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Agency Financial Reporting System

ERROR CORRECTION PROCESS

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:

- **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.

This user guide addresses the error correction process.

Error Messages

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

1. The System sends the transaction to the Error File (**fatal**).
2. The System flags the error for warning purposes (**warning**).
3. The System reports the error online in the message area of the screen (**online**).

The specific series of error conditions that are discussed in this user guide are organized under various Sections. 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 three primary reports produced by the Batch Error Correction program are the Error Report (DWP8002), Warning Report (DWP641) and the Edit Activity Turnaround Report (DWP8003). These reports are produced after each daily AFRS update and are routed to the users for daily correction. An On Line Error Report (DWP91003) can be ordered for each batch.

Error Severity

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 or warning errors, or can be ignored.

References are made in the Error Correction Instructions to the Data Dictionary or Master Reference Document. This is a source document for terminology including definitions of data elements, the COBOL syntax of data fields and references to the AFRS files that use the elements.

Any comments about improvement to these instructions will be gladly accepted and carefully considered. You are encouraged to submit your written comments by email to:

OFM Help Desk

HereToHelp@ofm.wa.gov

AFRS BATCH ERROR CORRECTION PROCESS

Errors upon input to the AFRS system are found as the result of editing by the system. Transactions entered in AFRS must pass batch edits before they are posted. The edit process will find and report errors as follows:

Online Errors are found and reported in the process of entering transactions during the input process (On Line). These must be corrected online before it will allow you to go to the next transaction.

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). Errors generated by NAPS will be batched, assigned Origin Code (OC) “**ER**” and placed in the AFRS IN.3 screen with an “E” (Error) status.

The error codes stem from a variety of types, levels, and degrees of errors. Please use the “Error Code Manual (by section)”. This documentation lists individually each Error Code by letter.

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 ER batches.
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 ER batches.
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 new Daytime Posting of Payroll Error Process. This will happen on Day 4 of payroll. This allows agencies the ability to make payroll corrections earlier in the process.

Features on the IN.3 screen are as follow:

1. Batch headers with an E (ERROR) and H (HOLD) status are highlighted for ease of identifying batches that need attention.
2. Using the sort order, users can sort by a particular batch type (B), transaction type (T), or status (S). You can limit the search by using the "LIMIT TO" section to a specific batch type, transaction type or status. (e.g. if you use the batch type as follows A* it will display all batches that begin with an A in the first character)

ERROR or REJECT CREATION

Online Errors

Transactions must pass Online Edits before they are completed and accepted for Batch Entry. The transactions affected are the following types:

- ◆ Updates to AFRS tables (Descriptor Table, Program Index Table, Appropriation Index Table, etc.); and
- ◆ Financial or accounting transactions.

An On Line Error Report by batch can be ordered on screen IN.3 – Function L = Print.

Batch Entry Errors

Transactions must pass Batch Edits before they are validated and posted. If an error is detected during the overnight processing, it is transferred to the Error File.

Batch Rejection: A Batch is subject to edits to determine:

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

A 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).

ERROR FILE

This is a separate file of transactions that will not be processed and posted until the errors are corrected and released from this file. The errors are reported by the

following:

- ◆ Printed on an AFRS Error Report DWP8002 and Warnings on DWP641.
- ◆ IN.3 "View Batch Headers" Screen. All the errors from previous transactions that have not been corrected are found on this screen.

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

ERROR CORRECTION

Online Errors

An online error 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 exists, another error message will appear. When all online errors have been cleared, a message will indicate the acceptance of the transaction.

Batch Entry Errors

The batch errors are discovered during the batch processing activity. Transaction(s) identified with errors are not posted and will go to the "Error File." The error file is reported on Screen IN.3, *View Batch Headers* screen and in the Daily Activity Reports - DWP 8002, 8004, and 8005, et al. When reported, an error code is assigned and a message provided. Up to six errors can be reported. Warning messages, as set on the Organization Control screen, are reported in DWP641.

CHANGING SCREENS

*In the top left-hand corner of each screen, you will see a **TR:_____** field. If you type in the **screen number** of the screen you wish to work on or view next, AFRS will automatically display this screen after you press [Enter] to process any data on your current screen.*

OPERATING THE TERMINAL

Logging On

1. Type in **C** or **CICS** (depending on the selection on your entry screen) and press [Enter].
2. Type in **your LOGONID** and press [Enter].
3. Type in **your PASSWORD** and press [Enter].
4. Clear the Sign on Completed screen by pressing [Alt] and [Clear] at the same time.

5. Type in **F002** (the 4-digit transaction code for AFRS) and press [Enter].
6. View AFRS Message Screen and press [Enter].
7. Type in **your AGENCY NUMBER** and **IN** for the Input/Correction and press [Enter].
8. Type in **3** for View Batch Header Screen (IN.3)

The following screen prints show the AFRS IN screens:

INPUT/CORRECTION MENU

```

=== AFRS =(IN)===== INPUT/CORRECTION MENU ===== C105P05B ===
TR: _____ 9990

          1 -- CREATE BATCH HEADER

          2 -- PAYMENT MAINTENANCE

          3 -- VIEW BATCH HEADERS

SELECT FUNCTION: _

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

BATCH HEADER SUMMARY (IN.3)

```

=== 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
  
```

SORT ORDER BATCH TYPE OPTION IN THE IN.3 SCREEN

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

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

The batch retains the original Batch ID. Header information (i.e. batch date, batch type and batch number) cannot be changed on all **ER** batches.

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

```

=== 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
    
```


USING STATUS ORDER

```

=== 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
- 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

```

Type "S" on the 'Sort Order' field to sort by status.

Enter a status type (e.g. E) on the 'Limit To' field to display the status selected.

If you do the sort by Batch Type you can enter the exact batch or use an asterisk (*) on the second position as a wildcard and it will display all batch types starting with the first position of the batch type entered.

CORRECTING BATCH ERRORS IN THE IN.3 SCREEN

1. Individual Transaction:

Step 1: Accessing transaction in error:

```

=== 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
  
```

- ◆ Type **E (ERRORS)** beside the batch with status **E** and **ER** as origin code (OC)
- ◆ Press [Enter] to display the first record in error

Step 2: Displaying error code title.

```

=== 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 YMMM
      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
  
```

- ◆ Type a **"?" (question mark)** beside the error code .
- ◆ Press [Enter] and the meaning of the error code will be displayed at the bottom of the screen.

Step 3: Changing the field(s) in error.

```

=== AFRS ===== EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20Z ===
ERRORS ONLY   EA6 ?
FUNCTION: C (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  YYYM
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

```

- ◆ Type **C (CHANGE)** in the function field.
- ◆ Tab to the field to be corrected, in this case the FUND field. Type the correct fund for the appropriation.
- ◆ Press [ENTER] to accept the change/correction.

Step 4: Confirming error correction and accessing the next transaction in error.

```

=== 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  YYYM
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

```

- ◆ Message at the bottom of the screen will appear when change/correction is completed.
- ◆ Press [Enter] to display the next record in error. Follow the step from the start until the end of the batch is reached.

2. Group Correction

Step 1: Accessing the Group Error Correction 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
  
```

- ◆ Type **G (GROUP)** beside the batch with **ER** as origin code (OC).
- ◆ Press [Enter] to display the Group Error Correction – Online screen.

Step 2: Group Error correction 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
  
```

- ◆ Type data in fields needing correction. (NOTE that whatever is entered will be changed on **EVERY** transaction in the batch, so use caution with the Group change.)
- ◆ To delete a field on all transactions in a batch, enter a **dollar sign (\$)** in the first position of the field to be deleted.
- ◆ Verify there is a **G (=group change)** 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.

OTHER FUNCTIONS THAT CAN BE USED WITH 'ER' BATCHES:

ADD transactions– allowed except for the following batch types:

- ◆ Batches starting with **P (Payroll)**.
- ◆ Batches starting with **W (WW, WC and WS)**.
- ◆ **Y** Batches.
- ◆ **QS** Batches.
- ◆ **T* (OST batches)**
- ◆ Allotment batches

DELETE a transaction or batch – allowed for most batch types except those listed above.