

R★STARS	Version 2.0
DATA ENTRY GUIDE ERROR CORRECTION PROCEDURES	4-1 Revised 02/15

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.

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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
F11-SAVE/CLEAR	ENTER-INQUIRE	CLEAR-EXIT
		F9-INTERRUPT
		F10-SAVE

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.

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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)

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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.

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DAFR2151 Error Report Example

IDAFR2151 107 CNTL 01	***** DEPT OF ADMINISTRATIVE SERVICES	*****AGCY NUMBER	107
	R★STARS ERROR REPORT	AGCY PAGE	2
08/11/06 (20.33) CYCLE 5973	*****	RUN PAGE	92
-----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			
107 08/09/06 8 002 00239	INTPAYR1	07/31/06 07	850 R 107 .78 EAY PROJ REQ IF IND IS Y
	31501 4630 11300 3241 3241		
	15000		
		107 PA107072 239	
	08/15/06		
		0.000	.00
107 08/09/06 8 002 00240	INTPAYR1	07/31/06 07	850 R 107 285.54 EAY PROJ REQ IF IND IS Y
	31501 4630 11310 3111 3111		
	15000		
	3	107 PA107072 240	
	08/15/06		
		0.000	.00
107 08/09/06 8 002 00241	INTPAYR1	07/31/06 07	850 R 107 10.13 EAY PROJ REQ IF IND IS Y
	31501 4630 11310 3171 3171		
	15000		
	3	107 PA107072 241	
		0.000	.00

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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.

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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.

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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.

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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.

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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...		
S	DATE TYP NO STA BAL MODE	EFF ENTERED ENTERED COMP COMP
		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 00000111135.54
s	082406 R 957 H N 3	082406 00039 00000013393.00 00001 0000000050.00
	082406 4 063 H Y 2	082406 00015 00000000535.75 00015 00000000535.75
	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 00000050830.90 00057 00000050830.90
	082506 5 604 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		

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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:

```

S510 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.

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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: EE002406 000 REF DOC/SFX:                MOD:   AGENCY: 603
TRANS CODE: 203
INDEX: 41100
PCA: 31014                AY: 07
COMP/AGY OBJ: 4295
AMOUNT: 00000004204.00 RVS:   DISC: 00000000000.00 1099:   FO: W PDT:
DOC COUNT: 00006 DOC AMT: 0000008327.00 DOC AGY: 603 CI:   PROP #:
INV NO:                   DT:                   DESC: BANK CLEAR DATE-082406
VEND/MC: 1939247202 000 NM: MAYNARD CORP.
CONT NO:                   ADDR 1: 4000 SE BINGHAM
WARR NO:                   ADDR 2:
APPN NO: 30120             ADDR 3:
FUND: 4020                ADDR 4:
GL AC/AGY:                   CITY: PORTLAND                ST: OR ZIP: 97001
GRANT NO/PH:                   SUB GRANTEE:                PROJ NO/PH: 232000 07
MPCD: 38306319   AGY CD-1: 2:           3: 00485   G38:           RTI: D
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.

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Example:

```

S078 VER 2.0                STATE OF OREGON                08/29/06 11:31 AM
                           PROGRAM COST ACCOUNT SELECTION   PROD

STARTING - AGY: 603   PCA: 3   APPN YR: 07
S  AGY   PCA   AY   TITLE
   603   30120  07   FERTILIZERS BUDGET OF
   603   30121  07   PURS BUDGET OF
   603   30122  07   PARC BUDGET OF
   603   30123  07   SHIPPING POINT BUDGET OF
   603   30124  07   SEED BUDGET OF
   603   30125  07   APIARY BUDGET OF
   603   30126  07   HOPS/HAY/GRAIN BUDGET OF
   603   30127  07   PRODUCE BUDGET OF
   603   30128  07   ADMIN & SUPPORT SVC BUDGET OF
   603   31001  07   FOOD SAFETY/LICENSES&FEES-INT-OF
   603   31004  07   FOOD SAFE./FDA FOOD INSP 223-XX-4018 INT
   603   31005  07   FOOD SAFE./USDA SHELL EGG SURVEILLANCE
   603   31006  07   FOOD SAFETY EMG. PREPAREDNESS-INT-OF
   603   31010  07   FOOD SAFETY EMG. PREPAREDNESS-INT-OF
   603   31011  07   STATE HOMELAND SEC. 5/1/05-12/31/06
S  603   31015  07   FSD/SHELLFISH PROGRAM-OF
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP  F7-PRIOR PAGE  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
-----

```

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.

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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
-----

```

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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.

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

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: RACFIDO
                               CORRECTION VALUE
                               SEQ NO  FID
S                               00001  43  71200
S                               00002  21  107

//////////////////////////////////////////////////

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:

```

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: RACFIDO
                               CORRECTION VALUE
                               SEQ NO  FID
S                               43  71200

//////////////////////////////////////////////////

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
-----

```


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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

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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.

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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'.

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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.