the authority, press **F6**-RELEASE.

**Step 06:** If Batch Balancing is used, change the Batch Header to reflect the new transaction totals in the batch.

## DELETING A BATCH HEADER

If a batch header is created in error or is no longer being used for transactions, it can be deleted. The following procedures demonstrate this:

**Step 01:** Delete the batch transactions. (See Deleting a Transaction from a Batch above.) Batch headers that contain transactions cannot be deleted.

**Step 02:** After deleting the transactions, press **F6**-BALANCING. The system will go back to the **502** screen and give us the message that the batch does not balance.

```

S502   UC: 17                               STATE OF OREGON                12/10/13 03:59 PM
LINK TO:                                BATCH BALANCING                        PROD

      BATCH AGENCY: 101
      BATCH DATE: 110713
      BATCH TYPE: 4
      BATCH NUMBER: 112

      BATCH BALANCING:
      ENTERED COUNT: 00005                ENTERED AMOUNT: 00000002675.00
      COMPUTED COUNT: 00000                COMPUTED AMOUNT: 00000000000.00

      PAYMENT DIST TYPE:
      DISB METH IND:
      USER ID: AGYUSER                JOHN DOE
      USER CLASS: 17

"WARNING....BATCH NOT IN BALANCE"
COMPUTED TRANSACTIONS HAVE POSTED
F1-HELP      F2-RECALL BATCH  F3-DEL HDR      F6-RELEASE    F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD          F11-HDR ENTRY F12-HEADERS  CLEAR-EXIT

```

**Step 03:** Press **F3**-DEL HDR. The system will ask the user to press **F3** again to confirm the request to delete the header.

**Step 04:** Press **F3**-DEL HDR again. The system will display a message notifying that the header has been deleted.

## PUTTING A BATCH ON HOLD

If a batch has been released and for some reason needs to be held from processing (e.g., an error has been detected prior to the nightly batch cycle), it can be put on hold prior to the cycle using the following procedures:

**Step 01:** Begin on the **502** screen.

Users may access this screen by pressing **F6**-BALANCING from any of the following screens:

- **510** Recall a Batch for Correction
- **520** View a Batch
- **530** View Batch Headers
- Transaction Entry Screens

**Step 02:** Press **F10**-HOLD. If the user has the authority, the system will change the status of the batch from *R* (released) to *H* (hold). As long as the batch has a status of *H*, it will not process during the nightly batch cycle.

## Batch Error Correction (54A) Method

The Batch Error Correction Method allows users to correct multiple errors on the same screen for batches with a Mode of 0, 1 or 3.

Users may want to use this method when:

- All the transactions in the batch have the same error
- Transactions have different errors, they are easy to recognize, and the correct values are known.

In these cases, a user most likely will have identified the batch from the DAFR2151 Error Report. This method is called the **54A Method** and uses a series of four screens. They include:

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

The screens perform the following functions:

- **54A Batch Header Correction**
  - Deletes entire batch (including all transactions within the batch)
  - Puts batch on hold
  - Releases a batch
  - Selects a batch
- **54B Detail Correction**
  - Deletes a transaction
  - Does a mass change of all transactions or specific transactions in the batch
  - Limited to a batch containing 999 transactions or less
  - Changes made take effect immediately
- **54C Valid Field ID Values**
  - Selects the Fields to be changed
- **54D Batch Detail Correction**

- Does a mass change in a batch mode to all transactions or specific transactions when there are more than 1000 transactions in a batch
- Changes made take effect after the nightly batch cycle.

Screens **54B** through **54D** cannot be executed by menu or linking. Users will always start with the **54A** screen.

### 54A BATCH HEADER CORRECTION

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 a batch by typing an 's' in the *SEL* column

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	DASAH03		
	120913	2	751	H	DASAH03		
	120913	6	920	H	INTTRES3		
s	120913	8	984	H	PAYROLL		
	110713	R	986	R	REDEMP		
	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							

Users can perform several different functions from this screen:

- **F2-HOLD** places the selected batch on hold
- **F3-DELETE BATCH** deletes the batch with all of its transactions
- **F4-VALUES** goes to the **54C** screen and lists fields for the Batch Header
- **F5-DETAILS** goes to the **54B** screen to correct the batch on-line
- **F6-BATCH** goes to the **54D** to correct over 1000 transactions in batch mode
- **F10-CHANGE** saves the changes entered for the Batch Header
- **F11-RELEASE** releases the batch after all the changes are saved

## 54B DETAIL CORRECTION

```
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
```

On the **54B** screen users specify the changes they want to make to individual transactions or all transactions in the batch. The following steps demonstrate this procedure:

**Step 01:** Access this screen by pressing **F5**-DETAILS on the **54A**.

The following functions are available on the **54B** screen:

- **F3-DELETE** deletes the specific transaction(s)
- **F4-VALUES** goes to the **54C** screen so that users can select the FID values
- **F6-BATCH** goes to the **54D** screen
- **F10-CHANGE** saves the changes for a detail transaction
- **F11-MASS CHANGE** saves the changes for all of the transactions in the batch
- **F12-HEADERS** goes back to the **54A** screen

**Step 02:** Users may either change a specific transaction or make a global change for all of the transactions.

**Step 02A:** Press **F10**-HOLD To change a specific transaction, type an 's' in the far left column and enter the sequence number of that transaction in the SEQ NO field.

**Step 02B:** To perform a **mass change** (change all of the transactions in the batch), type an 's' in the far left column. **Do not** enter a sequence number.

**Step 03:** Enter the FID (Field Identification). This identifies one of the fields on the original Transaction Entry screen. This code can be looked up:

**Step 03A:** Place the cursor in the FID (Field Identification) column and press **F4** - VALUES. R\*STARS will display the **54C** screen.

S54C	UC: 27	STATE OF OREGON		12/10/13 02:22 PM	
		VALID FIELD ID VALUES		PROD	
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		

**Step 03B:** 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.

**Step 04:** In the column to the right of the FID, enter the correct value for the transaction.

```

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

```

**Step 05:** Repeat this procedure until all errors in the batch have been corrected.

**Step 06:** When finished, signal the system to process the change(s).

**Step 06A:** When changing a single transaction, press **F10**-CHANGE.

**Step 06B:** When changing all of the transactions in the batch, press **F11**-MASS CHANGE.

**Step 07:** Press **F12**-HEADERS to return to the **54A** screen.

**Step 08:** On the **54A** screen, press **F6**-RELEASE to release the batch.