FAMIS PROCEDURES MANUAL

VOLUME II - SYSTEM MAINTENANCE MANUAL

CHAPTER V

ERROR CORRECTION

Accurate data is the critical factor in the proper functioning of any information system. Extensive internal edit and fund control checks have been incorporated within FAMIS to ensure that, to the extent possible, accounting transactions processed in the system are accurate. Transactions that do not pass these edits are reported as errors. All errors must be corrected as expeditiously as possible. This chapter describes the error correction process associated with these accounting transaction errors. Other types of errors (e.g., table maintenance errors) are discussed in separate chapters. Appendix E, Accounting Transaction Error Codes and Messages, contains detailed information on the types of errors described in this chapter and presents suggested methodologies for resolving individual error conditions.

FAMIS PROCESSING OVERVIEW

Accounting transaction errors may be detected at several points during the data preparation and transaction processing cycle. The appropriate error correction procedure to follow is dependent upon when the error is initially detected. In general, errors detected during online data entry should be corrected at that time. Online data entry procedures for financial transactions are provided in Volume I, Chapter VII - 'Financial Transaction Data Entry' of the FAMIS Procedures Manual. Further, errors detected during the preliminary edit of accounting transactions should be corrected online through the 'Recall A Batch For Correction' screen, also described in Volume I, Chapter VII. The error correction procedures that are the focus of the remainder of this chapter should be used to correct those accounting transactions that are on the FAMIS error file.

Accounting transactions entered into FAMIS are edited during three separate phases of system processing. The three phases are:

- data input and classification;

- accounting transaction edit; and

- master file update.

Different types of edits are performed during each phase of system processing. An error detected during one phase of system processing will not preclude further editing of the transaction. All accounting transactions are fully edited, to the extent possible, before they are placed on the error file.

The key processing steps performed by the system during each phase of transaction processing are described in the following paragraphs. General procedures for error file updating and reporting are also described.

Data Input and Classification

Program 100 is the data input and classification program. This program is the focal point for all financial data entering FAMIS. There are several basic functions performed by Program 100. First, all data input to the program are reviewed for acceptability. Records containing data type codes other than 'A' (Accounting), 'C' (Error Correction) or 'M' (System Management File Maintenance) in the first position of the record are rejected. These data type codes are assigned by the data entry equipment. The first step performed by the data input and classification program is to update the System Management File (SM-File) with any system management file maintenance transactions. The type of maintenance that can be performed against the SM-File is identified in Volume II, Chapter III 'System Management File' of the FAMIS Procedures Manual.

This program also performs several types of basic edits against the accounting transactions. These basic edits include checking for unbatched data (i.e., detail transactions entered without a batch header) and duplicate

input. Very few, if any, of these types of errors should be encountered. Errors detected at this stage of system processing will cause the accounting transaction to be rejected.

The final function of the program is to separate the records by type (accounting versus error correction) and pass them to the appropriate program for processing. Valid accounting transactions are passed to Program 300, the main edit program, for further editing. Error correction transactions are passed to Program 200, where they are applied to the transactions on the error file. These corrected transactions are then passed to Program 300 where they will be fully edited again. Finally, any transactions found to be in error and rejected are passed to Program 800 for reporting and deletion from the system.

Accounting Transaction Edit

The accounting transaction edit program (300) performs a series of processing steps to detect, to the extent possible, all coding errors in accounting transactions. The sequence of editing is as follows:

o all batch level edits are performed and errors are flagged appropriately;

o constant data stored in the nine system tables are retrieved and appropriate information inserted into accounting transactions;

o individual edits specified by the Transaction Code Decision Table are performed and error flags are set appropriately;

o all input accounting classification codes are validated by matching them against the various system tables and errors are flagged appropriately; and

o a file of expanded transactions is generated and output to Program 600.

The input transactions are sorted into transaction identification sequence. The transaction identification is composed of the data type, department, batch type, batch date, batch number, sequence number, and

duplicate record indicator. This permits the batch control edits to be performed. The first edit verifies that the total number of detail accounting transactions contained in a batch agrees with the count contained in the batch header record. If the input count does not agree with the computed transaction count, then a warning message is generated. The second edit verifies that the cumulative amount of the detail transactions agrees with the amount contained in the header record. The batch amount for expenditure batches is net of any credit memos. The batch amount for non-expenditure batches is the cumulative total of all transactions in the batch. Additional batch level edits are performed to determine if the remaining data contained in the batch header is valid. For example, an edit is performed to determine if the fiscal month data element contained on the batch header is equal to either the current or prior fiscal month in the FAMIS System Management File. If any batch level errors are identified, the appropriate error code is inserted in both the header and detail transactions.

Next, the Transaction Code Decision Table is accessed to retrieve the file posting and edit indicators to be applied to each transaction. Once this data has been retrieved, the system performs the specific edits indicated by the information retrieved from the Transaction Code Decision Table. One type of edit specified by the table indicates whether or not individual input fields must be completed on the accounting transaction. These edits, for example, indicate whether or not a document number or a subsidiary account code is required on the transaction being edited. When errors are detected, they are flagged. Some of these edits, particularly those associated with department specific data elements, may be warnings only.

After the editing specified by the Transaction Code Decision Table has been completed, the other system tables are accessed to verify the validity of the input data codes and to retrieve, where applicable, constant data

maintained in those tables. Again, when no matches are found in these tables, an input coding error is indicated, and the appropriate error flag is set in the accounting transaction. Up to ten different codes may be saved for a single transaction.

Finally, the program passes all edited transactions to the master file update program, number 600.

Master File Update

Program 600 is the primary master file update program and updates the Document File, Appropriation File, Allotment File, Allotment Department, Contract Ledger File, and Project File. Primary Master Files are files against which fund and file control edits are performed during updating. The remaining financial files, called Secondary Master Files, are files against which no editing is performed during update processing. Program 600 detects error conditions which can only be determined during posting to the master files. These types of errors include both fund control and file control errors. Fund control errors are defined as those situations where insufficient appropriation, allotment encumbrance and/or cash balances exist to allow the posting of the input transaction. File control errors are those where the posting of a detailed accounting transaction requires the presence, or in some cases, the absence of records in the file. For example, before posting an allotment, an appropriation record must be on the file. Secondary files maintain information for which no additional editing is necessary. Every transaction that successfully posts in Program 600 will post to the secondary master files in Programs 700 through 770.

Program 600 uses a hierarchical posting procedure to handle conditional file postings. Based upon the combination of file posting indicators, a single transaction must successfully 'trial post' to four of the primary

master files before any file's posting is made permanent. This sequence of posting is the Document File, Allotment File, Contract Ledger File, and Appropriation File. This method allows for both file control and multilevel fund control. While these edits are also performed in the Allotment Department File and Project File, they are performed on an advisory basis only.

File control editing is dictated by the accounting transaction's applicable master file posting indicator. If a "match" condition is required and no master file record is found, a file control error has occurred. Conversely, if a "no match" condition is indicated and a master file record is found, a file control error has also occurred. If the master file posting indicator is blank, a master file record not present is created before posting occurs or merely posted to, if present.

Within an expenditure batch, all transactions for a particular vendor must be valid before any of the transactions will be allowed to post. For all other batch types, all transactions within a batch with the same current document number must be valid before any of the transactions will be allowed to post. (Note: payroll batches are not subject to this document control edit).

If all transactions within a document successfully 'trial post' and no errors are detected, the trial postings are made permanent and the accounting transaction is written to a valid output file which is passed to Program 700. If there are any errors associated with a transaction, the trial posting is scratched and the transaction is written to an invalid output file which is passed directly to Program 800.

Error File Update and Error Reporting

Program 800 is the Error File update program for the Input, Edit, Update Subsystem. This program also maintains the error file and reports all errors detected during system processing.

The functions of Program 800 are as follows:

- add invalid transactions to the error file.

- update the System Management File with count information.

- generate Error Correction Turnaround and Action Reports.

The FAMIS Edit Activity Error Report displays all activity against the Error File and reports the rejected transactions passed from Program 100. The Edit Activity Error Report displays the transactions found to be in error in Programs 100, 300 and 600. The Edit Activity Turnaround Report displays the correction elements needed to correct the transactions on the Error File after this update process. This report is used as the source document for entering error correction transactions.

Financial Report Review

Not all errors can be detected in the various system edit and validation checks. For example, transaction amounts may be in error, or errors such as citing a valid but incorrect object, document number, or transaction code may not be detected during the editing process, thus allowing the transactions to be posted to the master files. Although errors of this type may eventually be discovered indirectly (through the update validation and fund control process when related follow-on transactions are entered), the immediate result of posting such erroneous transactions is erroneous internal reports. It is, therefore, imperative that responsible personnel review all reports as they are received to ensure that all accounting data has been properly posted.

This review must be performed both centrally and at the department level. Careful review will catch errors where they can be easily corrected and before they cause a series of follow-on errors.

This section has provided an overview of the various manual and automated processes that occur in the error detection and correction cycle. The next section describes how errors are classified.

ERROR CLASSIFICATION

The FAMIS error correction process classifies all accounting transaction errors according to their nature and severity. The basic classifications of errors are as follows:

- Accounting transaction errors detected internally by the system include transaction rejections, batching errors, table look-up exceptions, fund control and validation errors, etc. These are referred to as "detectable errors".

- Accounting transaction errors indirectly detected by the system include incorrect transaction amounts, incorrect accounting usage of transaction codes, etc. These are classified as "other" errors.

In many cases, what appears to be the first type of error is actually the second. The detection and correction process differs for the two types of accounting transaction errors. The following paragraphs describe the processing of each.

Detectable Errors

Many accounting transaction errors are detected by internal edit checks. A series of codes and messages has been included in the system to permit easy identification and correction of errors. These series for both batch and online editing are identified in Exhibit V-1. Each of the batch errors identified by a unique series is described in the following paragraphs. The

EXHIBIT V-1

ERROR CODES BY SEVERITY INDICATORS

| ERROR TYPE | SEVERITY INDICATOR | | | | DETECTED IN PROGRAM |
| | BATCH | | ONLINE | | |
	FATAL	WARNING	FATAL	WARNING	
Rejections	R	N/A	N/A	N/A	100
Batch Errors	B	J	B	J	300
Field and Table Lookup Errors	E	J	E	J	300
Fund and File Control Errors (Appropriation, Allotment, Document and Contract Ledger)	F[1]	W	F	W	600
Fund and File Control Errors (Appropriation Department, Allotment Department and Project)	N/A	X	H	X	600
Document Control	G	N/A	N/A	N/A	600

[1] Certain fatal fund control edit conditions may be overridden by coding a Fund Control Override.

corresponding error codes issued by the on-line system should be corrected at the time of data entry.

Errors Requiring Reentry of Accounting Transaction Rejections (R Series)

Rejection errors are those that occur first in the system processing. They are the most fundamental type of error, because when they occur the accounting transactions are rejected and are not entered into the system. To correct this type of error, the transaction must be corrected and reentered into the system.

Batch Errors (B Series)

This type of error involves incorrect batch amounts or other batch level errors and is the second type of check performed by the system. Transactions are not released until a batch is balanced; therefore, batch errors must be corrected in order to release the individual accounting transactions for processing. If on-line data entry is used, batch errors are detected at the data entry point and should be corrected then, if possible. Therefore, these errors would appear in FAMIS only if they are not corrected at the time of initial entry. This type of error must be corrected through use of at least one error correction transaction.

Field and Table Look-up Errors - Non-Relationship Edits (E and J Series)

These errors involve the individual data element content of the transaction. If possible, the individual data elements for each transaction are edited for valid codes. In other cases, codes are field checked to ensure that they are all numeric, alphabetical, or alphanumeric. These types of errors are normally fatal errors. An exception to the rule applies to the

departmental specific data elements. Depending on the indicators contained in the D53 Descriptor Table (Departmental Data Edit Criteria) departmental data related errors may be ignored or performed on an advisory basis.

If an error is detected in one of the departmental specific data elements (cost center, activity or project) the D53 is accessed to determine if the department has defined those codes in FAMIS. If the indicator is blank, meaning the department does not wish to have those fields edited, the error is ignored. If the indicator is a 'Y', the edit is performed on an advisory basis and if the classification code is not present in the system tables, a default value is used.

Field and Table Look-Up Errors - Relationship Edits (E and J Series)

These errors relate to batch and on-line edits which are performed in the relationship edit process. Elements on the input transaction are compared with the cost center, activity, and project/project phase edit indicators and their respective ranges that are contained in the Relationship Edit Table.

The editing process is performed according to the conditions specified in the D53 Descriptor Table. The D53 edit indicators include the match method indicator, on-line switch indicator, and batch switch indicator. The match method indicator determines what match method will be used and is designated by the valued "1" through "8". If relationship edits will not be performed, the indicator will be blank. The on-line switch indicator and batch switch indicator determine whether relationship edits will be performed. While the on-line switch has both fatal and warning errors, the batch switch has only warning errors. If the on-line switch indicator is blank, the relationship edit process is not performed. If the indicator has a value of "1", the edit

process is performed and all on-line errors are fatal. If the value is "2", the relationship edit process is performed and all on-line errors are warnings. Furthermore, if the batch switch indicator has a value of "Y", relationship edits will be performed and all errors are warnings. If the indicator is blank, the editing process will not be performed.

Fund and File Control Errors (F and W Series)

Fund control errors occur when the posting of an accounting transaction would cause a violation of a controlled amount in one of the master files. File control errors occur when a particular data element or an input transaction is found to be invalid when comparisons are made to system master files. These edits are performed in the Appropriation, Allotment, Document and Contract Ledger files. Examples of these errors include invalid document number and incorrect usage of the reverse and modifier codes. These types of errors are fatal F series errors and must be corrected through the use of an error correction transaction.

In reviewing system reports, it should be noted that not all fund control edits are performed for all transactions, appropriations, allotments or documents. The types of edits performed are based on a series of indicators retrieved from the system tables. Additionally, certain fund control errors may be overridden through the entry of a Fund Control Override. If a fund control error is overridden, a warning message in the 'W' series will be issued.

Fund and File Control Errors (H and X Series)

These fund and file control edits are performed against the three departmental files - Department Appropriation, Department Allotment and Project File. During batch process, all of these edits are performed on an advisory basis only. Therefore, the transactions would be allowed to post and no corrections using the error correction process would be necessary.

Document Errors (G Series)

In a non-expenditure batch (batch types other than J, K, L, 3 or 5) all transactions with the same document number must be valid before any of the transactions will be allowed to post. Similarly, within an expenditure batch, all transactions for a single vendor must be valid before any of the transactions will be allowed to post. Only payroll batches are not subject to the document control edit.

Other Errors

Some errors are not directly detected by the system because they result from incorrectly used but valid accounting codes or amounts. A transaction will be incorrectly posted to the master files if a valid but incorrect code is used. When this condition occurs, correction will normally require that a transaction reversal be prepared and submitted for processing. This essentially involves the use of a reverse code opposite the code of the

transaction that was posted in error. To minimize the effect of these errors, responsible personnel should carefully review financial reports on a continuing basis.

REPORTING AND CORRECTION OF REJECTIONS

As noted in the preceding paragraphs, the data input and classification program begins the editing process of input accounting transactions. Transactions failing the basic edit checks performed by this program are rejected. These types of edits include:

- unbatched data;
- unrecognizable data; or
- duplicate input.

Due to the system structure, these types of errors should be rarely encountered.

Reporting

All rejections are reported in the Edit Activity Error Report. The report contains a representation of each data element in the rejected transaction. On the extreme right of the page an error code and the associated error message appear for each transaction. These types of errors are flagged with a two-digit error code preceded by an 'R'.

Correction

Volume III, Appendix E contains a description of procedures to be followed for correction of these errors. In general, the correction of rejections is accomplished by resubmitting the accounting transaction in corrected form. If researching the rejected records reveals that they were properly rejected

because of duplication, then no additional corrective action is necessary. If a large number of records in a batch have been rejected and the remaining ones have been placed on the error file, it may be desirable to delete those on the error file and reenter the batch in its entirety.

It is important to document an audit trail by noting on the Edit Activity Error Report the actions which have been taken for each rejected transaction.

REPORTING AND CORRECTION OF ERRORS DETECTED DURING THE EDIT AND UPDATE PROCESSES

The errors discussed in this section are identified internally by FAMIS. For each transaction, a specific data element or combination of data elements has been identified as violating an edit rule. This section describes the various groups of errors that may occur, the way in which they are reported, and the procedures that must be used to correct them. The types of errors discussed here are:

- ● Batch Errors

  Batch errors include invalid or incorrect data elements which enter the system on the batch header and batch out of balance conditions. As previously stated, a batch balancing edit is performed at the data entry station, so these types of errors should be seen rarely. The batch error codes are listed in Appendix E. Each code is three characters and the first character is 'B'.

- ● Field and Table Lookup Errors

  The data elements contained in accounting transactions are subject to a variety of edit checks as discussed in the overview section of this chapter. Up to ten error conditions may be detected for a transaction before further editing procedures are terminated. The field and table look-up errors are identified by a three-character error code and the first position of the code is an 'E'. If a field or table lookup edit is performed on an advisory basis only, the first position of the error code will be 'J'. Each of these error codes is presented in Appendix E.

- ## Fund and File Control Errors

  Fund control edits check the input transaction to ensure that a
  critical account in one of the master files will not have an invalid
  balance. It should be noted, however, that the input transaction
  listed on the Edit Activity Error Report may be correct, while one or
  more master files may be incorrect as a result of the previous
  posting of incorrect transactions. The fund control error codes and
  messages are presented in Volume III, Appendix E. In the messages,
  PY13 refers to the year being closed, and PY13 errors occur only when
  two fiscal years are open. CM1 refers to the prior month ending
  balance, which is the balance for the month being closed when two
  months are open. Therefore, CM1 errors can occur only when two
  months are open. CMO refers to the cumulative to-date balance and
  CMO errors can occur at any time.

  The file control edits are those that check to ensure that certain
  characteristics are present in certain fields before posting takes
  place. The fund and file control errors are identified by a
  three-character error code, and the first digit of the error code is
  'F'. Each of these error codes is presented in Volume III,
  Appendix E.

These types of accounting errors are stored on the Error Suspense File

where they can be changed and released back into the system or deleted from

the system.

It should be noted that Appendix E also contains detailed descriptions of

error codes beginning with an 'X' or 'H'. Error codes that begin with an 'X'

identify advisory fund or file control edits performed against departmental

files. Error codes that begin with an 'H' identify fatal online fund control

edits against departmental files. Neither of these error types are corrected

through the batch error correction process.

Reporting

Two sets of reports are used to correct batch, field, table look-up, fund

control and file control errors. These reports are the Edit Activity Error

Report and the Edit Activity Turnaround Report. Both of these reports are

produced by Program 800.

Edit Activity Error Report

The Edit Activity Report shown in Exhibit V-2 is produced each time the error file is updated by Program 800. The Edit Activity Error Report lists each invalid transaction. The listing includes the transaction identification and all data elements entered on the transactions. Page breaks are by department (and in some cases division) which appear at the top right of each page and batch identification. The date of the report appears at the top left of each page. The data elements appear in the order shown in Exhibit V-3. The error codes and messages begin on the same line as the first line of the transaction on the right side of the page. They consist of a page-line identification, a three-character error code and a twenty-character message. The page-line identification uniquely identifies each error within a specific Edit Activity Error Report. The page-line identification is used as a key reference to the Edit Activity Turnaround Report. The Edit Activity Error Report simply identifies each transaction that is invalid and each error found in the transaction. If a batch error occurs, each transaction in the batch, as well as the header, is printed on the report. If a document level error occurs, all transactions within that document are printed on the report.

Edit Activity Turnaround Report

This report, shown in Exhibit V-4, contains a correction transaction for each fatal error that appears on the Edit Activity Error Report. Each transaction on this report is ready for data entry except for the correction data that needs to be inserted into the transaction. Each line contains the elements listed in Exhibit V-5 which also includes instructions for completing this report. The Edit Activity Turnaround Report generally should be the only source for entering correction transactions. For this reason, the report should be recorded in the Batch Control Log and controlled.

```
*----TRANS ID----*    TC   MOD REV OVR RED FM REF-DOC/SFX   VENDOR-NO/SFX  DEPT-REF        TRANS AMT    LINE  ERROR-CODE & DESCRIPTION
                    DEPT VENDOR-REF  DOCDTE  CURR-DOC/SFX   CC   ACTV   PROJ  PHSE        DOC-NET-AMT
                    F-YR-APP  ACAT  S/OBJ  F-DTL  HR WARRANT# SFUND  COMPT-VOUCH#
                    SUBSID-#    GL  INVDTE *---OPT DEPT DATA----* *----OPT REMIT DATA----*
                    *--------------WARRANT VENDOR NAME---------*   ASO

H Q861223001000010   621                    08               0000000010 00  1             10.00   4701  E37 INVALID FISCAL MONTH
                    H                          00000001 01    1000    202  000222  00        .00   4702  X12 AD-FILE NO-MATCH
                    G 86 008   20   3200                                                           4703
                                                                                                   4704
                    J VENDOR                                                                       4705

H Q861223001000020   621                    08               0000000010 00  1             10.00   4706  E37 INVALID FISCAL MONTH
                    H                          00000001 02                999999  99         .00   4707  X12 AD-FILE NO-MATCH
                    G 86 004   20   3200                                                           4708
                                                                                                   4709
                    J VENDOR                                                                       4710

H Q861223001000030   621                    08               0000000010 00  1             10.00   4711  E37 INVALID FISCAL MONTH
                    H                          00000001 03           351  000222  00         .00   4712  X12 AD-FILE NO-MATCH
                    G 86 011   20   3200                                                           4713
                                                                                                   4714
                    J VENDOR                                                                       4715

H Q861223001000040   621                    08               0000000010 00  1             10.00   4716  E37 INVALID FISCAL MONTH
                    H                          00000001 04           250                     .00   4717  JC6 CC REQUIRED IN RT
                    G 86 020   20   3200                                                           4718  X12 AD-FILE NO-MATCH
                                                                                                   4719
                    J VENDOR                                                                       4720

H Q861223001000050   621                    08               0000000010 00  1             10.00   4721  E37 INVALID FISCAL MONTH
                    H                          00000001 05   0001                            .00   4722  JC7 CC NOT IN RT RANGE
                    G 86 031   20   3200                                                           4723  JC9 ACT REQUIRED IN RT
                                                                                                   4724  X12 AD-FILE NO-MATCH
                    J VENDOR                                                                       4725
```

EXHIBIT V-3

EDIT ACTIVITY ERROR REPORT DATA ELEMENTS

LINE	ABBREVIATION	CONTENT
1	TRANS ID	Transaction identification consisting of 18 characters containing the following data elements:

Element	Number of Digits		
Department	2		
Batch Type	1		
Batch Date (YY/MM/DD)	6	Dept. Batch Ref No	8
Batch Number	3	Blank-1	
Sequence Number	5		
Duplicate Record Indicator	1		

	TC	Transaction Code
	MOD	Modifier Code
	REV	Reverse Code
	OVR	Fund Control Override
	RED	Red Tag Indicator
	FM	Fiscal Month
	REF-DOC/SFX	Reference Document Number/Suffix
	VENDOR-NO/SFX	Vendor Number/Suffix
	DEPT-REF	Department Batch Reference Number
	TRANS AMT	Transaction Amount

LINE	ABBREVIATION	CONTENT
2	DEPT	Department Code
	VENDOR REF	Vendor reference or invoice number
	DOC-DTE	Document Date
	CURR DOC/SFX	Current Document Number/Suffix
	CC	Cost Center
	ACTV	Activity
	PROJ	Project
	PHSE	Project Phase
	DOC-NET-AMT	Net amount of encumbrance liquidations

EXHIBIT V-3

EDIT ACTIVITY ERROR REPORT DATA ELEMENTS
(Continued)

LINE	ABBREVIATION	CONTENT
3	F	Fund
	YR	Year
	APP	Appropriation Account
	ACAT	Allotment Category
	S/OBJ	Source/Object
	F-DTL	Fund Detail
	WR	Warrant Routing Indicator
	WARRANT #	Warrant Number
	SFUND	Warrant Writing Subfund
	COMPT-VOUCH #	Comptroller Voucher Number
4	SUBSID-#	Subsidiary Account Number
	GL	General Ledger Account Number
	INVDTE	Invoice Date
	OPT DEPT DATA	Optional Department Data
	OPT REMIT DATA	Optional Remittance Data
5	WARRANT VENDOR NAME	Warrant Vendor Name
	ASD	Aging Start Date

STATUS   +----TRANS ID-----+ +------DATA ELEMENT NAME-------+ * * * * * * C H A N G E * * * * * * REFERENCE+----FIELD NAME----+
                  1   2   3   PAGE-LN
          234567890123456789   01 2 3 4 5 6 7 8 9 0 1 2 3 4 5 40 41 42 43 44 45 46 47 48 49 50 51 52 53

( )   M3S870209003000010 18   1--1--1   59-01 FISCAL MONTH
( )   M3S870209003000010   1--1--1--1--1--1--1--1--1--1--1--1--1 59-02 (NO NAME)
( )   M3S870209003000010   1--1--1--1--1--1--1--1--1--1--1--1--1 59-03 (NO NAME)

( )   M3S870209003000020 18   1--1--1   59-06 FISCAL MONTH
( )   M3S870209003000020   1--1--1--1--1--1--1--1--1--1--1--1--1 59-07 (NO NAME)

EXHIBIT V-4

EDIT ACTIVITY TURNAROUND REPORT

EXHIBIT V-5

EDIT ACTIVITY TURNAROUND REPORT DATA ELEMENTS

ELEMENTS	CONTENTS
STATUS	Only parentheses ( ) are printed. If the line is to be keyed in at the terminal, a tick mark should be placed in the parentheses.
TRANS ID	The 18-digit transaction identification is printed in the positions in which the data is to be input.
DATA ELEMENT NAME	When possible, the data element name will be represented by a two-digit number. This number is translated to the right of the TRANS ID and represents the name of the specific data element in error. If the number is not present, either the data element number or name must be manually recorded here. If transactions are to be released or deleted, then 'RELEASE' or 'DELETE' should be entered.
CHANGE	The correction data must be written in. If FAMIS has identified the specific data element in error, the exact number of spaces applicable to the correction element are provided. The spaces are left-justified beginning in column 40. The correct data must be inserted exactly as it would be coded on an original input transaction.
REFERENCE PAGE-LN	The page and line reference to the error message on the Edit Activity Error Report is provided so that the transaction may be easily referenced.
FIELD NAME	Generally the 20-digit data element name for the element to be corrected is printed here. If FAMIS cannot determine the data element in error, it prints 'NO NAME'.

Correction of Errors

The Edit Activity Turnaround Report is to be used for keying error correction transactions. To facilitate control, all transactions on a single page (i.e., all transactions within a batch) should be corrected and data entered at the same time. Once the error corrections have been entered, the Edit Activity Turnaround Report should be filed.

The Edit Activity Turnaround Report may only have one line for an error that requires correction to two or more data elements. In this situation, an additional correction transaction can be coded on the bottom of the report. The Status Indicator should be a check (✓) identifying those correction transactions ready for keying.

Error correction transactions may be entered to correct transactions at one of three levels. Individual corrections may be made to detail transactions if the transaction sequence number (positions 14-18) is not equal to zero. Each correction will affect a single detail accounting transactions. If the batch header record is on the error file along with the transactions in the batch, a batch level correction can be made if the sequence number (positions 14-18) equals zero. A batch level correction will apply to both the batch header and all of the detail transactions in the batch. Finally, if the batch header is not on the error file, a group level change can be made to the remaining transactions.

In correcting transactions on the error file, users may wish to change one of the data elements on the accounting transaction, delete the transaction from the error file (and the system), or simply release the transaction for processing without making any corrections. The specific function performed is determined by the code entered in the Data Element Name field on the error correction transaction. Coding rules are as follows:

- Delete - to delete a transaction, enter the literal 'DELETE' or 'DEL' in the Data Element Name field. The Change portion of the error correction transaction should be left blank.

- Release - to release a transaction, enter the literal 'RELEASE' or 'REL' in the Data Element Name field. The Change portion of the error correction transaction should be left blank. As the system is currently structured, all errors will be automatically released and re-edited during each update cycle.

- Change - to change one of the data elements, the proper data element name or number should be entered in the Data Element Name field. The new value for the data element being changed should be entered in the Change field.

Data element names and numbers valid for use on error correction transactions are identified in Exhibit V-6. To facilitate the correction process, several names have been provided for each data element.

It should be noted that any of the above error correction functions can be applied to detail, header, or group corrections. In coding error correction transactions, it is important to select the correction element with the proper correction level (i.e., D-Detail, H-Header, or G-Group). This information can be referenced in the D52 Descriptor Table.

DETECTION, REPORTING, AND CORRECTION OF ERROR CORRECTION ERRORS

The error correction process involves preparation of the error correction transactions and subsequent automated processing. This section is provided to explain the automated processing that occurs and the error conditions that may be found.

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
AA	APPROPRIATION ACCOUNT
AC	ALLOTMENT CATEGORY
AC-GRP	ALLOTMENT CATEGORY-GROUP
ACT-CODE	ACTIVITY CODE
ACTIVITY-CODE	ACTIVITY CODE
ACTV-CD	ACTIVITY CODE
ACTV-CODE	ACTIVITY CODE
AD	APPROPRIATION-DEPARTMENT
AD-GRP	APPROPRIATION-DEPARTMENT-GROUP
AGE DATE	AGING START DATE
AGE DATE-GRP	AGING START DATE-GROUP
AGING DATE	AGING START DATE
AGING DATE-GRP	AGING START DATE-GROUP
AGING START DATE	AGING START DATE
AGING START DATE-GRP	AGING START DATE-GROUP
ALLOT-CAT	ALLOTMENT CATEGORY
ALLOT-CATEGORY	ALLOTMENT CATEGORY
APPN-ACCT	APPROPRIATION ACCOUNT
APPN-DEPT	APPROPRIATION-DEPARTMENT
APPRN-ACCT	APPROPRIATION ACCOUNT
APPRN-ACCT-GRP	APPROPRIATION ACCOUNT-GROUP
APPRN-DEPT	APPROPRIATION-DEPARTMENT
APPROPRIATION-ACCT	APPROPRIATION ACCOUNT
APPROPRIATION-DEPT	APPROPRIATION-DEPARTMENT
ASD	AGING START DATE
ASD-GRP	AGING START DATE-GROUP
B-AMOUNT	BATCH AMOUNT-HEADER
B-COMP-VOUCH-NO	BATCH COMPTROLLER VOUCHER NUMBER
B-COUNT	BATCH COUNT-HEADER
B-DATE	BATCH DATE
B-DRI	BATCH DUPLICATE RECORD INDICATOR

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
B-FISCAL-MONTH	BATCH FISCAL MONTH
B-FM-HEADER	BATCH FISCAL MONTH-HEADER
B-NO	BATCH NUMBER
B-NO-HEADER	BATCH NUMBER-HEADER
B-RTI	BATCH RED TAG INDICATOR
B-SEQ-NO-HEADER	BATCH SEQUENCE NUMBER-HEADER
B-TYPE	BATCH TYPE
B-TYPE-HEADER	BATCH TYPE-HEADER
B-WRI	BATCH WARRANT ROUTING INDICATOR
B-WWSFUND	BATCH WARRANT WRITING SUBFUND
BA	BATCH AMOUNT-HEADER
BATCH AMOUNT	BATCH AMOUNT-HEADER
BATCH-COMP-VCHR-NO	BATCH COMPTROLLER VOUCHER NUMBER
BATCH-COUNT	BATCH COUNT-HEADER
BATCH-DATE	BATCH DATE
BATCH-DEPARTMENT	BATCH DEPARTMENT
BATCH-DEPT	BATCH DEPARTMENT
BATCH DRI	BATCH DUPLICATE RECORD INDICATOR
BATCH-DUP-REC-IND	BATCH DUPLICATE RECORD INDICATOR
BATCH-FISCAL-MONTH	BATCH FISCAL MONTH
BATCH-FM	BATCH FISCAL MONTH
BATCH-NO	BATCH NUMBER
BATCH-NUMBER	BATCH NUMBER
BATCH-RED-TAG-IND	BATCH RED TAG INDICATOR
BATCH-RTI	BATCH RED TAG INDICATOR
BATCH-SEQ-NO	BATCH SEQUENCE NUMBER
BATCH-SEQUENCE-NO	BATCH SEQUENCE NUMBER
BATCH-TYPE	BATCH-TYPE
BATCH-TYPE-BATCH	BATCH TYPE-BATCH LEVEL
BATCH-WR-IND	BATCH WARRANT ROUTING INDICATOR
BATCH-WRI	BATCH WARRANT ROUTING INDICATOR

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
BATCH-WW-SFUND	BATCH WARRANT WRITING SUBFUND
BC	BATCH COUNT-HEADER
BCVN	BATCH COMPTROLLER VOUCHER NUMBER
BD	BATCH DEPARTMENT
BDRI	BATCH DUPLICATE RECORD INDICATOR
BFM	BATCH FISCAL MONTH
BN	BATCH NUMBER
BRTI	BATCH RED TAG INDICATOR
BTCH-NO-H	BATCH NUMBER-HEADER
BWRI	BATCH WARRANT ROUTING INDICATOR
BWWSF	BATCH WARRANT WRITING SUBFUND
CC	COST CENTER
CC-GRP	COST CENTER-GROUP
CDN	CURRENT DOCUMENT NUMBER AND SUFFIX
CDN+SFX	CURRENT DOCUMENT NUMBER AND SUFFIX
CDN-GRP	CURRENT DOCUMENT NUMBER AND SUFFIX-GROUP
COMP-VOUCH-NO-GROUP	COMPTROLLER VOUCHER NUMBER-GROUP
COST-CENTER	COST CENTER
CUR-DOC-NO-AND-SFX	CURRENT DOCUMENT NUMBER AND SUFFIX
CUR-DOC-NO/SFX	CURRENT DOCUMENT NUMBER AND SUFFIX
CVN	DETAIL COMPTROLLER VOUCHER NUMBER
CVN-GROUP	COMPTROLLER VOUCHER NUMBER-GROUP
DA-GRP	DEPT ACTIVITY CODE-GROUP
DBRN-GROUP	DEPARTMENT BATCH REFERENCE NUMBER-GROUP
DBRN-HEADER	DEPT BATCH REFERENCE NUMBER-HEADER
DCVN	DETAIL COMPTROLLER VOUCHER NUMBER
DD	DOCUMENT DATE
DD-GRP	DOCUMENT DATE-GROUP
DDBRN	DETAIL DEPARTMENT BATCH REFERENCE NUMBER
DEPT-BATCH-REF-NO-G	DEPARTMENT BATCH REFERENCE NUMBER-GROUP
DET-COMPT-VOUCHER-NO	DETAIL COMPTROLLER VOUCHER NUMBER

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
DET-DEPT-BAT-REF-NO	DETAIL DEPARTMENT BATCH REFERENCE NUMBER
DET-DPT-BTCH-REF-NO	DETAIL DEPARTMENT BATCH REFERENCE NUMBER
DET-RED-TG-IND	DETAIL RED TAG INDICATOR
DET-WR-IND	DETAIL WARRANT ROUTING INDICATOR
DET-WW-SFND	DETAIL WARRANT WRITING SUBFUND
DETAIL-COMP-VOUCH-NO	DETAIL COMPTROLLER VOUCHER NUMBER
DETAIL-RED-TAG-IND	DETAIL RED TAG INDICATOR
DETAIL-WR-IND	DETAIL WARRANT ROUTING INDICATOR
DETAIL-WW-SFUND	DETAIL WARRANT WRITING SUBFUND
DOC-DATE	DOCUMENT DATE
DOC-DATE GRP	DOCUMENT DATE-GROUP
DOC-DT	DOCUMENT DATE
DOCUMENT-DATE	DOCUMENT DATE
DRTI	DETAIL RED TAG INDICATOR
DWRI	DETAIL WARRANT ROUTING INDICATOR
DWWSF	DETAIL WARRANT WRITING SUBFUND
F	FUND
FCO	FUND CONTROL OVERRIDE
FCO-G	FCO-GROUP LEVEL
FD	FUND DETAIL
FISCAL-MONTH	FISCAL MONTH
FISCAL-YEAR	FISCAL YEAR
FM	FISCAL MONTH
FM-GRP	FISCAL MONTH-GROUP
FND-DET	FUND DETAIL
FUND	FUND
FUND-DETAIL	FUND DETAIL
FY	FISCAL YEAR
FY-GRP	FISCAL YEAR-GROUP
G-COMP-VOUCH-NO	COMPTROLLER VOUCHER NUMBER-GROUP
G-CVN	COMPTROLLER VOUCHER NUMBER-GROUP

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
G-DBRN	DEPARTMENT BATCH REFERENCE NUMBER-GROUP
GAAP-FD	GAAP FUND
GAAP-FD-GRP	GAAP FUND-GROUP
GAAP-FUND	GAAP FUND
GAAP-SFND	GAAP SUBFUND
GAAP-SFND-GRP	GAAP SUBFUND-GROUP
GAAP-SFUND	GAAP SUBFUND
GAAP-SUBFUND	GAAP SUBFUND
GEN-LED-ACCT	GENERAL LEDGER ACCOUNT
GENERAL-LEDGER-ACCT	GENERAL LEDGER ACCOUNT
GF	GAAP FUND
GL	GENERAL LEDGER ACCOUNT
GL-GRP	GENERAL LEDGER ACCOUNT-GROUP
GLA	GENERAL LEDGER ACCOUNT
GROUP ZIP	VENDOR ZIP CODE GROUP
GSF	GAAP SUBFUND
ID	INVOICE DATE
IN	INVOICE NUMBER
INV-DATE	INVOICE DATE
INV-DT	INVOICE DATE
INV-NO	INVOICE NUMBER
INVOICE-DATE	INVOICE DATE
INVOICE-NO	INVOICE NUMBER
INVOICE-NUM	INVOICE NUMBER
INVOICE-NUMBER	INVOICE NUMBER
M	MODIFIER
MAJ-OBJ	MAJOR OBJECT
MAJOR-OBJECT	MAJOR-OBJECT
MIN-OBJ	MINOR-OBJECT
MINOR-OBJECT	MINOR-OBJECT
MOD	MODIFIER

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
MOD-GRP	MODIFIER-GROUP
MODIFIER	MODIFIER
ODD	OPTIONAL DEPARTMENTAL DATA
OLD-BATCH-ID	TEST OLD-BATCH-ID
OPT-DEPT-DATA	OPTIONAL DEPARTMENTAL DATA
OPT-REMIT-DATA	OPTIONAL REMITTANCE DATA
OPTIONAL-DEPT-DATA	OPTIONAL DEPARTMENTAL DATA
OPTIONAL-REMIT-DATA	OPTIONAL REMITTANCE DATA
ORD	OPTIONAL REMITTANCE DATA
PN	PROJECT NUMBER
PN-GRP	PROJECT NUMBER-GROUP
PP	PROJECT PHASE
PP-GRP	PROJECT PHASE-GROUP
PREAUDIT REL DATE	PREAUDIT RELEASE DATE
PROJ-NO	PROJECT NUMBER
PROJ-NUM	PROJECT NUMBER
PROJ-PH	PROJECT PHASE
PROJ-PHASE	PROJECT PHASE
PROJECT-NUMBER	PROJECT NUMBER
PROJECT-PHASE	PROJECT PHASE
PTI	PAYMENT TYPE INDICATOR
R	REVERSE
RDN	REFERENCE DOCUMENT NUMBER AND SUFFIX
RDN+SFX	REFERENCE DOCUMENT NUMBER AND SUFFIX
RDN-GRP	REFERENCE DOCUMENT NUMBER AND SUFFIX-GRP
RED-TAG-IND-G	RED TAG INDICATOR-GROUP
RED-TG-IND-G	RED TAG INDICATOR-GROUP
REF-DOC-NO-AND-SFX	REFERENCE DOCUMENT NUMBER AND SUFFIX
REF-DOC-NO/SFX	REFERENCE DOCUMENT NUMBER AND SUFFIX
REV	REVERSE
REVERSE	REVERSE

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
RTI	DETAIL RED TAG INDICATOR
RTIG	RED TAG INDICATOR-GROUP
S	SOURCE
SL	SUBSIDIARY LEDGER ACCOUNT NUMBER
SL-ACCT	SUBSIDIARY LEDGER ACCOUNT NUMBER
SLA	SUBSIDIARY LEDGER ACCOUNT NUMBER
SOURCE	SOURCE
SRCE	SOURCE
SUB-ACCOUNT	SUBSIDIARY LEDGER ACCOUNT NUMBER
SUB-ACCT	SUBSIDIARY LEDGER ACCOUNT NUMBER
SUB-ACCT-GRP	SUB LEDGER ACCT NUMBER GROUP
SUB-LED-ACCT	SUBSIDIARY LEDGER ACCOUNT NUMBER
SUBSIDIARY-ACCOUNT	SUBSIDIARY LEDGER ACCOUNT NUMBER
TA	TRANSACTION AMOUNT
TA-GRP	TRANSACTION AMOUNT-GROUP
TC	TRANSACTION CODE
TC-GRP	TRANSACTION CODE-GROUP
TRANS-AMOUNT	TRANSACTION AMOUNT
TRANS-AMT	TRANSACTION AMOUNT
TRANS-CODE	TRANSACTION CODE
TRANSACTION-AMOUNT	TRANSACTION AMOUNT
V-CITY	VENDOR CITY
V-NAME-TEST	VENDOR NAME-TEST
V-NAME-WARRANT	VENDOR NAME-WARRANT
V-ZIP	VENDOR ZIP CODE
VA-1	VENDOR ADDRESS-1
VA-2	VENDOR ADDRESS-2
VA-3	VENDOR ADDRESS-3
VC	VENDOR CITY
VEND-ADDR-1	VENDOR ADDRESS-1
VEND-ADDR-2	VENDOR ADDRESS-2

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
VEND-ADDR-3	VENDOR ADDRESS-3
VEND-CITY	VENDOR CITY
VEND-NAME-TEST	VENDOR NAME-TEST
VEND-NAME-WAR	VENDOR NAME-WARRANT
VEND-NO	VENDOR NUMBER/VENDOR SUFFIX
VEND-NO/SFX	VENDOR NUMBER/VENDOR SUFFIX
VEND-NO/VEND-SFX	VENDOR NUMBER/VENDOR SUFFIX
VEND-ST	VENDOR STATE
VEND-STATE	VENDOR STATE
VEND-ZIP-CODE	VENDOR ZIP CODE
VENDOR-ADDRESS-1	VENDOR ADDRESS-1
VENDOR-ADDRESS-2	VENDOR ADDRESS-2
VENDOR-ADDRESS-3	VENDOR ADDRESS-3
VENDOR-CITY	VENDOR CITY
VENDOR-NAME-TEST	VENDOR NAME-TEST
VENDOR-NAME-WARRANT	VENDOR NAME-WARRANT
VENDOR-NO	VENDOR NUMBER/VENDOR SUFFIX
VENDOR-NO/VENDOR-SFX	VENDOR NUMBER/VENDOR SUFFIX
VENDOR-NUMBER	VENDOR NUMBER/VENDOR SUFFIX
VENDOR-STATE	VENDOR STATE
VENDOR-ZIP	VENDOR ZIP CODE
VENDOR-ZIP-CODE	VENDOR ZIP CODE
VN	VENDOR NUMBER/VENDOR SUFFIX
VN-T	VENDOR NAME-TEST
VN-TEST	VENDOR NAME-TEST
VN-w	VENDOR NAME-WARRANT
VN-WARRANT	VENDOR NAME-WARRANT
VS	VENDOR STATE
VZC	VENDOR ZIP CODE
W-NO	WARRANT NUMBER
WAR-ROUT-IND-GROUP	WARRANT ROUTING INDICATOR-GROUP

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
WARRANT-NO	WARRANT NUMBER
WARRANT NUMBER	WARRANT NUMBER
WN	WARRANT NUMBER
WR-IND-GROUP	WARRANT ROUTING INDICATOR-GROUP
WRI	DETAIL WARRANT ROUTING INDICATOR
WRI-GROUP	WARRANT ROUTING INDICATOR-GROUP
WW-SFUND-GROUP	WARRANT WRITING SUBFUND-GROUP
WWSF-GROUP	WARRANT WRITING SUBFUND-GROUP
WWSFUND-GROUP	WARRANT WRITING SUBFUND-GROUP
ZIP	VENDOR ZIP CODE
02	BATCH DEPARTMENT
03	BATCH TYPE
04	BATCH DATE
05	BATCH NUMBER
06	(BATCH) DEPT BATCH REFERENCE NUMBER
08	BATCH SEQUENCE NUMBER
09	BATCH DUPLICATE RECORD INDICATOR
10	BATCH FISCAL MONTH
11	BATCH COUNT-HEADER
12	BATCH AMOUNT-HEADER
13	BATCH COMPTROLLER VOUCHER NUMBER
14	BATCH WARRANT WRITING SUBFUND
15	BATCH WARRANT ROUTING INDICATOR
16	BATCH RED TAG INDICATOR
17	TRANSACTION CODE
18	FISCAL MONTH
19	FUND
20	FISCAL YEAR
21	APPROPRIATION ACCOUNT
22	APPROPRIATION-DEPARTMENT
23	ALLOTMENT CATEGORY

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
24	SOURCE
25	MAJOR OBJECT
26	MINOR OBJECT
27	FUND DETAIL
28	GAAP FUND
29	GAAP SUBFUND
30	COST CENTER
31	PROJECT NUMBER
32	PROJECT PHASE
33	ACTIVITY CODE
34	GENERAL LEDGER ACCOUNT
35	VENDOR NUMBER/VENDOR SUFFIX
36	INVOICE NUMBER
37	INVOICE DATE
38	CURRENT DOCUMENT NUMBER AND SUFFIX
39	DOCUMENT DATE
40	REFERENCE DOCUMENT NUMBER AND SUFFIX
41	SUBSIDIARY ACCOUNT
42	OPTIONAL DEPARTMENTAL DATA
43	OPTIONAL REMITTANCE DATA
44	WARRANT NUMBER
45	DETAIL WARRANT WRITING SUBFUND
46	DETAIL WARRANT ROUTING INDICATOR
47	DETAIL RED TAG INDICATOR
48	TRANSACTION AMOUNT
49	MODIFIER
50	REVERSE
52	DETAIL DEPT BATCH REFERENCE NUMBER
53	DETAIL COMPTROLLER VOUCHER NUMBER
54	VENDOR NAME TEST
55	VENDOR NAME WARRANT

EXHIBIT V-6

DATA ELEMENT NAMES AND NUMBERS
(Continued)

DATA ELEMENT NAME, NUMBER OR ABBREVIATION	FIELD CORRECTED
56	VENDOR ADDRESS 1
57	VENDOR ADDRESS 2
58	VENDOR ADDRESS 3
59	VENDOR CITY
60	VENDOR STATE
61	VENDOR ZIP CODE
62	APPROPRIATION SYMBOL
63	BATCH DAY
64	DOCUMENT DATE
65	AGING START DATE
66	PAYMENT TYPE INDICATOR
67	PREAUDIT RELEASE DATE
77	FUND CONTROL OVERRIDE

The error correction program (No. 200) produces a report (illustrated in Exhibit V-7) listing each correction transaction exactly as it was input. The report is used by the accounting personnel to ensure that all item corrections have been entered and properly processed. If an item correction transaction is in error, it is flagged and a message is printed following the transaction. A summary listing of the number of correction transactions input and the number of records released or deleted is provided on the report shown in Exhibit V-8. Any error file records deleted are listed in a separate report titled Detail of Records Deleted, illustrated in Exhibit V-9.

All error correction transactions flagged as being in error are rejected by the system. If transactions are rejected, the cause for the rejection must be identified and the correction transaction re-entered, if appropriate. The error codes associated with error correction transactions are identified in Exhibit V-10.

ERROR FILE UPDATES

If an error correction is not rejected for one of the reasons given in Exhibit V-10, FAMIS applies it to the transactions on the error file. The exact status of the error file is reflected after each update process on the FAMIS Error File Update Report shown in Exhibit V-11. This report shows the number of error records that were on the file prior to update, the number of errors detected during the current day's processing, the number of warning transactions and the number of error records on the file as a result of the update process. It is important that the user be familiar with the error file update process because understanding this process facilitates the error correction process in general (whether making an accounting transaction

A C T I V I T Y   R E P O R T

DT TRANSACTION ID	DATA ELEMENT NAME	CORRECTION	CODE MESSAGE
X XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX XXXXXXXXXXXXXXXXXX
C F9E83030501700000010	48	600000	
C F9E83030501700000010	23	10	
C F9E83030501700000010	17	531	
C F9E8303070190000000	DELETE		
C F9S8303041120000010	DELETE		
C F9S8303070200000010	48	600000	
C F9S8303150010000040	DELETE		
C F9S8303150020000130	62	GP3002F9	
C F9S8303150020000170	RDN	4567891001	
C F9S8303150020000370	DELETE		

EXHIBIT V-7
ERROR CORRECTION
REPORT

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BATCH TYPE	ERROR CORRTN TRANSACTIONS	ERROR RECORDS RELEASED	ERROR RECORDS DELETED	TOTAL RELEASES AND DELETES
L	21	43	C	43
T	0	3	0	3
3	50	54	C	54
*TOTAL	71	100	0	100

EXHIBIT V-B
ERROR CORRECTION REPORT

V-37

```
**********************************************************************************************************************
MBP200      (201)   -   NORMAL TERMINATION : ACCOUNTING TRANS ONLY
**********************************************************************************************************************
```

                                        DETAIL OF RECORDS DELETED

               ------ TRANSACTION ID ------   AMOUNT

            XXXX X XXXXXX XXX XXXXX X   XXXXXXXXXXXXXX
            F9   P 830307 019 00000 0   60.00
            F9   S 830304 11, 00001 0   10,000.00
            F9   S 830315 001 00004 0   5,000.00
            F9   S 830315 002 00037 0   5,000.00

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EXHIBIT V-9

DETAIL OF RECORDS DELETED

EXHIBIT V-10

ERROR CORRECTION TRANSACTION ERROR CODES

CODE	MESSAGE	EXPLANATION
Z01	NON-MATCH ERROR	The transaction identification entered on the error correction transaction did not match a transaction on the error file.
Z02	INVAL DEL AND REL	An attempt was made to both release and delete a transaction or batch.
Z04	CORR ELEMENT ERROR	The data element name or number specified on the error correction transaction was not one of those specified in Exhibit V-6.
Z05	CORR LEVEL ERROR	An attempt was made to change a header field in a detail transaction, or a detail field in a header record.
Z06	SEQUENCE ERROR	The batch sequence number indicates that a correction is to be made to a batch or group of transactions, but the data element name is for a detail correction.

MBP800-1 ******************** STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM **************** DEPT: 22

F A M I S   E R R O R   F I L E   U P D A T E   R E P O R T

04/27/83 (13:01)** RUN PAGE: 17

BATCH TYPE	ERROR FILE INPUT COUNT	ERROR RECORDS ADDED TO FILE	REPORTED WITH WARNINGS	TOTAL ER-FILE OUTPUT COUNT
B	0	1	0	1
L	0	16	0	16
P	0	1	0	1
Q	0	1	0	1
S	0	145	0	145
T	1	5	0	5
*TOTAL	0	169	0	169

****

MBP800   (800)   -   NORMAL PROGRAM TERMINATION-   NEW ERROR FILE GENERATED

****

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EXHIBIT V-11
ERROR FILE UPDATE

correction or an error transaction correction). The first thing to be

understood is the order in which FAMIS performs maintenance to the error file.

Order of Maintenance

Error correction transactions are applied to the error file in the

following sequence:

- Detail transaction delete;

- Detail transaction change/release;

- Group change;

- Batch delete; and

- Batch header change/release.

RESPONSIBILITY FOR ERROR CORRECTION

Error corrections can be accomplished by central accounting personnel, by

the department that originates the input, or by a combination of the two. In

general, the responsibility for error correction is as follows:

- Errors identified through preliminary edit processing - the department
  responsible for preparing the input will identify the corrections;
  central accounting personnel will key the corrections;

- Purchase order encumbrance errors will be corrected by the department
  which originates the input;

- All other transaction errors - will be corrected by central accounting
  personnel with assistance from the submitting department.

Based on the volume of errors encountered, central accounting may delete the

transactions from the error file and send the documents back to the submitting

department. The departmental personnel must then correct the error, batch and

resubmit the documents.