

Agency Financial Reporting System (AFRS)

ERROR CORRECTION PROCESS

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INTRODUCTION AND DESCRIPTION OF ERROR CODES

The AFRS error edit and correction process ensures the integrity of the data in the AFRS system. The accounting data input is subjected to rigorous edits, including:

AFRS Edits

- Batch edits which validate batch transaction count, batch amounts and other batch-related coding.
- **Detail data edits** which validate input data field content by alpha, numeric, alphanumeric and range checks.
- Accounting code edits which validate transaction coding against a table of all valid classification codes.
- Fund control edits which flag a transaction when the available funds at the appropriation/allotment/or cash control level are insufficient and when the posting of the transaction exceeds appropriation/allotment account balances.

Error Severity

Almost every AFRS edit has an error code associated with it and each error code has a severity indicator. Except for certain errors that are always fatal, the severity of an error is determined by an agency through the use of the Organization Control Maintenance Table (TM.3.1). Specific data-related and fund-related errors can be identified as fatal, warning errors, or can be ignored. See the <u>AFRS document</u> TM.3.1 Organization Control Table (OC) for more information regarding error severity. Only error codes with a Fatal severity indicator will be unable to be process or posted in AFRS until corrected.

Error Notification

Transactions that fail to pass internal edits cause one of the following system actions:

- 1. The System sends the transaction to the Error File if the errors severity indicator is Fatal. This is a separate file of transactions that are in error status and will not be posted until the errors are corrected and released. The errors are reported by the following:
 - Populated on an AFRS Error Report DWP8002.
 - AFRS Batch Header Summary Screen (IN.3) All the errors that have not been corrected are found on this screen. The errors must be manually corrected before the batch is able to be successfully released.

NOTE: The transaction, however, is still subject to batch processing and a possible batch error or rejection.

- 2. The System reports the error online in the message area of the screen (**online**). This occurs when inputting or editing a batch in AFRS as well as when inputting or editing tables in AFRS. The error must be corrected before the agency can move forward with the entry.
- 3. The System flags the error for warning purposes if the errors severity indicator is Warning. These errors are marked as having a warning severity indicator. The error does not prevent the transactions from posting, the transaction is put on a report (DWP641) to notify the agency.

This user guide addresses the error correction process. Please refer to the <u>Error Code</u> <u>Manual (by section)</u> for all the error codes and the description on what needs to be done to correct the error.

Reports

The two primary reports produced by the Batch Error Correction program are:

- Error Report (DWP8002)
- Warning Report (DWP641)

Note: an On Line Error Report (DWP91003) can be ordered for each batch from the AFRS Batch Header Summary screen (IN.3) by inputting the function **L** (Print) & pressing [**Enter**].

These reports are produced after each daily AFRS update and are routed to the users for daily correction.

AFRS ERROR TYPES

Transactions entered into or submitted to AFRS must pass the AFRS edits before they are posted. If the transitions do not pass the edits in the system, they will error.

Online Errors will occur at the time of input (On Line) & will be shown by a message at the bottom of the screen, the cursor will be positioned at the affected field, and the field data will be highlighted in red. The edit process is a series of steps by the system and a transaction can't be input until it clears all online edits. To correct an online error, enter the correct information and press the [Enter] key. If an error condition still exits, another error message will appear. When all online errors have been cleared, a message will indicate the acceptance of the transaction. The two AFRS input processes that can receive the online errors are:

- Updates to AFRS tables (Descriptor Table, Program Index Table, Appropriation Index Table, etc.); and
- Financial or accounting transactions on the AFRS "Expand general accounting transaction input" screen. Note, a report can be requested by Batch, see reports section.

Batch Interface Errors are found and reported in the process of submitting transactions into AFRS for release. During this process the batch will run against the On Line Edits. These must be corrected before release for nightly processing.

Batch Entry Errors are identified during the nightly AFRS processing (NAPS). Transactions must pass Batch Edits before they are validated and posted. If an error is detected during the overnight AFRS processing (NAPS), the transaction is transferred to the Error File. The error file is reported on Screen IN.3, *View Batch Headers* screen and in the Daily Activity Report - DWP 8002. The batch is placed on the AFRS IN.3 screen in "E"(Error) status with an Origin Code (OC) of **ER**.

Warning messages, (error codes set as Warnings on the Organization Control screen) are reported in DWP641.

AFRS REJECTED BATCH is reported to the Agency (DWP8001); but is not retained in AFRS for correction. Agencies are required to retain <u>all</u> Interfaces when submitted. In the event of a Rejection, the agency must correct the problem and resubmit the Batch(s).

A Batch is subject to edits to determine:

- 1. Existence of a Header
- 2. Duplicate Batches
- 3. Improper processing in the System

VIEWING BATCHES IN ERROR STATUS ON THE BATCH HEADER SUMMARY SCREEN (IN.3)

After logging into AFRS,

1. Type in **your AGENCY NUMBER** and **IN** for the Input/Correction screen and press [Enter].

```
=== AFRS ======== C105P05A ===
    TM -- TABLES
                                      IN -- INPUT/CORRECTION
                                    VE -- VENDOR/PAYMENT/CANCELLATION
    MI -- MASTER FILE INQUIRY
     RD -- ON-DEMAND REPORTING
                                     RR -- REPORT REQUEST
     BI -- BATCH INTERFACE LOG
                                     CL -- HELP PHONE LIST
     SS -- SYSTEM SECURITY
                                      AD -- ADMINISTRATION
                             AGENCY: 9990
                     SELECT FUNCTION: IN
                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

2. Type in 3 for View Batch Header Screen (IN.3)

```
=== AFRS = (IN) =========== INPUT/CORRECTION MENU =========== C105P05B === 9990

1 -- CREATE BATCH HEADER

2 -- PAYMENT MAINTENANCE

3 -- VIEW BATCH HEADERS

SELECT FUNCTION: 3

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

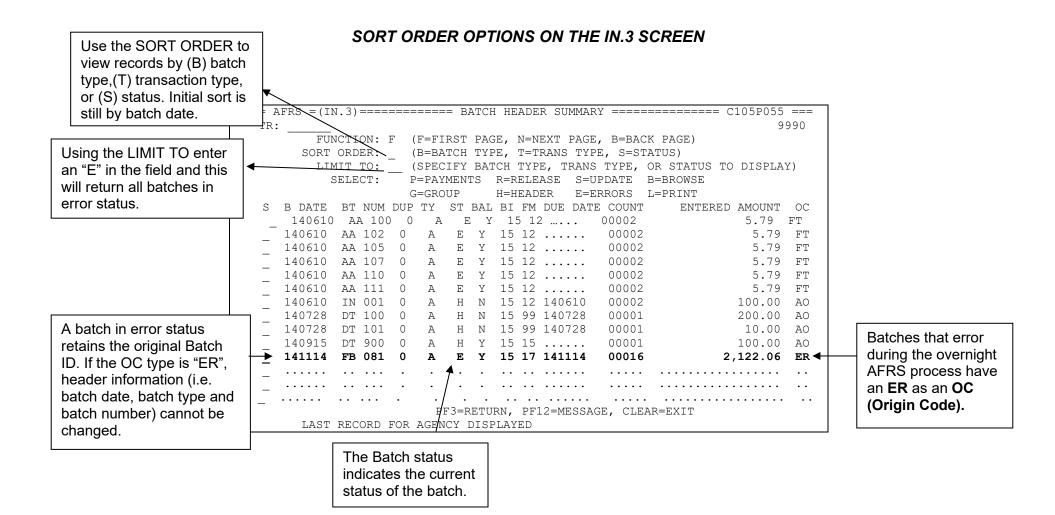
3. To view only the batches in Error status, input the following:

Sort Order: S (Status) Limit to: E (Error)

===	AFRS = (I	N.3)	====			== E	BATCE	н н	EADI	ER SUMMAR	Y ====	======= C105P055 :	===
TR:												999	0
	FU	NCT	ION:	F	(F=F	IRST	PAC	GΕ,	N=I	NEXT PAGE	, B=BA	CK PAGE)	
	SORT	ORI	DER:		(B=B	ATCF	H TY	PΕ,	T=0	TRANS TYP	E, S=S'	TATUS)	
	LI	MIT	TO:		(SPE	CIFY	BA:	ГСН	TYI	PE, TRANS	TYPE,	OR STATUS TO DISPLAY)
		SELI	ECT:		P=PA	YMEN	ITS	R=I	RELI	EASE S=U	PDATE	B=BROWSE	
					G=GR	QUC		H=H	IEAI	DER E=E	RRORS	L=PRINT	
S	B DATE	BT	NUM	DUE	PTY	ST	\mathtt{BAL}	ΒI	FM	DUE DATE	COUNT	ENTERED AMOUNT	OC
	140610	AA	100	0	A	Ε	Y	15	12		00002	5.79	FT
	140610	AA	102	0	A	Ε	Y	15	12		00002	5.79	FT
	140610	AA	105	0	A	E	Y	15	12		00002	5.79	FT
_	140610	AA	107	0	A	E	Y	15	12		00002	5.79	FT
_	140610	AA	110	0	A	E	Y	15	12		00002	5.79	FT
_	140610	AA	111	0	A	E	Y	15	12		00002	5.79	FT
	140610	IN	001	0	A	Н	N	15	12	140610	00002	100.00	AO
_	140728	DT	100	0	A	Н	N	15	99	140728	00001	200.00	AO
	140728	DT	101	0	A	Н	N	15	99	140728	00001	10.00	AO
	140915	DT	900	0	A	Н	Y	15	15		00001	100.00	AO
_												• • • • • • • • • • • • • • • • • • • •	
_				•		•							
_				•									
	PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT												
	LAST	REC	DRD 1	FOR	AGEN	CY I	DISPI	LAYE	ED				

Select (S) line contains codes that a user can type on the line next to a batch header. Select codes are as follow:

B=BROWSE	Browse transaction(s) in a batch
E=ERRORS	Displays errors only in a batch
G=GROUP	Make group changes to the same field on <u>all</u> transactions within a given batch. Note: Can change biennium and fiscal month fields on all transactions in batch and on batch header .
H=HEADER	Make changes to the following fields on the heade r: batch date, type, number, due date.
L=PRINT	Print reports of transactions in batch from screen (IN.3.1). DWP91001 Transaction Batch Report DWP91002 Warrant Cancellation Reports (DWP91002D Detail and DWP91002S Summary) Note: Used for Warrant Cancellation & ACH Returns documentation. DWP91003 Online Error Report Note: Print Online Error Report to get a list of all errors in batch prior to making any corrections.
P=PAYMENTS	Preview list of <u>Payment</u> Transactions in a batch. Note: Will not show any information if not for a payment
R=RELEASE	Release, delete or return to hold Batch on screen (IN.1.5)
S=UPDATE	Update Batch via Recall Batch for Correction screen (IN.4), then - F5 to View Input Batch (IN.1.6) for List of All Transactions in Batch or F6 to Batch Balance & Change Batch Header Count/Amount



CORRECTING TRANSACTION ERRORS ON THE BATCH HEADER SUMMARY (IN.3) SCREEN

If a transaction errors during the Nightly AFRS Process (NAPS) the batch & transaction will be placed on the Batch Header Summary (**IN.3**) screen.

Corrections can be done on an individual transaction level or on a batch (group) level. The error codes can only be viewed on the transactional level.

Batch headers with an E (ERROR) and H (HOLD) status are highlighted for ease of identifying batches that need attention.

Note: Print Online Error Report to get a list of all errors in batch prior to making any corrections or refer to the AFRS Error Report for AFRS generated by NAPS.

INDIVIDUAL TRANSATIONS VIEW & CORRECTIONS

1. From the Batch Header Summary (IN.3) Screen, inputting an "E" (Errors) in the select column next to the batch in error status to view transaction in error and press [Enter]:

TR:	AFRS = (I	,															9990
	F	UNCI	ION:	F	(F=	FIRS	ST P	AGE,	N=	NEXT	PAGI	E, B=1	BACK	PAGE)		
	SOR	T OF	RDER:	S	(B=	BATO	СН Т	YPE,	T=	TRANS	S TY	PE, S=	STAT	US)			
	L	IMIT	TO:	Ε	(SP	ECIE	Y B	ATCE	T)	PE. T	ran:	S TYPI	E, OF	RSTA	TUS	TO DIS	PLAY)
			ECT:	_	P=P					EASE		JPDATI	•	BROW			,
		~			G=G	ROUE)	H=	HEZ	ADER	-	ERRORS		=PRIN			
S	B DATE	ъπ	NUM	DUP	TY							COUN	_		_	AMOUN	IT OC
۵	140610		100	0		E	Y			DOE 1			L	ENI	EKED	5.79	FT
_				•	A	_	_				-						
_	140610		102	0	A	E	Y									5.79	FT
_	140610		105	0	А	Ε	Y			• • •						5.79	FT
_	140610	AA	107	0	Α	Ε	Y	15	12		0 (0002				5.79	FT
_	140610	AA	110	0	Α	Ε	Y	15	12		0 (0002				5.79	FT
_	140610	AA	111	0	Α	E	Y	15	12		0 (0002				5.79	FT
E	141114	FB	081	0	A	E	Y	15	17	14111	L 4	0001	5		2,1	22.06	ER
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	PF	3=RE	TURN	I, PI	F12=1	MESS	SAGE	, CI	EAF	R=EXII	[
	LAS	T RE	CORD	FOI	R AG	ENCY	Z DI	SPLA	YEI)							

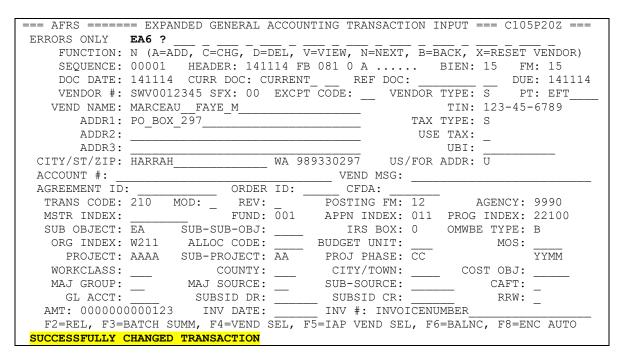
2. Press [Enter] to display the first record in error

3. The error code displays at the top of the screen in the "ERRORS ONLY" section. To displaying error code title, input a "?" (question mark) beside the error code and press [Enter].

=== AFRS ====== EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20Z ===	
errors only ea6 ?	
FUNCTION: N (A=ADD, C=CHG, D=DEL, V=VIEW, N=NEXT, B=BACK, X=RESET VENDOR)	
SEQUENCE: 00001 HEADER: 141114 FB 081 0 A BIEN: 15 FM: 15	
DOC DATE: 141114 CURR DOC: CURRENT REF DOC: DUE: 141114	
VENDOR #: SWV0012345 SFX: 00 EXCPT CODE: VENDOR TYPE: S PT: EFT	
VEND NAME: MARCEAUFAYE_M TIN: 123-45-6789 ADDR1: PO BOX 297 TAX TYPE: S	
ADDR1: PO_BOX_297TAX TYPE: S	
ADDR2: USE TAX: _	
ADDR3: UBI:	
CITY/ST/ZIP: HARRAH WA 989330297 US/FOR ADDR: U	
ACCOUNT #: VEND MSG: AGREEMENT ID: ORDER ID: CFDA:	
AGREEMENT ID: ORDER ID: CFDA:	
TRANS CODE: 210 MOD: REV: POSTING FM: 12 AGENCY: 9990	
MSTR INDEX: FUND: 419 APPN INDEX: 011 PROG INDEX: 22100	
SUB OBJECT: EA SUB-SUB-OBJ: IRS BOX: 0 OMWBE TYPE: B	
ORG INDEX: W211 ALLOC CODE: BUDGET UNIT: MOS:	
PROJECT: AAAA SUB-PROJECT: AA PROJ PHASE: CC YYMM	
WORKCLASS: COUNTY: CITY/TOWN: COST OBJ:	
MAJ GROUP: MAJ SOURCE: SUB-SOURCE: CAFT:	
GL ACCT: SUBSID DR: SUBSID CR: RRW:	
AMT: 000000000123 INV DATE: INV #: INVOICENUMBER	
F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO	
FUND INVALID FOR APPN INDEX	

- 4. Use the appropriate <u>Error Code Manual</u> to find detailed information about the error and suggested corrections.
- 5. The following functions can be used to update or navigate between transactions:
 - **C** (change): Highlights the field(s) that are in error. The correct input(s) can be typed over the data in error. Press [**Enter**] when complete.
 - **V** (view): View a specified transaction by sequence number
 - **N** (next): Brings up the next error record.
 - **B** (back): Return to the previous error record.
 - **X** (reset vendor): Allows you remove the vendor number and enter an exception code. You can then enter the appropriate address information.
 - A (add) or D (delete): allowed except for batches with the following:
 - Batches starting with:
 - o **P** (Payroll)
 - o QS
 - o **QT** Allotment batches of single transaction or entire batch
 - T* (OST batches)
 - o W (WW, WC, and WS)
 - O
 - Batches with an Origin Code (OC) equal to:
 - o HR

- o PR
- Transaction Types of:
 - B (Payment Wrap)
 - G (Payment Cancellations)
- 6. After completing a change, a message at the bottom of the screen will appear when change/correction is successfully completed.



7. Press [**Enter**] to display the next record in error. Follow the step from the start until the end of the batch is reached and all errors have been resolved.

GROUP CORRECTION

NOTE: whatever is entered on the Group Error Correction – Online screen will be changed on <u>EVERY</u> transaction in the batch, so use caution with the Group change. In addition, a change to the **Biennium** and **Batch Fiscal Month** fields will also change these fields on the Batch Header.

1. From the Batch Header Summary (IN.3) Screen, inputting a "**G**" in the select column next to the batch in error status to go to the Group Error Correcti–n - Online screen:

===	AFRS = (I	N.3)	====			== E	BATCE	н н	EADI	ER SUN	MAR?	Y =====		C105P055	===
TR:														99	90
	F	UNCT	'ION:	F	(F=	(F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)									
	SORT ORDER: S						(B=BATCH TYPE, T=TRANS TYPE, S=STATUS)								
	L	IMIT	TO:	E_	(SP	ECIF	Y BA	ATCI	T.	PE, I	ran:	S TYPE,	OR STATUS	TO DISPL	AY)
		SEL	ECT:		P=P	AYME	INTS	R=	=REI	LEASE	S=U	JPDATE	B=BROWSE		
					G=G	ROUE		H=	=HEZ	ADER	E=I	ERRORS	L=PRINT		
S	B DATE	BT	NUM	DUP	TY	ST	BAL	ΒI	FM	DUE I	DATE	COUNT	ENTERED	AMOUNT	OC
_	140610	AA	100	0	Α	E	Y	15	12			00002		5.79	FT
	140610	AA	102	0	Α	E	Y	15	12			00002		5.79	FT
	140610	AA	105	0	Α	E	Y	15	12			00002		5.79	FT
	140610	AA	107	0	Α	E	Y	15	12			00002		5.79	FT
	140610	AA	110	0	Α	E	Y	15	12			00002		5.79	FT
	140610	AA	111	0	Α	E	Y	15	12			00002		5.79	FT
G	141114	FB	081	0	A	E	Y	15	17	14111	L 4	00016	2	,122.06	ER
_							•				• •				
_															
_							•				• •				
	PF	3=RE	TURN	1, P1	F12=1	MESS	AGE,	CI	LEAI	R=EXII					
	LAS	T RE	CORI	FOI	R AG	ENCY	DIS	SPLA	AYEI)					

2. Press [Enter] to display the Group Error Correction – Online screen

=== AFRS ======	=== GROUP ERROR COR	RECTION - ONLINE :	========= C105P041 ===
			9990
HEADER: 1411	14 FB 081 0 A		
FUNCTION: G			
BIEN:			
BATCH FM:			
DOC DATE:	(MMDDYY)	DUE DATE:	(MMDDYY)
CURR DOC NO:	SFX:	REF DOC NO:	SFX:
POSTING FM:			
ACCOUNT NO:		VEND MSG:	
AGREEMENT ID:	ORDER ID	: EXCEPTION	CODE:
TRANS CODE:	MODIFIER: _	REVERSE:	_
FUND:	APPN INDEX:	_	
PROG INDEX:	_ SUB OBJECT:	SUB-SUB-OBJECT:	YYMM
ORG INDEX:	ALLOC CODE:		
PROJECT:	SUB-PROJECT:	PROJECT PHASE:	
WORKCLASS:	COUNTY:	CITY/TOWN:	
MAJ GROUP:	MAJOR SOURCE:	SUB-SOURCE:	
GL ACCT:	SUBS DR:	SUBS CR:	
INV DATE:	INVOICE NO:		
PF2=RELEASE	BATCH, PF3=BATCH S	UMMARY, PF6=BALAN	CE BATCH, PF12=MESSAGE

- 3. Type data in fields needing correction. (NOTE: whatever is entered will be changed on EVERY transaction in the batch, so use caution with the Group change. In addition, a change to the Biennium and Batch Fiscal Month fields will also change these fields on the Batch Header.)
 - To delete a field on all transactions in a batch, enter a "\$" (dollar sign) in the first position of the filed to be deleted.
 - To do a group change without actually changing anything to force AFRS to do go through the AFRS edits, do not input any changes on this screen, just proceed to the next step.
- 4. After changes are input, verify there is a **G** in the function field and press [**Enter**].
 - If there are any remaining errors, you will receive the message GROUP CHANGE COMPLETED WITH ERRORS.
 - If there are no remaining errors, you will receive the message GROUP CHANGE COMPLETED SUCCESSFULLY.

Master Indexes Note:

If your agency uses master index to reference multiple master index percent records, please note that AFRS online edits are only applied during online batch input to the first percent record of each multi-line master index. After entering a batch, you may use the group change feature above to apply the online edits to all lines of coding in your batch:

- a) With a **G** in the function on the above screen, press [Enter].
- b) If there are any errors, you will receive the message GROUP CHANGE COMPLETED WITH ERRORS.
- c) Press [F3] to go to the Batch Header Summary screen (IN.3).
- d) Type **E** in the Select column next to your batch and press [**Enter**].

BATCH HEADER CORRECTION

There are three screens for correcting Batch Header data:

- ◆ The Group Error Correction Online screen (C105P041).
- ♦ The Batch Header Error Correction online screen (C105P011).
- ♦ The Batch Balance screen (IN.1.7).

The following fields of a Batch Header can be changed on the accompanying screens:

GROUP ERROR CORRECTION	BATCH HEADER ERROR CORRECTION	BATCH BALANCE
BienniumFiscal Month	Batch DateBatch TypeBatch NumberDue Date	Transaction CountTransaction Amount

GROUP ERROR CORRECTION SCREEN CORRECTING BATCH BIENNIUM AND FISCAL MONTH

1. From the Batch Header Summary (IN.3) Screen, inputting a "**G**" in the select column next to the batch:

	AFRS = (I	N.3)	====			== E	BATCI	н н	EADI	ER SU	IMMAR	Y =====	====== C105P05	-
TR:													g	990
	F	UNC	CION:	: F	(F=	FIRS	T P	AGE,	, N=	=NEXT	' PAG	E, B=BA	CK PAGE)	
	SOR	T OF	RDER:	: S	(B=	BATC	H T	YPE,	, T=	TRAN	IS TY	PE, S=S'	TATUS)	
	L	IMI	TO:	Ε.	(SP	ECIF	Y B	ATCI	T T	YPE,	TRAN	S TYPE,	OR STATUS TO DISE	LAY)
		SEI	LECT:	: -	P=P	AYME	INTS	R=	=REI	LEASE	S=	UPDATE	B=BROWSE	
					G=G	ROUE)	H=	=HEZ	ADER	E=	ERRORS	L=PRINT	
S	B DATE	вт	NUM	DUP	ΤΥ	ST	BAL	ВΙ	FM	DUE	DATE	COUNT	ENTERED AMOUNT	oc
	140610	AA	100	0	А	Ε	Y	15	12			00002	5.79	FT
_	140610	AΑ	102	0	А	E	Y					00002	5.79	FT
_	140610		105	0	A	E	Y					00002	5.79	
_	140610		107	0	A	E	Y					00002	5.79	
_				0		_	_							
_	140610		110	0	А	Ε	Y					00002	5.79	
	140610	AA	111	0	А	Ε	Y				• •	00002	5.79	
G	141114	FB	081	0	А	Ε	Y	15	17	1411	.14	00016	2,122.06	ER
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				•						R=EXI	T			
	LAS	T RI	ECORI) FOI	R AG	ENCY	DIS	SPL	AYEI)				

2. Press [Enter] to display the Group Error Correction - Online screen

=== AFRS ======	=== GROUP ERROR COR	RECTION - ONLINE =	====== C1	
HEADER: 1411	14 FB 081 0 A			9990
FUNCTION: G	11 12 001 0 11			
BIEN:				
BATCH FM:				
DOC DATE:	(MMDDYY)	DUE DATE:	(MMDDYY)	
CURR DOC NO:	SFX:	REF DOC NO:	SFX:	:
POSTING FM:				
ACCOUNT NO:		VEND MSG:		
AGREEMENT ID:	ORDER ID	: EXCEPTION	CODE:	
TRANS CODE:	MODIFIER: _	REVERSE:	_	
FUND:	APPN INDEX:			
PROG INDEX:	_ SUB OBJECT:	SUB-SUB-OBJECT:		YYMM
ORG INDEX:		_ BUDGET UNIT:	MOS:	
PROJECT:	SUB-PROJECT:	PROJECT PHASE:		
WORKCLASS:	COUNTY:	CITY/TOWN:		
MAJ GROUP:	MAJOR SOURCE:	SUB-SOURCE:		
GL ACCT:	SUBS DR:	SUBS CR:		
INV DATE:	INVOICE NO:			
PF2=RELEASE	BATCH, PF3=BATCH S	UMMARY, PF6=BALANG	CE BATCH, PF12=N	MESSAGE

- 3. In the **Bien** field, type the correct biennium.
- 4. In both **Batch FM** field and **Posting FM** field, type the correct fiscal month.
- 5. Press [Enter].

Note: these corrections will apply to header and transactions

BATCH HEADER ERROR CORRECTION SCREEN CORRECTING BATCH HEADER DATE, TYPE, NUMBER, DUE DATE

Note: Batch Header information cannot be changed on batches that have errored during the nightly processing.

1. From the Batch Header Summary (IN.3) Screen, inputting a "**H**" in the select column next to the batch:

```
=== AFRS =(IN.3)========= BATCH HEADER SUMMARY ========== C105P055 ===
 TR:
               FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
            SORT ORDER: S (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
               LIMIT TO: \mathbf{E}_{-} (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
                  SELECT: P=PAYMENTS R=RELEASE S=UPDATE B=BROWSE
                                 G=GROUP
                                                 H=HEADER E=ERRORS L=PRINT
  S B DATE BT NUM DUP TY ST BAL BI FM DUE DATE COUNT ENTERED AMOUNT OC
  _ 140610 AA 100 0 A E Y 15 12 ..... 00002
                                                                                    5.79 FT

      140610
      AA
      102
      0
      A
      E
      Y
      15
      12
      ......
      00002

      140610
      AA
      105
      0
      A
      E
      Y
      15
      12
      ......
      00002

      140610
      AA
      107
      0
      A
      E
      Y
      15
      12
      ......
      00002

      140610
      AA
      110
      0
      A
      E
      Y
      15
      12
      ......
      00002

      140610
      AA
      111
      0
      A
      E
      Y
      15
      12
      ......
      00002

                                                                                                    5.79 FT
                                                                                                    5.79
                                                                                                             FT
                                                                                                    5.79
                                                                                                             FT
                                                                                                    5.79
                                                                                                             FT
                                                                                                    5.79 FT
  H 131206 DT 600 0 A E Y 15 06 141114 00016
                                                                                             2,122.06 ER
                  .. ... .
                                                  .. .. .....
                  .. ... .
                                                  .. .. .....
                                                                       . . . . .
       . . . . . .
                 .. ... .
                                                  .. .. .....
                                                                       . . . . .
       . . . . . . . . . . . . .
                                                 .. .. .....
                                                                       . . . . .
       . . . . . . . . . . . . . . . .
                                   PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
            LAST RECORD FOR AGENCY DISPLAYED
```

2. Press [Enter] to display the Batch Header Error Correction screen

```
*** BATCH HEADER ERROR CORRECTION =========== C105P011 ===

*** BATCH K-Y - HEADER AND TRANSACTIONS UPDATED ***

BATCH AGENCY: 9990

BIENNIUM: 15

FISCAL MONTH: 06

BATCH DATE: 131206 (YYMMDD)

BATCH TYPE: DT

BATCH NO: 600

DUP IND: 0

TRAN TYPE: A

*** BATCH HEADER ONLY ***

DUE DATE: (MMDDYY)

PF2=RELEASE BATCH, PF3=BATCH SUMMARY, PF6=BALANCE BATCH, PF12=MESSAGE
```

3. Input the correct **Batch Date**, **Batch Type**, and/or **Batch Number** in the corresponding fields.

Note: these corrections will also be applied to any transactions in the batch.

4. Correct the **Due Date** by keying in the correct entry.

Note: If the Due Date is entered on the transactions within the batch, those must be corrected separately using the Group Error Correction – Online screen

5. Press [Enter].

BATCH BALANCE SCREEN CORRECTING BATCH HEADER COUNT & AMOUNT

1. From the Batch Header Summary (IN.3) Screen, inputting one of the following inputs **S**, **R**, **B**, **H** or **P** in the select column next to the batch.

Note: it does not matter which screen you go to, you just must go to one of them to get to the screen you need to.

```
=== AFRS =(IN.3)========= BATCH HEADER SUMMARY ========= C105P055 ===
       FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
      SORT ORDER: S (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
       LIMIT TO: E_ (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
        SELECT:
                P=PAYMENTS R=RELEASE S=UPDATE B=BROWSE
                G=GROUP
                        H=HEADER E=ERRORS L=PRINT
 S B DATE BT NUM DUP TY ST BAL BI FM DUE DATE COUNT ENTERED AMOUNT OC 140610 AA 100 0 A E Y 15 12 ..... 00002 5.79 FT 140610 AA 102 0 A E Y 15 12 ..... 00002 5.79 FT 140610 AA 105 0 A E Y 15 12 ..... 00002 5.79 FT
   140610 AA 107 O A E Y 15 12 ..... 00002
                                               5.79 FT
   140610 AA 110 0 A E Y 15 12 ..... 00002
                                               5.79 FT
   140610 AA 111 O A E Y 15 12 ..... 00002
                                               5.79 FT
 S 131206 DT 500 0 A E Y 15 06 141114 00016
                                             200.00 FT
   .....
   .....
                     . .. .. .....
   PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
     LAST RECORD FOR AGENCY DISPLAYED
```

2. Press **F6** (Batch Balance) once the screen appears

```
=== AFRS =(IN.1.7)========= BATCH BALANCE =========== C105P03B ===
TR:
                          BATCH AGENCY: 1050
                           BATCH DATE: 131206 (YYMMDD)
                            BATCH TYPE: DT
                             BATCH NO: 500
                              DUP IND: 0
                             BIENNIUM: 15
                          FISCAL MONTH: 06
                             DUE DATE:
                                             (MMDDYY)
  ENTER NUMBER OF TRANSACTIONS IN BATCH:
                    ENTER BATCH AMOUNT: 200.00
   COMPUTED NO OF TRANSACTIONS IN BATCH:
                 COMPUTED BATCH AMOUNT:
                                                 245.00
     PF2=RELEASE BATCH, PF3=BATCH SUMMARY, PF5=VIEW BATCH, PF12=MESSAGE
WARNING-BATCH OUT OF BALANCE
```

This is the only screen available for changing the Batch Header count and amount.

Note: The other fields appearing on this screen are protected and cannot be changed on this screen.

- 3. Tab to the <u>beginning of the field</u> needing correcting and press the [**End**] key to erase the entire field.
- 4. Type in the **correct number or amount** and press [**Enter**].

Note: a ten-dollar amount would be keyed 1000. After the transaction is accepted, the screen will display that same amount as 0000000001000. The message BATCH HEADER REWRITTEN will appear at the bottom of the screen. If you leave and then return to this screen, that same amount will then display as 10.00.

BATCHES WITH STATUS OF 1, 2 OR 3 ON THE BATCH HEADER SUMMARY SCREEN (IN.3)

Batches with one of the following status's needs to be reviewed on a transactional level. Review the transactions on the batch for interfund transfers (IFT) that do not summarize to zero OR do not debit & credit 2+ funds OR zero or negative payments in a batch.

Batch Status:

1 = IFT amount does not summarize to zero (0). Review IFT transactions and make sure that the debit amounts equal to the credit amounts (net to zero) and that the document number matches for each corresponding entry.

2 = IFT does not debit and credit 2+ funds. Review IFT transactions and make sure that transfer is made to at least one fund and that the current document number matches. Also, transcodes are used in conjunction with each other. Ensure they are used as illustrated below:

IFT Trans Codes:										
TC TC 669	GL ACCTS 6510/7140	TITLE Inter-fund Expenditure Transfer – Increase								
TC 670	7140/6510	Inter-fund Expenditure Transfer – Decrease								
TC 021	7140/3210	Inter-fund Revenue Transfer – Increase								
TC 022	3210/7140	Inter-fund Revenue Transfer – Decrease								
TC 025 TC026	V/7140 7140/V	Inter-fund GL Transfer Inter-fund GL Transfer								

- **3** = Zero or negative payment in a batch. Review payment transactions and make sure that the debit amount is more than the credit amount for the vendor by doing one of the following:
 - Remove the credit transaction that is causing the negative or zero payment to the vendor.
 - Add additional payment transaction to the vendor.

APPENDIX

Listed below are rules relating to the batch error correction process:

- Header information is based on the batch ID of the records in error. Records are not re-sequenced, but the batch header correctly reflects the record count and amount of the transactions.
- 2. Users are not able to change batch header ID information (batch date, type and number) on batches with an OC type of "ER".
- 3. Users can edit the batch. Corrections/changes to the transactions are subject to on-line edit process.
- 4. Users with transaction input security can edit batches with an OC type of "ER".
- 5. Users must **release** the Origin Code **"ER"** batches as they currently do with all batches in the input IN.3 screen.
- 6. The current AFRS application security release capability level 3 allows a user to release a batch that contains errors. Correct transactions in the batch will be posted during NAPS. Any records found to be still in error will be sent to the IN.3 screen the following day. This process will continue until all errors have been corrected.
- 7. The AFRS Error Report (DWP8002X) is generated and will reflect the errors from NAPS.
- 8. Payroll Errors will be posted to the IN.3 screen using a Daytime Posting of Payroll Error Process on Day 4 of payroll. This allows agencies the ability to make payroll corrections earlier in the process.