

Section D**September 2025****ONLINE DESCRIPTOR TABLE MAINTENANCE**

Descriptor Table Maintenance Transactions are entered and edited directly online. Transactions must pass the online edits before they are added to the Descriptor Tables. The new screen Agency Sub-Subobject Inactivate Maintenance (TM.1.5) uses the same online edits as the Descriptor Maintenance screen.

Control Key: Agency, Biennium, Coding Element or Elements (see error code D31 for the coding element or elements key length).

Section D Error Result: The transaction which is rejected by the online edits must be corrected while performing the online data entry.

```
=== AFRS =(TM.1.1)===== DESCRIPTOR MAINTENANCE ===== C105P100 ===
```

```
TR: _____ LAST UPDATE:
```

```
FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)
```

```
AGENCY: 0000
```

```
TABLE ID NUMBER: ____
```

```
BIENNIUM: ____
```

```
TABLE ENTRY KEY: _____
```

```
TITLE: _____
```

```
REFERENCE DATA: _____
```

```
-----+-----1-----+-----2-----+-----3-----+-----
```

```
F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

DA1 - RECORD NOT FOUND

Explanation: The table entry being viewed does not exist.

Suggestion: Re-enter a valid table entry key.

DA2 - INCOME SUMMARY SORT INVALID

Explanation: Income Summary Sort must be alphanumeric and greater than zero when updating the Income Summary Sort Descriptor Table (D55).

Suggestion: Re-enter a valid table entry key.

DA3 - D35 REFERENCE DATA POS 2 MUST EQUAL BLANK

Explanation: When updating the Major Source Descriptor Table (D35), position 2 of Reference Data must be blank.

Suggestion: Remove character in position 2.

DA4 – SORT CODE NOT ON D55 INCOME STMT SORT

Explanation: When updating the Reference Data Fields (positions 3 through 22) of the Sub-Object Descriptor Table (D11) or the Source Descriptor Table (D35), or the Reference Data Fields (positions 29 through 36) of the General Ledger Account Table (D31), values entered must be entered in pairs and found on the Income Statement Sort Descriptor Table (D55) or be blank.

Suggestion: Re-enter a valid table entry key.

DA5 - INVALID GL SORT

Explanation: General Ledger Sort must be alphanumeric and greater than zero when updating the General Ledger Sort Descriptor Table (D54).

Suggestion: Re-enter a valid value.

DA6 - BUDGET TYPE NOT IN D39

Explanation: When updating the Fund Descriptor Table (D22), Budget Type (position nine of reference data) must be on the D39.

Suggestion: Re-enter a valid value.

DA7 - AGENCY NOT ON D53

Explanation: When updating the following tables, the Agency must be defined on the Agency Maintenance (D53):

- Fund Maintenance (D22), administering agency (position 10 through 13 of reference date) must be on D53 and be active.
- Statewide Program (D27), agency must be on D53.

Suggestion: Use agencies defined in the Agency Maintenance (D53) when updating the Fund Maintenance (D22) and Statewide Program (D27).

DA8 - ENABLING STATUTE MUST BE ENTERED

Explanation: Enabling Statute is required when updating the Fund Maintenance (D22).

Suggestion: Enter a value in the Enabling Statute field.

DA9 - REFERENCE FIELD INVALID

Explanation: When updating the Descriptor Table, the value entered in the Reference Data field is not valid.

Suggestion: Refer to the “TM.1.1 Descriptor Table” User Guide for Reference Data field requirement, then Enter a valid value in the field.

DB2 - OPTIONAL GL REQUIRED

Explanation: When updating the Variable Transaction GL Descriptor Table (D56), the Transaction Code used in position 1 through 3 of Table Entry Key must allow optional GL DR1 or GL CR1.

Suggestion: Re-enter a valid value.

DB3 - REAL GL REQUIRED

Explanation: When updating the Variable Transaction GL Descriptor Table (D56), position 4 through 7 of Table Entry Key must be a real account. Nominal accounts are not allowed.

Suggestion: Re-enter a valid value.

DB4 - FUNCTION INVALID

Explanation: When updating the Agency Maintenance (D53), Function field must be numeric 01 through 99.

Suggestion: Refer to SAAM 75.20.30 for the appropriate Function code.
Re-enter a valid value.

DB5 - BUDGET FUNCTION INVALID

Explanation: When updating the Agency Maintenance (D53), Budget Function field must contain one of the following values: F1, F2, F3, F4, or F5.

Suggestion: Refer to SAAM 75.20.30 for the appropriate Budget Function code.
Re-enter a valid value.

DB6 - GL SORT NOT ON D54

Explanation: When updating the General Ledger Account Descriptor Table (D31), Reference Data Fields position 3 through 28 must be entered in pairs and found on the General Ledger Sort Descriptor Table (D54) or be blank; or if updating the Government-wide Statement of Net Assets (D59), Reference Data Fields positions 3 through 6 must be entered in pairs and found on the General Ledger Sort Descriptor Table (D54).

Suggestion: Re-enter a valid value.

DB8 - STATEMENT OF CHANGE SORT INVALID

Explanation: When updating the Statement of Net Assets Descriptor Table (D59), positions 1 and 2 of the Reference Data Field, if entered, must be alphanumeric and greater than zero. These 2 positions are currently not used.

Suggestion: Clear positions 1 and 2 in the Reference Data Field.

DC1 – CHARACTER INVALID

Explanation: When updating the Agency Maintenance (D53), the first three characters of the Agency number must be numeric. Position 4 is alpha/numeric but must be "0" for all agencies except 700, 860, or 999.

Suggestion: Re-enter a valid value.

DC2 - DATE INVALID

Explanation: When updating the Agency Maintenance (D53), Create Date and Inactive Date must be in month, day and year format (MMDDYY), if entered.

Suggestion: Re-enter a valid date format.

DC3 - REPORT NUMBER INVALID

Explanation: When updating the Report Number Descriptor Table (D14), position 1 through 3 must be alpha; position 4 through 6 must be numeric and position 7 and 8 (if entered) must be alphanumeric.

Suggestion: Re-enter a valid value.

DC4 - APPN TYPE=6 BUDGET TYPE=A

Explanation: Appropriation Type 6 is non-appropriated funds; but the fund is defined as Budget Type A, appropriated funds, on the Fund Maintenance (D22).

Suggestion: Re-enter a valid appropriation type and budget type combination.

DC5 - REFERENCE DATA FOR D31 & D33 IS ALPHA

Explanation: Position 37 (report group) of the reference field of the General Ledger Account Descriptor Table (D31) and the MEMORANDUM ACCOUNT (D33) must be alphabetic.

Suggestion: Re-enter a valid value.

DC6 - UNIT CODE IS NUMERIC

Explanation: Position 3 (unit code) of the reference field of the Memorandum Account Descriptor Table (D33) must be numeric.

Suggestion: Re-enter a valid value.

DC7 – ALLOW P1V FLAG MUST BE N, P OR S

Explanation: The Allow P1V field is required and must be N, P or S in the Agency Maintenance (D53).

- **N- Not Allowed (Default)**
- **P- Provider One System**
- **S- Non-Provider One System**

Suggestion: Enter a valid value when updating the field.

DC8 - BUDGET UNIT INVALID

Explanation: It is required that a valid Budget Unit must be established on the D13 table before entry on the Program Index-Organization Index Table D65 (TM.6.2).

Suggestion: Re-enter a valid value.

DC9 - BUDGETARY CONTROL INVALID

Explanation: It is required that Proprietary and Governmental Fund Balance Control (position 38 & 39) must be Y or N.

Suggestion: Re-enter a valid value.

DD1 - FISCAL YEAR MUST BE 1 OR 2

Explanation: Valid fiscal year is 1 for the first year of the biennium and 2 for the second year on screen TM.6.3 – DSHS Month of Service Controls (D93).

Suggestion: Re-enter a valid value.

DD2 - MONTH OF SERVICE DATE MUST BE IN FORMAT YYMM

Explanation: Month of service must be entered and in the format of 2 digit year and 2 digit month.

Suggestion: Re-enter a valid MOS format.

DD3 - MOS TO DATE MUST BE GREATER THAN FROM DATE

Explanation: It is required that the MOS “TO” date should be greater than the MOS “FROM” date.

Suggestion: Re-enter a MOS TO date that is greater than MOS FROM date.

DD4 - APPN TYPE= X OR Y NOT VALID MOS

Explanation: Appropriation (expenditure authority) index with an appropriation type X or Y requires that the Month of Service (MOS) cannot be greater than the prior biennium or if it is not an appropriation type of X or Y must fall within the current biennium when the Allocation Code is left blank on the TM.6.3 – DSHS Month of Service Controls.

Suggestion: Change either the month of service or appropriation index to obtain the correct AI and Month of Service combination.

DD5 - CLOSING OPTION MUST BE X OR BLANK

Explanation: Valid values on the CLOSING OPTION field in the Agency Maintenance (D53) are an X or a blank.

Suggestion: Enter a valid value when updating the field.

DD6 - SELECT ONLY ONE CLOSING OPTION PER LEVEL

Explanation: When updating the Agency Maintenance (D53) table on screen AD.1.1.A, there are three categories of closing options agencies may choose: Program, Organization, and Project. For each category, a maximum of one level is allowed. For example, in the Project category, an agency may select Project OR Sub-Project OR Project Phase. Select the CLOSING OPTION level by entering an “X” in the appropriate level field.

Suggestion: Select a maximum of one closing option level in each category.

DD7 - CLOSED FLAG MUST BE Y OR N

Explanation: The CLOSED field is required and must be “Y” or “N” in the Agency Maintenance (D53).

Suggestion: Enter a valid value when updating the field.

DD8 - ALLOW SOL FLAG MUST BE Y OR N

Explanation: The ALLOW SOL FLAG field is required and must be “Y” or “N” in the Agency Maintenance (D53).

Suggestion: Enter a valid value when updating the field.

DD9 – STATEMENT CODE MUST BE 1 ALPHA/1 NUMERIC

Explanation: The Statement Code must be 1 alpha and 1 numeric on the Agency Maintenance (D53).

Suggestion: Enter a valid value when updating the field.

DE0 – INCOMPLETE CLOSING RULE

Explanation: When updating the Biennium Closing Rules (D23) table, certain fields are required based on the 'Rule Type,' as follows:

- Rule type **C1** – Cash account type is required
- Rule type **C2** – Cash account is required
- Rule type **C3** – Special field is required
- Rule type **N1** – Noncash account type is required
- Rule type **N2** – Noncash account is required
- Rule type **N3** – Noncash account, program, and subprogram are required

Suggestion: If the correct rule type was entered, complete the required fields. If an incorrect rule type was entered, change the rule type.

DE1 - CHANGE NOT ALLOWED ON KEY FIELDS

Explanation: Cannot change a key field in the Biennium Closing Rules (D23) table.

Suggestion: Enter a change on a field that is not considered a key field, or add a new D23 record.

DE2 - GL CLOSING INDICATOR MUST BE 2 FOR NON-CASH

Explanation: When updating the Biennium Close Rules (D23) table for non-cash closing rules, the closing indicator for the specified General Ledger Account (GL) must be "2" (Nominal).

Suggestion: Change the closing indicator of the specified GL on the descriptor table D31 General Ledger Account or specify a different GL on the closing rule.

DE3 - GL CLOSING INDICATOR MUST BE 6 FOR CASH

Explanation: When updating the Biennium Close Rules (D23) table for cash closing rules, the closing indicator for the specified General Ledger Account (GL) closing indicator must be "3".

Suggestion: Change the closing indicator of the specified GL in descriptor table D31- General Ledger Account or specify a different GL on the closing rule.

DE4 - GL REQUIRED FOR D23 UPDATE

Explanation: General Ledger Account (GL Acct) code is required when updating the Biennium Close Rules (D23) table.

Suggestion: Enter a valid GL Acct code on the GL Acct field.

DE5 - AGENCY REQUIRED FOR D23 UPDATE

Explanation: Agency number is required when updating the Biennium Close Rules (D23) table. Currently, all rule types except C3 are agency 0000. Rule type C3 is agency 7900.

Suggestion: Enter a valid Agency number on the Agency field.

DE6 - DEBIT OR CREDIT REQUIRED FOR D23 UPDATE

Explanation: Debit (D) or Credit (C) is required when updating the Biennium Close Rules (D23) table.

Suggestion: Enter a D or C on the Debit/Credit field.

DE7 - CASH OR NON-CASH RULE REQUIRED

Explanation: Rule is required when updating the Biennium Close Rules (D23) table. Valid rule types are N1-N3 (Non-Cash Rule) and C1-C3 (Cash Rule).

Suggestion: Enter the appropriate rule code on the rule type field.

DE8 - INVALID "POST TO" INDICATOR

Explanation: The "Post to" indicator must be P=Posting Agency, A=Administering Agency or B=Both Posting and Administering Agency when updating the Biennium Close Rules (D23) table.

Suggestion: Enter the appropriate code on the Post to field.

DE9 - ENTERED FIELD(S) INVALID FOR RULE TYPE

Explanation: When updating the Biennium Close Rules (D23) table, the fields allowed are based on the 'Rule Type,' as follows:

- Rule type **C1** – ONLY the Cash account type is allowed
- Rule type **C2** – ONLY the Cash account is allowed
- Rule type **C3** – ONLY the Special field is allowed
- Rule type **N1** – ONLY the Noncash account type is allowed
- Rule type **N2** – ONLY the Noncash account is allowed
- Rule type **N3** – ONLY the Noncash account, program, and subprogram are allowed

Suggestion: Remove extraneous values from fields that are not allowed for the rule type entered, or change the rule type.

DF0 – TRANSACTION CODE(S) INVALID FOR RULE TYPE

Explanation: When updating the Biennium Close Rules (D23) table, transaction codes (TC) are allowed based on the combination of 'Rule Type' and 'Post To' fields, as follows:

Rule Type	Post To	Cash TC – Posting Agy	Cash TC – Admin Agy	Non-cash TC
C1, C2	B=Both	OK	OK	Not allowed
C3	P=Posting	OK	Not allowed	Not allowed
N1, N2, N3	P=Posting	Not allowed	Not allowed	OK

Suggestion: Remove TCs that are not allowed for the rule type/post to combination entered, or change the rule type, or change the post to indicator.

DF1 - RULE TYPE N3 REQUIRES PROGRAM/SUBPROGRAM

Explanation: Biennium closing rule type N3 creates closing transactions at a lower level of detail (program/subprogram). When this rule type is used, the program and subprogram fields must be entered.

Suggestion: Enter a program and subprogram or change the rule type to one that does not require these fields.

DF2 - TC REQUIRED AND MUST BE VALID

Explanation: When updating the Biennium Close Rules (D23) table, one or two transaction codes (TC) are required, depending on the rule type and the "post to" indicator. All 'N' rule types require a TC in the non-cash section. All 'C' rule types require a posting agency TC in the cash section. In addition, if the 'post to' indicator is B (Both) for a 'C' rule type, an admin agency TC is also required. The TC entered must be a valid code on the Transaction Code Decision table.

Suggestion: Enter a valid TC in the appropriate Trans Code field(s).

DF3 - CLOSING INDICATOR ON CLOSING GL MUST BE 3 OR 4

Explanation: The transaction code (TC) entered on a Biennium Close Rules (D23) record determines the General Ledger Account (GL) to which the D23 GL will be closed. The "close to" GL must have a closing indicator on descriptor table D31-General Ledger Account of 3 (equity/fund balance) or 4 (beginning cash balance).

Suggestion: Enter a different TC on the D23 record; update the TC on the Transaction Code Decision table to use a GL with a closing indicator of 3 or 4; or update the closing indicator on the D31-General Ledger Account table for the GL designated by the D23 TC.

DF4 - C3 RULE TYPE REQUIRES SPECIAL FIELD

Explanation: Rule type C3 on the Biennium Close Rules (D23) table is only used for closing Treasurer's cash. The special field must be "Y" and the agency field must be "7900."

Suggestion: If C3 is the correct rule type, enter a "Y" in the Special field and/or enter "7900" in the Agency field. If C3 is not the correct rule type, update the rule type field.

DF5 - MISMATCH BETWEEN TC AND DR/CR INDICATOR

Explanation: When updating the Biennium Close Rules (D23) table, the DR/CR Indicator represents the direction of the General Ledger Account (GL) balance that is being closed. The transaction that is generated to close the GL will be the opposite direction, so the TC used must have a variable GL in that direction. For example, if the DR/CR indicator is a "D" for debit balance, the closing transaction needs to credit that GL to close it out. The TC on the closing rule must have a variable credit GL and a hard-coded debit GL. If the hard-coded GL is a credit, the closing rule will not work.

Suggestion: Change the TC or change the DR/CR indicator, as appropriate.

DF6 - TC/GL COMBINATION NOT IN D60

Explanation: When updating the Biennium Close Rules (D23) table, the combination of D23 transaction code (TC) and D23 General Ledger Account (GL) must exist on the descriptor table D60-Closing GL.

Suggestion: Change the TC or GL on the D23-Biennium Closing Rules, or add the TC/GL combination to the D60-Closing GL table.

DF7 - TC PERIOD INDICATOR NOT "F"

Explanation: When updating the Biennium Close Rules (D23) table, the transaction codes (TC) entered must be allowed in, and only in, FM25. On the TC Decision Table, this is represented by an "F" in the 'Period Indicator' field.

Suggestion: Change the TC entered on the D23 to one with a period indicator of "F," or change the period indicator on the TC Decision Table for the D23 TC, as appropriate.

DF8 - GL CLOSING INDICATOR NOT 2 OR 6

Explanation: When updating the Biennium Close Rules (D23) table for cash closing rules, the closing indicator for the specified General Ledger Account (GL) must be either "2" (Nominal) or "6" (Agency Cash).

Suggestion: Specify a different GL on the closing rule or change the closing indicator on descriptor table D31-General Ledger Account for the D23 specified GL.

DF9 – ADMIN AGENCY CLOSING GL MUST BE 4320

- Explanation:*** When updating the Biennium Close Rules (D23) table for cash closing rules, the administering agency closing General Ledger Account (GL), as designated by the administering agency transaction code (TC), must be 4320. This will apply for rule types C1 and C2 which have a 'Post to' indicator of B (Both), as these closing rules affect both the posting and administering agencies.
- Suggestion:*** Change the administering agency TC to one that closes to GL 4320, or update the closing GL on the TC decision table to 4320 for the D23 administering agency TC.

DG0 - IDENTIFIER MUST BE NUMERIC

- Explanation:*** The account identifier field on the AD.1.5.F – Card Type Detail needs to be numeric (0-9) and is four characters long.
- Suggestion*** Enter account identifier with numbers, do not enter letters or special characters.

DG2 - FEDERAL GRANT AWARD IS REQUIRED

- Explanation:*** The Federal Grant Award Number must be on the TM.4.1- Federal Grant Award Table maintenance screen.
- Suggestion*** Enter the appropriate Federal Grant Award Number into the TM.4.1 table.

DG3 - FIELD CAN HAVE ALPHA/NUMERIC, -, ., #

- Explanation:*** The Federal Grant Award Number must be on the TM.4.1- Federal Grant Award Table maintenance screen and you can be alpha/numeric, hyphen (-), period (.) or pound sign (#). No other characters are allowed.
- Suggestion*** Enter a valid character into the Federal Grant Award Number field.

DG4 - CARD TYPE ACCOUNT STATUS IS NOT ACTIVE

- Explanation:*** The Account Status for Card Type entered has been marked as inactive.
- Suggestion*** Contact the OFM Help Desk if you still need assistance by email at HereToHelp@ofm.wa.gov or call 360-407-9100.

DG6 – ACCOUNT & CARD TYPE COMBINATION DO NOT MATCH

- Explanation:*** The Account that was entered on the TM.1.3.A-Account Detail screen does not match with the Card Type entered.
- Suggestion*** Steps that you should follows:
1. Make sure that you entered the Account & Card Type correctly.
 2. Have your Purchase Card Representative contact US Bank to verify the account card type.

DG7 - MASTER ACCOUNT DOES NOT MATCH ACCOUNT VERIFY

Explanation: When adding in a new account card you will need to enter the account number into the Account Verify field on TM.1.3.A – Account Detail screen.

Suggestion Steps that you should follows:

1. Make sure that you entered the Account exactly the same in the account field and the account verify field.
2. Have your Purchase Card Representative contact US Bank to verify the account card is valid.

DG8 - CARD TYPE MUST BE NUMERIC

Explanation: The card type must match one of the Card Types that is listed on the TM.1.3.A – Account Detail screen. The current card types that are available are; 1=P Card, 2=Corporate, 3=CTS/CTA, and 4=One Card.

Suggestion Make sure that you enter a valid card type that is numeric. Do not enter letters or special characters.

DG9 - MASTER ACCT ID NOT MATCH TO CARD ID

Explanation: US Bank Master account identifier used on TM.1.3.A must be on table AD.1.5.F

Suggestion: Steps that you should follows:

1. Contact the OFM Help Desk to find if account identifier is on AD screen. Each card type has a different identifier. Ex. Type 1 (P-Card) = 4246.
2. Check account identifier with US Bank.

DH4 - INVALID SELECTION CODE

Explanation: Need to make sure that you enter the valid Action Option for the Payment Matenenace-Batch Screen that is available on the IN.2, IN.2.1 and IN.2.2. Each screen has valid Action Options that can be entered.

Suggestion Enter the valid option that you wish to use based on the screen Action Options that are available.

DH5 - NO RECORD SELECTED

Explanation: The “S” must be in the line selection field next to the account before you hit the enter key on TM.1.3.B – Account List.

Suggestion: Enter the “S” next to the account that is on the screen. Make sure that the account line is not blank.

DH7 - RECORD EXISTS IN OTHER AGENCY

Explanation: When adding your account number into the TM.1.3.A – Account Detail screen the account number must be unique to your agency.

Suggestion: Steps that you should follow:

1. Make sure that you entered the Account correctly.
2. Have your Purchase Card Representative contact US Bank to verify the account card is valid.

DH9 - CAN'T DELETE RECORD, FIELD IS IN USE

Explanation: The field that you are trying to delete is in use by another user. You will receive this error if you are working on the

- VE.3.L – Statewide Vendor Agency Link which is for the Interest/Ownership of a statewide vendor for you agency
- AD.1.2.B – Federal Agency Table
- AD.1.2.C – Federal Agency Subdivision Table
- AD.1.2.D – Federal Program Cluster

Suggestion: F3 out of the screen and wait a few minutes. Then go back into the screen to try and do your delete again. If you receive the error message again contact the OFM Help Desk.

DI1 – CLOSING GL NOT ALLOWED FOR FUND TYPE HD

Explanation: A fund/account with a CAFR Fund Type HD has no fund balance. Therefore, the Default Closing GL field on the D22-Fund/Account descriptor table (screen AD.1.5.B) must be blank if the CAFR Fund Type = HD.

Suggestion: Check the fund type code for the fund/account in SAAM subsection 75.30.50. If it is HD, do not enter a default closing GL. If it is not HD, correct the CAFR Fund Type and enter the default closing GL.

DI2 – DEFAULT CLOSING GL REQUIRED

Explanation: Each fund/account requires a valid entry in the Default Closing GL field on the D22-Fund/Account descriptor table (screen AD.1.5.B), unless the fund/account is inactive (INACTIVE = Y) or it has a CAFR Fund Type HD.

Suggestion: For active fund/account records that are not fund type HD, enter the default closing GL per SAAM subsection 75.30.50.

DI3 – DEFAULT CLOSING GL MUST BE NUMERIC

Explanation: The Default Closing GL entered on the D22-Fund/Account descriptor table (screen AD.1.5.B) must be numeric. No alphas or special characters are allowed.

Suggestion: Check SAAM subsection 75.30.50 for the correct default closing GL and enter.

DI4 – DEFAULT CLOSING GL MUST BE ON THE D31

Explanation: The Default Closing GL entered on the D22-Fund/Account descriptor table (screen AD.1.5.B) must be a valid GL which means it must exist on the D31-General Ledger Account descriptor table.

Suggestion: Check SAAM subsection 75.30.50 for the correct default closing GL. Check the D31 for the GL. If the D31 record does not exist, add the record to the D31 first and then update the D22-Fund/Account descriptor table.

DI5 – CLOSING INDICATOR ON THE D31 NOT A '3'

Explanation: The Default Closing GL entered on the D22-Fund/Account descriptor table (screen AD.1.5.B) must be an Equity/Fund Balance GL which means the closing indicator must be 3. The closing indicator is position 2 in the reference data field of the D31-General Ledger Account descriptor table.

Suggestion: Check SAAM subsection 75.30.50 for the correct default closing GL. If the GL is correct per SAAM, check the closing indicator on the D31 record. If the D31 closing indicator is not 3 and it should be, update the D31 record first and then update the D22-Fund/Account descriptor table. OR, enter the correct default closing GL.

DI6 – CHANGE REQUIRES MORE INFORMATION

Explanation: When making a change, the Next Letter field cannot be empty if a Future Letter is entered.

Suggestion: Enter an alpha character into the Next Letter field.

DI7 – DUPLICATE WARRANT LETTER

Explanation: A duplicate warrant letter has been entered. Warrant letter cannot be already used or in the available letter files.

Suggestion: Check the highlighted input letter, and make sure it is not:

- Current Letter
- Next Letter
- The same as the other input letter
- Last 4 Letters Used

DI8 –WARRANT LETTER MUST BE ALPHA OR SPACE

Explanation: The input letter field must be an alpha character or a space.

Suggestion: Update the input letter field to alpha or a space.

DI9 – RESET FUNCTION ENTERED TWICE

Explanation: The reset function moves the “Next Letter” to “Input Letter 1”. Hitting the enter key twice will cause an error.

Suggestion: Enter PF3 to go back or enter V to view.

DJ1 - CATEGORY REQUIRED OR NOT NUMERIC

Explanation: When adding a Payment Category to the AD.1.7.1 (Payment Category Record) the only valid values are 00 through 99.

Suggestion: Enter a numeric value.

DJ2 - ENTRY OF VALUE REQUIRED

Explanation: The Value field on the AD.1.7.1 (Payment Category Record) cannot be blank.

Suggestion: The Value field must be defined in the spreadsheet and cannot be longer than 10 characters. Spreadsheet is located in the OFM System Analysts folder.

DJ3 - DEFAULT COMPANY NAME REQUIRED

Explanation: The Default Company Name field on the AD.1.7.1 (Payment Category Record) cannot be blank.

Suggestion: Enter the valid Default Company Name.

DJ4 - ACH ADDENDA REQUIRED 'Y' OR 'N'

Explanation: The ACH (EFT) Addenda required field located on the AD.1.7.1 (Payment Category Record) cannot be blank.

Suggestion: Do one of the following:

1. Enter a 'N' for no addenda required
2. Enter a 'Y' for an addenda is required

DJ5 - BUSINESS PURPOSE REQUIRED

Explanation: The Business Purpose the AD.1.7.1 (Payment Category Record) cannot be blank. This explains the purpose of the Payment Category.

Suggestion: Enter the business purpose.

DJ6 - PAYMENT CATEGORY ACTIVE 'Y' OR 'N'

Explanation: The Active field on the AD.1.7.1 (Payment Category Record) cannot be blank.

Suggestion: Do one of the following:

1. Enter a 'N' for not active
2. Enter a 'Y' for currently active

DJ7 - CATEGORY NOT ON PAYMENT CATEGORY TABLE

- Explanation:*** When trying to add an ACH Company Name Record on the AD.1.7.3 screen the Payment Category must be on the Payment Category Record table.
- Suggestion:*** If payment category is not on the Payment Category Record do one of the following:
1. Enter a valid Payment Category Record.
 2. Add a new Payment Category Record.

DK1 - ACH ADDENDA TYPE REQUIRED OR NOT NUMERIC

- Explanation:*** When adding an ACH Addenda Type to the AD.1.7.2 (ACH Addenda Type Record) the only valid values are 000 through 999.
- Suggestion:*** Enter a valid numeric value.

DK3 - BUSINESS PURPOSE REQUIRED

- Explanation:*** The Business Purpose the AD.1.7.2 (ACH Addenda Type Record) cannot be blank. This explains the purpose of the Addenda Type.
- Suggestion:*** Enter data that explains the purpose of the Addenda Type.

DK4 - ACH ADDENDA TYPE ACTIVE 'Y' OR 'N'

- Explanation:*** The Active field on the AD.1.7.2 (ACH Addenda Type Record) cannot be blank.
- Suggestion:*** Do one of the following:
1. Enter a 'N' for not active
 2. Enter a 'Y' for currently active

DK5 - ACH ADDENDA TYPE NOT ON ACH ADDENDA TABLE

- Explanation:*** Constraint for when payment is sent in with an invalid ACH Addenda Type.
- Suggestion:*** If addenda type is not on the ACH Addenda Type Record do one of the following:
1. Enter a valid ACH Addenda Type Record.
 2. Add a new ACH Addenda Type Record.

DK7 - FIELD MUST = 1-FUND TYPE OR 2-FUND STMT CODE

- Explanation:*** The D25 table stores two types of records. The first position of the Reference Data field is used to indicate the table entry key's type of record. Valid record types are 1 for CAFR Fund Type and 2 for Fund Statement Code.

Suggestion: Determine what type of record this is and set the code accordingly. (Note: CAFR Fund Types are generally two alpha characters, and Fund Statement Codes are generally one numeric and one alpha character.)

DK8 – CLOSING VALUE NOT ALLOWED FOR FUND STMT CODE

Explanation: The second position of the Reference Data field is used only with CAFR Fund Types (1 in first position).

Suggestion: Determine the type of record. (Note: CAFR Fund Types are generally two alpha characters, and Fund Statement Codes are generally one numeric and one alpha character.)

1. If it is a Fund Statement Code, blank out the second position; or
2. If it is a CAFR Fund Type, change the entry in the first position to 1.

DK9 – CLOSING VALUE MUST=N,C,OR B IF 1 (FUND TYPE)

Explanation: The second position of the Reference Data field is used to indicate, for CAFR Fund Types, which General Ledgers (GLs) close at the end of a biennium. If the first position of the Reference Data field is 1 (CAFR Fund Type), a valid entry in the second position is required.

Suggestion: Update as appropriate.

1. If this record is a CAFR Fund Type code (first position = 1), enter the appropriate value in the second position. Valid values are N (Non-cash GLs only), C (Cash GLs only), and B (Both cash and non-cash GLs); or
2. If this record is not a CAFR Fund Type and is a Fund Statement Code, change the value in the first position of the Reference Data field to 2.

DL1 - TIN NOT NUMERIC

Explanation: Invalid TIN, must be numeric.

Suggestion: Enter a valid TIN that is numeric.

DL2 - PAYMENT CATEGORY REQUIRED

Explanation: When adding a Payment Category to the AD.1.7.3 (ACH Company Name Record) it cannot be blank.

Suggestion: Do one of the following:

1. Make sure the Payment Category entered.
2. Make sure the Payment Category is on the AD.1.7.1 (Payment Category Record).

DL3 - PAYMENT CATEGORY NOT NUMERIC

Explanation: When adding a Payment Category to the AD.1.7.3 (ACH Company Name Record) it must be numeric.

Suggestion: Enter a valid numeric payment category.

DL4 - ACH COMPANY NAME ACTIVE 'Y' OR 'N'

Explanation: The Active field on the AD.1.7.3 (Company Name Record) cannot be blank.

Suggestion: Do one of the following:

1. Enter a 'N' for not active
2. Enter a 'Y' for currently active

DL5 - TIN NOT ON AGENCY/TIN TABLE

Explanation: Company TIN is not on the Agency TIN Table when entering the ACH Company Header (AD.1.7.3).

Suggestion: Do one of the following:

1. Check the D53 table to make sure the Agency is Active
2. Check the D81 to make sure they have a TIN number on it

DM1 – VALID RULE TYPES: N1-N3, C1-C2, *1-*3

Explanation: When using the AFRS online screen to delete D23-Closing Rules (AD.1.5.X – DELETE BIENNIUM CLOSING RULES), you must indicate the rule type(s) to be deleted, as follows:

- N1 – Delete only Account/Fund Type, non-cash rule(s)
- N2 – Delete only Account level, non-cash rule(s)
- N3 – Delete only Account/Program level, non-cash rule(s)
- C1 – Delete only Account/Fund Type, cash rule(s)
- C2 – Delete only Account level, cash rule(s)
- C3 – Delete only Special (OST) cash rule(s)
- *1 – Delete all Account/Fund Type (N1 and C1) rules
- *2 – Delete all Account (N2 and C2) rules

Suggestion: Determine the rule types that need to be deleted and enter valid code. Note that only one account, one account/fund type, or one account/fund type-program/sub-program combination may be deleted at a time.

DM2 – ACCT TYPE REQUIRED FOR RULE TYPE 1

Explanation: D23-Closing Rules that are rule type 1 (N1, C1, or *1) are related to account/fund type. When deleting these rule types using the AFRS online screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES), the account/fund type must be entered.

Suggestion: Determine the account/fund type for which closing rules needs to be deleted and enter the 2-digit code in the ACCOUNT TYPE field. Or, if you are not trying to delete account/fund type rules, enter the correct rule type.

DM3 – ACCOUNT REQUIRED FOR RULE TYPES 2 OR 3

Explanation: D23-Closing Rules that are rule type 2 (N2, C2, or *2) or 3 (N3) are account-level rules. When deleting these rule types using the AFRS online screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES), the specific account must be entered.

Suggestion: Determine the account for which closing rules need to be deleted and enter the 3-digit code in the ACCOUNT field. Or, if you are not trying to delete account-level rules, enter the correct rule type.

DM4 – PROGRAM REQUIRED FOR RULE TYPE 3

Explanation: D23-Closing Rules that are rule type 3 (N3) are program/sub-program level rules. These are used for retirement accounts. When deleting these rule types using the AFRS online screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES), the specific program must be entered.

Suggestion: Determine the program for which closing rules need to be deleted and enter the 3-digit code or * (asterisk) for all programs in the PROGRAM field. Or, if you are not trying to delete program/sub-program-level rules, enter the correct rule type.

DM5 – SUB PROG REQUIRED FOR RULE TYPE 3

Explanation: D23-Closing Rules that are rule type 3 (N3) are program/sub-program level rules. These are used for retirement accounts. When deleting these rule types using the AFRS online screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES), the specific sub-program must be entered.

Suggestion: Determine the sub-program for which closing rules need to be deleted and enter the 2-digit code or * (asterisk) for all sub-programs in the SUB PROGRAM field. Or, if you are not trying to delete program/sub-program-level rules, enter the correct rule type.

DM6 – ACCOUNT NOT ALLOWED FOR RULE TYPE 1

Explanation: D23-Closing Rules that are rule type 1 (N1, C1, or *1) are related to account/fund type which is the highest (broadest) level. When deleting these rule types using the AFRS online screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES), a specific account may not be entered.

Suggestion: If you are deleting account/fund type closing rules, remove the specific ACCOUNT. Or, if you are trying to delete closing rules for a specific account, change the RULE TYPE to a level 2 (N2, C2, *2) or 3 (N3), as appropriate.

DM7 – ACCT TYPE NOT ALLOWED FOR RULE TYPES 2 OR 3

Explanation: D23-Closing Rules that are rule type 2 (N2, C2, *2) or 3 (N3) are related to a specific account/fund. When deleting these rule types using the AFRS online

screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES), the account/fund type (which are rule type 1) may not be entered.

Suggestion: If you are deleting closing rules for a specific account/fund, remove the ACCOUNT TYPE. Or, if you are trying to delete closing rules for an account/fund type, change the RULE TYPE to a level 1 (N1, C1, *1).

DM8 – PROG NOT ALLOWED FOR RULE TYPES 1 OR 2

Explanation: The PROGRAM field is specific for closing rule type N3 and is not allowed on the AFRS online screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES) with rule types 1 (Fund Type: N1, C1, *1) or 2 (Account: N2, C2, *2).

Suggestion: Remove the PROGRAM or change the RULE TYPE to N3.

DM9 – SUBPROG NOT ALLOWED FOR RULE TYPES 1 OR 2

Explanation: The SUB PROGRAM field is specific for closing rule type N3 and is not allowed on the AFRS online screen (AD.1.5.X – DELETE BIENNIUM CLOSING RULES) with rule types 1 (Fund Type: N1, C1, *1) or 2 (Account: N2, C2, *2).

Suggestion: Remove the SUB PROGRAM or change the RULE TYPE to N3.

DN1 - CLOSING RULES NOT FOUND FOR THIS ACCOUNT

Explanation: No closing rules (C1/N1, C2/N2/N3) were found that match the Default Closing General Ledger (GL) shown on Descriptor Table D22-Fund for this account.

Suggestion: Verify the Default Closing Rule GL on the D22 is correct by looking in the State Administrative and Accounting Manual.

1. Correct the Default Closing GL on the D22; or
2. Determine the appropriate level of closing rules needed (C1/N1-Fund Type; C2/N2-Account; C2/N3-Special) and add records to Descriptor Table D23-Biennium Closing Rules.

DN2 - FUND TYPE CLOSING RULE (C1-N1) MISMATCH

Explanation: The Default Closing General Ledger (GL) shown on Descriptor Table D22-Fund for this account matches one, but not both, of the fund type closing rules. The fund type rules are C1 for cash and N1 for non-cash. Generally, the C1 and N1 rules should be the same.

Suggestion: Verify the Default Closing GL by looking in the State Administrative and Accounting Manual. Review the known exceptions list maintained by Statewide Accounting. Determine which, if either, of the fund type closing rules is incorrect.

1. Update the incorrect D23 closing rules; or

2. If this is a valid exception (C1 should not equal N1), document it as a known/expected exception.

DN3 - ACCOUNT CLOSING RULE (C2-N2) MISMATCH

- Explanation:*** The Default Closing General Ledger (GL) shown on Descriptor Table D22-Fund for this account matches one, but not both, of the account level closing rules. The account level rules are C2 for cash and N2 for non-cash. Generally, the C2 and N2 rules should be the same.
- Suggestion:*** Verify the Default Closing GL by looking in the State Administrative and Accounting Manual. Review the known exceptions list maintained by Statewide Accounting. Determine which, if either, of the account level closing rules is incorrect.
1. Update the incorrect D23 closing rules; or
 2. If this is a valid exception (C2 should not equal N2), document it as a known/expected exception.

DN4 - SPECIAL CLOSING RULE (C2-N3) MISMATCH

- Explanation:*** The Default Closing General Ledger (GL) shown on Descriptor Table D22-Fund for this account matches one, but not both, of the special closing rules. The special closing rules are N3 for non-cash. Generally, the N3 rules should be the same as the account level C2.
- Suggestion:*** Verify the Default Closing GL by looking in the State Administrative and Accounting Manual. Review the known exceptions list maintained by Statewide Accounting. Determine which, if either, of the rules (special closing or cash) is incorrect.
1. Update the incorrect D23 closing rules; or
 2. If this is a valid exception (C2 should not equal N3), document it as a known/expected exception.

DN5 - DUPLICATE CLOSING RULES FOUND (C2 N2 OR N3)

- Explanation:*** The Default Closing General Ledger (GL) shown on Descriptor Table D22-Fund for this account matches the fund type closing rules (C1 and N1). However, account level (C2/N2) and/or special (N3) closing rules that duplicate the fund type closing rules also exist for this account.
- Suggestion:*** Verify the Default Closing GL on the D22 is correct by looking in the State Administrative and Accounting Manual.
1. Update the Default Closing GL on the D22; or
 2. If the fund type closing rules (C1/N1) are correct for this account, delete the account level (C2/N2) and/or special (N3) closing rules.

DN6 - SPECIAL CLOSING RULES (N3) NOT NEEDED

- Explanation:*** The Default Closing General Ledger (GL) shown on Descriptor Table D22-Fund for this account matches the account level closing rules (C2 and N2). However, special (N3) closing rules that duplicate the account level closing rules also exist for this account.
- Suggestion:*** Verify the Default Closing GL on the D22 is correct by looking in the State Administrative and Accounting Manual.
1. Update the Default Closing GL on the D22; or
 2. If the account level closing rules (C2/N2) are correct for this account, delete the special (N3) closing rules.

DN7 - INCORRECT CLOSING RULE (C2-N2-N3)

- Explanation:*** The Default Closing General Ledger (GL) on Descriptor Table D22-Fund for this account matches the fund type closing rules (C1 and N1), but does not match the account level closing rules (C2 and/or N2/N3). The account level rules are C2 for cash and N2 for non-cash.
- Suggestion:*** Verify the correct Default Closing GL and fund type in the State Administrative and Accounting Manual and compare to the D22-Fund table.
1. If the D22-Fund table is correct, delete the account level closing rules (C2, N2/N3). If not deleted these will override the fund type closing rules and cause the GLs in this account to close to the wrong fund balance GL.
 2. If the D22-Fund table is not correct, correct as needed and re-run the validation process or manually verify closing rules.

DQ1 – LAST RECORD SHOWN

- Explanation:*** When you have reached the end of the table.
- Suggestion:*** Try one of the following:
1. Use the B (Back) function to view the previous record
 2. Use the V (View) function and enter the Exception Code you want to see.
 3. F3 to leave the screen.

DQ2 – FIELD MUST HAVE A Y, N OR O

- Explanation:*** When entering the TIN Required field the only options available are:
- Y = Yes
 - N = No
 - O = Optional
- Suggestion:*** Enter the proper value for this field.

DQ3 – RATE CODE MUST BE NUMERIC

Explanation: When entering the Rate Table field the only Tax Rates available are:

- 01 = 0%
- 02 = 28%

NOTE: The functionality associated with this field currently does not exist.

Suggestion: Enter the proper value for this field

DQ4 – 1099 MISC REPORTING MUST BE Y OR N

Explanation: When entering the 1099 MISC Reportable field the only options available are:

- Y = Yes
- N = No

Suggestion: Enter the proper value for this field.

DQ5 – RATE CODE INVALID

Explanation: When entering the Rate Table field you cannot enter alpha characters, must be numeric.

Suggestion: Enter the proper value for this field

DQ6 – CANNOT BE BLANK ENTER A Y OR N

Explanation: When entering the Inactive field the only options available are:

- Y = Yes
- N = No

Suggestion: Enter the proper value for this field.

DQ7 – MUST BE ON AD.1.6 TO DELETE EXCEPTION CODE

Explanation: If deleting an Exception Code and you entered a “D” in the Function field on AD.1.6 simply use the enter key and the system will remove all the exception code criteria. Do use the F5, F6, F7 or F8 key to delete the whole Exception Code.

Suggestion: Try one of the following:

1. To delete the whole Exception Code enter “D” in the function field and hit enter.
2. Delete Exception Code Criteria use the F5, F6, F7, or F8 to toggle to the appropriate screen and delete.
3. F3 to leave the screen.

DS1 - PROGRAM INDEX INVALID

Explanation: Program Index must be on the Program Index table.

Suggestion: Enter a valid Program Index.

DS2 - ALLOCATION CODE NOT FOUND ON D63 TABLE

Explanation: Allocation code could not be found on the D63 table.

Suggestion: Do one of the following:

1. Check the D63 table to make sure that the allocation code is on the table.
2. Check that you entered the allocation code correctly.
3. Add the allocation code to the D63.

DS3 – ALLOCATION CODE MUST BE ENTERED

Explanation: When adding the Allocation Code into the D63 it must be alphanumeric and cannot be '0000' or blank.

Suggestion: Do one of the following:

1. Verify the Allocation is alphanumeric
2. Verify the Allocation is not '0000' or blank.

DS4 – SW SUB-SUBOBJECT INACTIVE-CANNOT UPDATE

Explanation: When updating the Agency Sub-SubObject Inactive Maintenance (TM.1.5) you cannot change an inactive field back to active if the Statewide Sub-SubObject has been updated to be inactive.

Suggestion: Verify that the "SW Inactive Flag" on the TM.1.5 screen has been updated with an "I". Contact the Help Desk at OFM if you need assistance.

DS5 - ORGN INDEX NOT FOUND ON OI TABLE

Explanation: Organization Index could not be found on the TM.2.3-Organization Index Maintenance table.

Suggestion: Do one of the following:

1. Check the TM.2.3 table to make sure that the organization index is on the table.
2. Check that you entered the organization index correctly.
3. Add the organization index to the TM.2.3 table.

DS6 - APPN INDEX NOT FOUND ON AI TABLE

Explanation: Appropriation Index could not be found on the TM.2.1-Appropriation Index Maintenance table.

- Suggestion:** Do one of the following:
1. Check the TM.2.1 table to make sure that the appropriation index is on the table.
 2. Check that you entered the appropriation index correctly.
 3. Add the appropriation index to the TM.2.1.

DS7 – MUST USE R FUNCTION TO RESET

Explanation: If you want to clear your selection from the Agency Sub-SubObject Inactive Maintenance (TM.1.5) you must use the “R” function to reset your screen.

Suggestion: Enter an “R” in the function on the TM.1.5 screen and it will clear all entries that have not been saved.

DS8 – AGENCY 0000 MUST USE AD.1.5.A TO UPDATE

Explanation: When updating the Agency Sub-SubObject Inactive Maintenance (TM.1.5) you cannot change an inactive field back to active if the Statewide Sub-SubObject has been updated to be inactive.

Suggestion: Verify that the “SW Inactive Flag” on the TM.1.5 screen has been updated with an “I”. Contact the OFM Help Desk if you need assistance.

DS9 – HIGHLIGHTED RECORDS WERE NOT UPDATED

Explanation: When updating the Agency Sub-SubObject Inactive Maintenance (TM.1.5) you can only use “blank” or “I” in the Inactive Flag field. Any other character used will be highlighted so that you can fix it.

Suggestion: Verify what should be in the Inactive Flag field and update or reset to remove all errors.

DT1 – TALS-ONLY FLAG MUST BE ‘Y’ OR ‘N’

Explanation: When updating the Fund Maintenance Table (D22) the TALS-ONLY Flag field must be either “Y” or “N”.

Y (Yes) – Means that only Allotment Transactions from TALS can be processed within AFRS.

N (No) – Means that all transactions can be processed within AFRS.

Suggestion: Enter a “Y” or “N” in the TALS-ONLY Flag field.

D01 - ACTION INVALID

Explanation: When uploading data into the table maintenance screens you can only use the functions of A = Add, C = Change or D = Delete.

Suggestion: Re-enter a valid value.

D02 – RECORD HAS BEEN USED - CANNOT DELETE

Explanation: The record cannot be deleted. This means either a Used Date exists, or the Used Flag (not visible to users) is set to “Y” which means that a transaction has been processed through AFRS.

Suggestion: Verify that you are trying to delete a record that has not been used.

D03 - FUNCTION INVALID

Explanation: An invalid character was entered in the Function field. Valid characters on descriptor tables are: 'A'= Add; 'C'= Change; 'D'= Delete; 'V'= View; 'N'= Next; 'P'= Print

Valid characters on the Purchase Card Account Detail screen are:

'A'= Add; 'C'= Change; 'D'= Delete; 'V'= View; 'N'= Next; or 'B'= Back

Suggestion: Use one of the valid functions.

D04 - RECORD ALREADY EXISTS

Explanation: A record already exists in AFRS. Add transactions must not find a matching record.

Suggestion: Do one of the following:

1. Use the View 'V' function to lookup the entry already in the system and determine the issue.
2. If this is a Purchase card entry that exists in another agency, it cannot be added in two different agencies. If the purchase card is required in two or more agencies, contact the OFM Help Desk.

D05 – DELETE NOT ALLOWED AS RECORD DOES NOT EXIST

Explanation: The record that you are trying to change does not exist.

Suggestion: Verify that the record you are trying to change is on the table.

D06 – RECORD DOES NOT EXIST

Explanation: The record that you are trying to change or view does not exist.

Suggestion: Verify that the record you are trying to change or view was entered correctly.

D07 - RECORD TITLE MISSING

Explanation: When adding a record the Title must not be blank.

Suggestion: Input a title on the title line.

D08 – CANNOT DELETE RECORD

Explanation: Descriptor table D31 and D59 records are managed by Statewide Accounting and are not allowed to be deleted. Only an AFRS developer can remove a D31 or D59 record.

Suggestion: If a D31 or D59 record must be deleted, Statewide Accounting should email: heretohelp@ofm.wa.gov. Developers will need to ensure the entry can be deleted and the GL is not on the beginning balance file and then remove the record(s).

D09 – USER UNAUTHORIZED

Explanation: Descriptor table (TM.1.5) Agency Sub-Subobject Inactive Maintenance, may only be viewed or updated by users that are active and have a DT indicator of greater than 0.

Suggestion: Check your security to determine if you have the correct access and work with your agency AFRS administrator if it needs to be updated. If you want to request a new SSO or change the title to an existing SSO, contact your Statewide Accounting Consultant.

D10 - ALLOW EFT MUST BE Y OR N FOR “N” ERROR CODES

Explanation: The Allow EFT must be Y or N for the “N” Error Codes that are used in association with the NOC/NOR ACH process.

Suggestion: Enter a Y or an N in the allow EFT field.

D11 - ALLOW EFT IS FOR NXX ERROR CODES ONLY

Explanation: The Allow EFT feature is not allowed with any other error codes except those that begin with the letter “N”.

Suggestion: Make sure the Allow EFT field is blank.

D12 - D52 ELEMENT LENGTH INVALID

Explanation: The Data Element Length is invalid. The first two positions of Reference Data must contain a number when updating the Correction Element Descriptor Table (D52). Valid numbers are 01 through 99.

Suggestion: Enter the valid numbers of 01 through 99 when entering data into the first two reference positions.

D13 - D52 ELEMENT LOCATION INVALID

Explanation: The Data Element Location is invalid. The third, fourth and fifth positions of Reference Data must contain a number representing the beginning positions of the data element in the accounting record, when updating the

Correction Element Descriptor Table (D52). Valid numbers are 001 through 750.

Suggestion: Enter the valid numbers of 001 through 750 when entering data into the third, fourth & fifth positions of the Reference Data.

D14 - CORRECTION LEVEL INVALID

Explanation: The Correction Level is invalid. When updating the Correction Element Descriptor Table (D52), the sixth position of Reference Data must contain the letter B, H, D or G.

Suggestion: Enter the valid letters of B, H, D or G when entering data into the sixth position of the Reference Data.

D15 - INVALID BIENNium

Explanation: The Biennium entered is invalid. When updating any Descriptor Table, the value entered for Biennium can only be a number equal to two-less or two-greater than the Current Biennium as defined in the System Management File.

Suggestion: Determine the correct biennium to be used. It must be equal to two-greater than or two-less than the current biennium.

D16 – SUB-SUB OBJECT IS BEING USED - CANNOT DELETE

Explanation: The Statewide Sub-Sub Object cannot be deleted because Used Flag is set to “Y” which means that an agency is using this sub-sub object.

Suggestion: Sub-Sub Object can be inactivated if it should not be used.

D17 - AGY MUST BE '0000'

Explanation: Agency must be '0000' for this sub-table (Statewide Tables only). The Descriptor Table being updated is a statewide table. These tables may only be updated by authorized individuals.

Suggestion: Enter agency '0000' into the SELECT FUNCTION field of the Primary Menu for AFRS.

D18 - AGENCY & DIVISION NOT IN D02

Explanation: When updating the Branch Descriptor Table (D03), Agency and Division must be defined in the Division Descriptor Table (D02).

Suggestion: Do one of the following:

1. Verify that you entered the correct division.
2. Verify that the agency & division are on the Division Descriptor Table (D02).

3. Add the agency & division to the Division Descriptor Table (D02).

D19 - AGENCY,DIVISION,BRANCH NOT IN D03

Explanation: When updating the Section Descriptor Table (D04), Agency, Division and Branch must be defined in the Branch Descriptor Table (D03).

Suggestion: Do one of the following:

1. Verify that you entered the correct branch.
2. Verify that the agency, division, & branch are on the Branch Descriptor Table (D03).
3. Add the agency, division, & branch to the Branch Descriptor Table (D03).

D20 - AGENCY,DIVISION,BRANCH,SECTION NOT IN D04

Explanation: When updating the Unit Descriptor Table (D05), Agency, Division, Branch and Section must be defined in the Section Descriptor Table (D04).

Suggestion: Do one of the following:

1. Verify that you entered the correct section.
2. Verify that the agency, division, branch, & section are on the Section Descriptor Table (D04).
3. Add the agency, division, branch, & section to the Section Descriptor Table (D04).

D21 - A-D-B-S-U NOT IN D05

Explanation: When updating the Cost Center Descriptor Table (D06), Agency, Division, Branch, Section and Unit must be defined in the Unit Descriptor Table (D05).

Suggestion: Do one of the following:

1. Verify that you entered the correct unit.
2. Verify that the agency, division, branch, branch, section, & unit are on the Unit Descriptor Table (D05).
3. Add the agency, division, branch, branch, section, & unit to the Unit Descriptor Table (D05).

D22 - OBJECT NOT IN D10

Explanation: When updating the Sub-Object Descriptor Table (D11), Object (positions 1 and 2 of Reference Data) must be defined in the Object Descriptor Table (D10).

Suggestion: Do one of the following:

1. Verify that you entered the correct object

2. Verify that the object is on the Object Descriptor Table (D10).
3. Add the object to the Object Descriptor Table (D10).

D23 - SUB-OBJECT NOT IN D11

Explanation: When updating the Sub-Sub-Object Descriptor Table (D12), Sub-Object must be alpha and defined in the Sub-Object Descriptor Table (D11).

Suggestion: Do one of the following:

1. Verify that you entered the correct sub-object.
2. Verify that the sub-object is on the Sub-Object Descriptor Table (D11).
3. Add the sub-object to the Sub-Object Descriptor Table (D11).

D24 - SUB OBJECT INACTIVE ON THE D11

Explanation: The Sub Object used is inactive.

Suggestion:

1. Input a Sub Object which is active, as noted on the D11; or
2. Contact OFM Statewide Accounting to determine why the Sub Object entered is inactive.

D25 - FUNCTION NOT IN D15

Explanation: When updating position 5 and 6 of Table Entry Key of the Statewide Program Descriptor Table (D27). The function must be defined in the Function Descriptor Table (D15).

Suggestion: Use one of the valid Functions:

- 10 = Operating
- 20 = Capital
- 70 = Non-budgeted

D26 - FUNCTION,PROGRAM NOT IN D16

Explanation: When updating the Sub-Program Descriptor Table (D17), Function and Program must be defined in the Program Descriptor Table (D16).

Suggestion: Do one of the following:

1. Verify that you entered the correct program.
2. Verify that the function & program are on the Program Descriptor Table (D16).
3. Add the function & program to the Program Descriptor Table (D16).

D27 - FUNCTION,PROGRAM,SUB-PROGRAM NOT IN D17

Explanation: When updating the Activity Descriptor Table (D18), Function, Program and Sub-Program must be defined in the Sub-Program Descriptor Table (D17).

Suggestion: Do one of the following:

1. Verify that you entered the correct sub-program.
2. Verify that the function, program, & sub-program are on the Sub-Program Descriptor Table (D17).
3. Add the function, program, & sub-program to the Sub-Program Descriptor Table (D17).

D28 - AGY, FUNC, PROG, SUBPROG, ACTV NOT IN D18

Explanation: When updating the Sub-Activity Descriptor Table (D19), Agency, Function, Program, Sub-Program and Activity must be defined in the Activity Descriptor Table (D18).

Suggestion: Do one of the following:

1. Verify that you entered the correct activity.
2. Verify that the agency, function, program, sub-program & activity are on the Activity Descriptor Table (D18).
3. Add the agency, function, program, sub-program & activity to the Activity Descriptor Table (D18).

D29 - GAAP FUND NOT IN D21

Explanation: When updating the Fund Descriptor Table (D22), position one of the Reference data is the GAAP Fund and must be defined in the GAAP Fund Descriptor Table (D21).

Suggestion: Do one of the following:

1. Verify that you entered the correct GAAP fund.
2. Verify that the GAAP funds are on the GAAP Fund Descriptor Table (D21).
3. Add the GAAP fund to the GAAP Fund Descriptor Table (D21).

D30 - ACCT FUND NOT IN D22

Explanation: Fund must be defined in the Fund Descriptor Table (D22) when adding or updating the Fund Detail Descriptor Table (D23) or Source of Funds Descriptor Table (D26) in position 5 through 7 of the reference data field.

Suggestion: Do one of the following:

1. Verify that you entered the correct fund.
2. Verify that the fund is on the Fund Descriptor Table (D22).
3. Add the fund to the Fund Descriptor Table (D22).

D31 - INVALID KEY LENGTH

Explanation: The length of the Table Entry Key is invalid. The allowable length of the Table Entry Key for each Sub-Table is as follows:

TABLE ID NUMBER KEY LENGTH

D02	2
D03	4
D04	6
D05	8
D06	10
D07	3
D08	1
D09	1
D10	2
D11	2
D12	6
D13	3
D14	8
D15	2
D16	5
D17	7
D18	9
D19	11
D20	13
D21	1
D22	3
D24	1
D25	2
D26	12
D27	9
D29	4
D31	4
D32	10
D33	4
D34	2
D35	4
D36	10
D37	3
D38	4
D40	3
D41	1
D42	4

D43	6
D44	8
D45	6
D49	7
D51	3
D52	20
D53	4
D54	2
D55	2
D56	7
D57	2
D58	4
D59	4
D60	7
D62	Not blank
D63	4
D68	2
D70	4
D94	2
D95	3

Suggestion: Enter the data in with the proper length for that descriptor table.

D32 - REFERENCE NOT BLANK

Explanation: Values have been entered in the Reference Data field but are NOT allowed for this table.

Suggestion: Do not enter values in the Reference Data field for this table.

D33 - GL NOT IN D31

Explanation: General Ledger Account must be defined in the General Ledger Account Descriptor Table (D31) when updating the Entry Key in the following tables:

- Subsidiary Descriptor Table (D32) – positions 1 through 4
- Variable Transaction GL Descriptor Table (D56) – position 4 through 7
- Statement of Net Assets Table (D59) – position 1 through 4
- Closing GL (D60) – position 4 through 7
- DRS Statement (D70) – position 1 through 4

Suggestion: Do one of the following:

1. Verify that you entered the correct General Ledger.
2. Verify that the general ledger is on the General Ledger Account Descriptor Table (D31).

3. Add the general ledger to the General Ledger Account Descriptor Table (D31).

D34 - MAJOR SOURCE NOT IN D34

Explanation: When updating the Source Descriptor Table (D35), Major Source (the first two characters of the Descriptor Key) must be defined in the Major Source Descriptor Table (D34).

Suggestion: Do one of the following:

1. Verify that you entered the correct major source.
2. Verify that the major source is on the Major Source Descriptor Table (D34).
3. Add the major source to the Major Source Descriptor Table (D34).

D35 - INVALID AGENCY CODE

Explanation: Agency is invalid- NOT valid agency on D53 Tables. When updating the Agency unique elements of the Descriptor Table, the agency cannot be '0000,' which indicates statewide.

Suggestion: Verify that you entered your agency number correctly on the Main Screen.

D36 – MAJOR SOURCE INACTIVE ON D35 (NEW)

Explanation: The Major Source used is inactive.

Suggestion:

1. Input a Major Source which is active, as noted on the D35; or
2. Contact OFM Statewide Accounting to determine why the Major Source entered is inactive.

D37 - TABLE DOES NOT EXIST

Explanation: The Table ID number is not one of the valid sub-tables.

Suggestion: Use a valid Table ID number for input.

D38 – EXTRA DATA IN REFERENCE

Explanation: Reference Data contains more information than allowed for this sub-table.

Suggestion: Enter the correct data into the table per the [Descriptor Table, Screen TM.1.1 documentation](#).

D39 - INVALID DEBIT/CREDIT INDICATOR

Explanation: When updating the General Ledger Account Descriptor Table (D31) or the Memorandum Code (D33), the Debit/Credit Indicator must be D or C in position 1 of the Reference Data field.

Suggestion: Enter the proper Debit/Credit Indicator of D or C.

D40 - INVALID CLOSE INDICATOR

Explanation: In the General Ledger Account Descriptor Table (D31), the Closing Indicator in position two of the Reference Data field must be between 1 and 7.

Suggestion: Enter the correct close indicator of 1 or 7.

D41 - INVALID DIVISION

Explanation: Division must be alphanumeric and greater than zero, when updating the Division field on Descriptor Tables D02 through D06.

Suggestion: Enter a valid value when updating the Division field.

D42 - INVALID BRANCH

Explanation: Branch must be alphanumeric and greater than zero, when updating the Branch field on Descriptor Tables D03 through D06.

Suggestion: Enter a valid value when updating the Branch field.

D43 - INVALID SECTION

Explanation: Section must be alphanumeric and greater than zero, when updating the Section field on Descriptor Tables D04 through D06.

Suggestion: Enter a valid value when updating the Section field.

D44 - INVALID UNIT

Explanation: Unit must be alphanumeric and greater than zero, when updating the Unit field on Descriptor Tables D05 and D06.

Suggestion: Enter a valid value when updating the Unit field.

D45 - INVALID COST CENTER

Explanation: Cost Center must be alphanumeric and greater than zero, when updating the Cost Center field on Descriptor Table D06.

Suggestion: Enter a valid value when updating the Cost Center field.

D46 - INVALID SUB-OBJECT

Explanation: The first position of the Table Entry Key must be alpha and not blank, when updating the Sub-Object Descriptor Table (D11). When adding

Sub-Objects to the AFRS to CAMS Interface Sub Object Table (D50) (TM.3.5) you must have the minimum alpha in the first position.

Suggestion:

Do one of the following:

1. Enter the correct values when updating the Sub-Object Descriptor Table (D11).
2. Enter the correct values when updating the AFRS to CAMS Interface Sub Object Table (D50).

D47 - INVALID OBJECT

Explanation: Object must be a number greater than zero or A through Z, when updating the Object Descriptor Table (D10).

Suggestion: Enter the correct values when updating the Object Descriptor Table (D10).

D48 - INVALID SUB-SUB OBJECT

Explanation: Sub-Sub-Object must be alphanumeric but not blank, when updating the Sub-Sub-Object Descriptor Table (D12).

Suggestion: Enter the correct values when updating the Sub-Sub-Object Descriptor Table.

D49 - INVALID PROGRAM

Explanation: Program must be alphanumeric but not blank, when updating the Program field on Descriptor Tables D16 through D20 and D27.

Suggestion: Enter a valid value when updating Program field.

D50 - INVALID SUB-PROGRAM

Explanation: Sub-Program must be alphanumeric but not blank, when updating the Sub-Program field on Descriptor Tables D17 through D20.

Suggestion: Enter a valid value when updating Sub Program field.

D51 - INVALID ACTIVITY

Explanation: Activity must be alphanumeric but not blank, when updating the Activity field on Descriptor Tables D18 through D20.

Suggestion: Enter a valid value when updating Activity field.

D52 - INVALID SUB-ACTIVITY

Explanation: Sub-Activity must be alphanumeric but not blank, when updating the Sub-Activity field on Descriptor Tables D19 and D20.

Suggestion: Enter a valid value when updating Sub Activity field.

D53 - INVALID TASK

Explanation: Task must be alphanumeric but not blank, when updating the Task field on Descriptor Table D20.

Suggestion: Enter a valid value when updating Task field.

D54 - INVALID APPROPRIATION

Explanation: Appropriation must be alphanumeric but not blank, when updating the Appropriation Descriptor Table (D07) or position 8 through 10 of the Source of Funds Descriptor Table (D26).

Suggestion: Enter the correct values when updating Descriptor Tables.

D55 - INVALID GAAP FUND

Explanation: GAAP Fund (the first position of the Table Entry Key) must be a letter from 'A' through 'Z,' when updating the GAAP Fund Descriptor Table (D21).

Suggestion: Enter the correct values when updating the GAAP Fund Descriptor Tables (D21).

D56 - INVALID FUND

Explanation: Fund must be alphanumeric but not blank, when updating the Fund Descriptor Table (D22).

Suggestion: Enter the correct values when updating the Fund Descriptor Tables (D22).

D58 - INVALID APPROPRIATION TYPE

Explanation: Appropriation Type must be alphanumeric or a number greater than zero, when updating the Appropriation Type Descriptor Table (D08).

Suggestion: Enter the correct values when updating the Appropriation Type Descriptor Tables (D08). The definitions can be found in 75.50.10 of the SAAM manual.

D59 - INVALID FUNCTION

Explanation: Function must be a number greater than zero, when updating the Function field on Descriptor Tables D15 through D20.

Suggestion: Enter a valid value when updating the Function field. The current valid Functions are:

- 10 = Operating
- 20 = Capital

70 = Non-budgeted

D60 - INVALID MEMORANDUM

Explanation: Memorandum account must be a number greater than zero, when updating the Memorandum Descriptor Table (D33).

Suggestion: Enter the correct values when updating the Memorandum Descriptor Table (D33).

D61 - INVALID SOURCE

Explanation: Source must be a number 01 through 99, when updating the Source Descriptor Table (D35).

Suggestion: Enter the correct numeric values of 01 through 99 when updating the Source Descriptor Table (D35).

D62 - INVALID GL-ACCOUNT

Explanation: General Ledger Account must be a number greater than zero, when updating the General Ledger Descriptor Table (D31).

Suggestion: All characters must be numeric.

D63 - INVALID SUBSIDIARY

Explanation: Subsidiary must be at least six characters in length and is alphanumeric. First character must be greater than blank or zero, when updating the Subsidiary Descriptor Table (D32).

Suggestion: Enter the correct values when updating the Subsidiary Descriptor Table (D32).

D64 - INVALID MAJOR SOURCE

Explanation: Major Source must be a number 01 through 99, when updating the Major Group Descriptor Table (D34).

Suggestion: Enter the correct numeric values of 01 through 99 when updating the Major Source Descriptor Table (D34).

D65 - INVALID SUB SOURCE

Explanation: Sub-Source must be alphanumeric but not blank, when updating the Sub-Source Descriptor Table (D36).

Suggestion: Enter the correct values when updating the Sub-Source Descriptor Table (D36).

D66 - INVALID COUNTIES

Explanation: County must be a number greater than zero, when updating the County Descriptor Table (D37).

Suggestion: Enter the correct values when updating the County Descriptor Table (D37).

D67 - INVALID CITY/TOWN

Explanation: City/Town must be a number greater than zero, when updating the City/Town Descriptor Table (D38).

Suggestion: Enter the correct values when updating the City/Town Descriptor Table (D38).

D68 - INVALID WORK CLASS

Explanation: Work class is alphanumeric and must be greater than blank or zero, when updating the Work class Descriptor Table (D40).

Suggestion: Enter the correct values when updating the Work class Descriptor Table (D40).

D70 - INVALID CORRECTION ELEMENT

Explanation: The Correction Element entered is invalid, when updating the Error Code Descriptor Table (D52). The Correction Element must be alpha or numeric and a valid field in the AFRS system.

Suggestion: Enter the correct values when updating the Error Code Descriptor Table (D51).

D72 - INVALID PROJECT TYPE

Explanation: Project Type must be alphanumeric, when updating the Project Type Descriptor Table (D41).

Suggestion: Enter the correct values when updating the Project Type Descriptor Table (D41).

D73 - INVALID SUB-PROJECT OR PROJECT PHASE

Explanation: Sub-Project must be alphanumeric and greater than zero, when updating the Sub-Project Descriptor Table (D43). Project Phase must be alphanumeric and greater than zero, when updating the Project Phase Descriptor Table (D44).

Suggestion: Enter the correct values when updating the Sub-Project Descriptor Table (D43) or Project Phase Descriptor Table (D44).

D74 - INVALID DETAIL RECORD LOCATION

- Explanation:*** Detail Record Location (the seventh through ninth positions of the Reference Data) must be blank or a number with a range of 002 through 999, when updating the Correction Element Descriptor Table (D52).
- Suggestion:*** Enter the correct values when updating the Correction Element Descriptor Table (D52).

D77 - INVALID PROJECT

- Explanation:*** Project must be alphanumeric and greater than zero, when updating the Project Descriptor Table (D42).
- Suggestion:*** Enter the correct values when updating the Project Descriptor Table (D42).

D78 - PGM,SUB-PGM,ACTV,SUB-ACTV NOT IN D19

- Explanation:*** When updating the Task Descriptor Table (D20), Agency, Function, Program, Sub-Program, Activity and Sub-Activity must be defined in the Sub-Activity Descriptor Table (D19).
- Suggestion:*** Enter the correct values when updating the Sub-Activity Descriptor Table (D19).

D79 - INVALID BUDGET UNIT

- Explanation:*** Budget unit must be alphanumeric when updating the Budget Unit Descriptor Table (D13).
- Suggestion:*** Enter the correct values when updating the Budget Unit Descriptor Table (D13).

D80 - SOURCE NOT IN D35

- Explanation:*** When updating the Sub-Source Descriptor Table (D36) or Statement of Activities-Sources (D58), the Source must be defined in the Source Descriptor Table (D35).
- Suggestion:*** Enter the correct values when updating the Source Descriptor Table (D35).

D81 - INVALID APPROPRIATION CHARACTER

- Explanation:*** Appropriation Character must be a 1 or 2, when updating the Appropriation Character Descriptor Table (D09).

Suggestion: Enter the correct values when updating the Appropriation Character Descriptor Table (D09).

D83 - INVALID FUND ID

Explanation: Fund ID must be alphanumeric for position 1 and alpha for position 2, when updating the Fund ID Descriptor Table (D25).

Suggestion: Enter correct values when updating the Fund ID Descriptor Table (D25)

D84 - PROJECT NOT IN D42

Explanation: When updating the Sub-Project Descriptor Table (D43), the Project must be defined in the Project Descriptor Table (D42).

Suggestion: Enter the correct values when updating the Sub-Project Descriptor Table (D43).

D85 - PROJECT & SUB-PROJECT NOT IN D43

Explanation: When updating the Project Phase Descriptor Table (D44), the Project and Sub-Project must be defined in the Sub-Project Descriptor Table (D43).

Suggestion: Enter the correct values when updating the Project Phase Descriptor Table (D44).

D90 – AI USED: CANNOT DELETE D07 RECORD

Explanation: An AI record cannot be deleted from the Appropriation Descriptor Table (D07) if an AI has been used on the Appropriation Index Table Maintenance (TM.2.1).

Suggestion: Verify that the AI record that you are trying to delete has not been used on the AI Table maintenance screen (tm.2.1) and resubmit.

D91 - INVALID CASH TYPE

Explanation: When updating the Cash Type Descriptor Table (D24), the valid values are: 1, 2, 3, 4, or 5.

Suggestion: Enter the correct values when updating the Cash Type Descriptor Table (D24).

D92 - CASH TYPE NOT IN D24

Explanation: When updating the Fund/Account Descriptor Table (D22), the Cash Type must be defined in the Cash Type Descriptor Table (D24).

Suggestion: Enter the correct values when updating the Fund/Account Descriptor Table (D22).

D93 - INVALID PROJECT PHASE

- Explanation:*** Project Phase must be alphanumeric and greater than zero, when updating the Project Phase Descriptor Table (D44).
- Suggestion:*** Enter the correct values when updating the Project Phase Descriptor Table (D44).

D95 - APPN TYPE NOT IN D08

- Explanation:*** When updating the Source of Funds Descriptor Table (D26), position 11 must be defined in the Appropriation Type Table (D08).
- Suggestion:*** Enter the correct values when updating the Source of Funds Descriptor Table (D26).

D96 - APPN CHARACTER NOT IN D09

- Explanation:*** When updating the Source of Funds Descriptor Table (D26), position 12 must be defined in the Appropriation Character Table (D09).
- Suggestion:*** Enter the correct values when updating the Source of Funds Descriptor Table (D26).

D97 - FUNCTION/PROGRAM NOT IN D27

- Explanation:*** When updating the Program Descriptor Table (D16). Agency, Function and Program must be defined in the Statewide Program Descriptor Table (D27).
- Suggestion:*** Enter correct values when updating the Program Descriptor Table (D16).

D98 - FUND TYPE NOT IN D25

- Explanation:*** When updating the Fund Descriptor Table (D22), Fund Type must be defined in Fund Type Descriptor Table (D25).
- Suggestion:*** Enter the correct values when updating the Fund Descriptor Table (D22).

D99 - INVALID INACTIVE INDICATOR

- Explanation:*** ***Agency:*** When updating the Agency Sub-SubObject Inactive Maintenance (TM.1.5), the Inactive Indicator must be blank or I.
OFM: When updating the Fund Descriptor Table (D22), the Inactive Indicator must be blank or 1. Maintenance of the D22 table, Fund Description, is now accomplished on the AD.B screen exclusively.
- Suggestion:*** Enter the correct values when updating the Agency Sub-SubObject Inactive Maintenance (TM.1.5) or Fund Descriptor Table (D22).