Office of Financial Management

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Agency Financial Reporting System (AFRS)

ERROR CORRECTION PROCESS

OCTOBER 2023

Contents

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 AFRS document 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 [Error Code Manual (by section)](#) 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 **all** Interfaces when submitted. In the event of a Rejection, the agency must correct the problem and re-submit 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 ====================== PRIMARY MENU =================== C105P05A ===
     TM -- TABLES                           IN -- INPUT/CORRECTION

     MI -- MASTER FILE INQUIRY              VE -- VENDOR/PAYMENT/CANCELLATION

     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 ===
 TR: _____                                                              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 =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                              9990
          FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
          SORT ORDER: _   (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
          LIMIT TO: __   (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  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   H  N  15 12 140610   00002             100.00  AO
  _  140728   DT 100  0   A   H  N  15 99 140728   00001             200.00  AO
  _  140728   DT 101  0   A   H  N  15 99 140728   00001              10.00  AO
  _  140915   DT 900  0   A   H  Y  15 15 ......   00001             100.00  AO
  _  ......   .. ...  .   .   .  .  .. .. ......   .....  .................. ..
  _  ......   .. ...  .   .   .  .  .. .. ......   .....  .................. ..
  _  ......   .. ...  .   .   .  .  .. .. ......   .....  .................. ..
  _  ......   .. ...  .   .   .  .  .. .. ......   .....  .................. ..
                     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
       LAST RECORD FOR AGENCY DISPLAYED
```

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 _**all**_ 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 **Payment** 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

SORT ORDER OPTIONS ON THE IN.3 SCREEN

Use the SORT ORDER to view records by (B) batch type,(T) transaction type, or (S) status. Initial sort is still by batch date.

Using the LIMIT TO enter an "E" in the field and this will return all batches in error status.

A batch in error status retains the original Batch ID. If the OC type is "ER", header information (i.e. batch date, batch type and batch number) cannot be changed.

```
F AFRS =(IN.3)============ BATCH HEADER SUMMARY =============== C105P055 ===
TR: _____                                                         9990
        FUNCTION: F   (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
      SORT ORDER: _   (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
       LIMIT TO: __   (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  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   H  N  15 12 140610  00002            100.00  AO
 _   140728  DT 100  0   A   H  N  15 99 140728  00001            200.00  AO
 _   140728  DT 101  0   A   H  N  15 99 140728  00001             10.00  AO
 _   140915  DT 900  0   A   H  Y  15 15 ......  00001            100.00  AO
 _   141114  FB 081  0   A   E  Y  15 17 141114  00016          2,122.06  ER
 _   ......  .. ...  .   .   .  .  .. .. ......  .....  ................  ..
 _   ......  .. ...  .   .   .  .  .. .. ......  .....  ................  ..
 _   ......  .. ...  .   .   .  .  .. .. ......  .....  ................  ..
                          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
     LAST RECORD FOR AGENCY DISPLAYED
```

Batches that error during the overnight AFRS process have an **ER** as an **OC (Origin Code).**

The Batch status indicates the current status of the batch.

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**]:

```
=== AFRS =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                            9990
            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  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
  E  141114   FB 081  0   A   E  Y  15 17 141114  00016          2,122.06   ER
  _  …....  .. …  .   .    .   .  .. .. …...   ….. ….............. ..
  _  …....  .. …  .   .    .   .  .. .. …...   ….. ….............. ..
  _  …....  .. …  .   .    .   .  .. .. …...   ….. ….............. ..
  _  …....  .. …  .   .    .   .  .. .. …...   ….. ….............. ..
  _  …....  .. …  .   .    .   .  .. .. …...   ….. ….............. ..
  _  …....  .. …  .   .    .   .  .. .. …...   ….. ….............. ..
  _  …....  .. …  .   .    .   .  .. .. …...   ….. ….............. ..
          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
         LAST RECORD FOR AGENCY DISPLAYED
```

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: MARCEAU__FAYE_M_____      TIN: 123-45-6789
        ADDR1: PO_BOX_297_____   TAX 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: _____
   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: 0000000000123   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 Error Code Manual 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:
       - **P** (Payroll)
       - **QS**
       - **QT** Allotment batches of single transaction or entire batch
       - **T*** (OST batches)
       - **W** (WW, WC, and WS)
       - **Y**

     - 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.

```
=== 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: MARCEAU__FAYE_M_____        TIN: 123-45-6789
          ADDR1: PO_BOX_297_____    TAX 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: _____
      TRANS CODE: 210   MOD: _   REV: _      POSTING FM: 12      AGENCY: 9990
      MSTR INDEX: _____       FUND: 001   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: 0000000000123   INV DATE: _____  INV #: INVOICENUMBER_____
     F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
 SUCCESSFULLY CHANGED TRANSACTION
```

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 =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                           9990
             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  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
 G  141114  FB 081  0   A   E   Y  15 17 141114  00016            2,122.06  ER
 _  ......  .. ...  .   .   .   .  .. .. ......  .....  .................. ..
 _  ......  .. ...  .   .   .   .  .. .. ......  .....  .................. ..
 _  ......  .. ...  .   .   .   .  .. .. ......  .....  .................. ..
          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
          LAST RECORD FOR AGENCY DISPLAYED
```

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

```
=== AFRS ========== GROUP ERROR CORRECTION – ONLINE ============= C105P041 ===
                                                                     9990
     HEADER: 141114 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: ____    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 SUMMARY, PF6=BALANCE BATCH, PF12=MESSAGE
```

3. Type data in fields needing correction. (**NOTE: whatever is entered will be changed on <u>EVERY</u> transaction in the batch, so use caution with the Group change. In addition, a change to the <u>Biennium</u> and <u>Batch Fiscal Month</u> 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
• Biennium • Fiscal Month	• Batch Date • Batch Type • Batch Number • Due Date	• Transaction Count • Transaction 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 =(IN.3)============= BATCH HEADER SUMMARY ============== C105P055 ===
 TR: _____                                                          9990
          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  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
  G  141114  FB 081  0   A   E   Y  15 17 141114  00016           2,122.06  ER
  _  ......  .. ...  .   .   .   .  .. .. ......  .....  ................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......  .....  ................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......  .....  ................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......  .....  ................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......  .....  ................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......  .....  ................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......  .....  ................  ..
          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
          LAST RECORD FOR AGENCY DISPLAYED
```

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

```
=== AFRS =========== GROUP ERROR CORRECTION - ONLINE ============= C105P041 ===
                                                                           9990
      HEADER: 141114 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: ____     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 SUMMARY, PF6=BALANCE BATCH, PF12=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: _____                                                          9990
            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  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
  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

```
=== AFRS ============ 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 ===
 TR: _____                                                          9990
            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   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
 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:       1

                    ENTER BATCH AMOUNT:            200.00

    COMPUTED NO OF TRANSACTIONS IN BATCH:      1

                 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, 3 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).

2 = IFT does not debit and credit 2+ funds. Review IFT transactions and make sure that transfer is made to at least one fund.

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:

1. 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.