

FAMIS PROCEDURES MANUAL

VOLUME II - SYSTEM MAINTENANCE MANUAL

CHAPTER VI

ERROR CORRECTION DATA ENTRY

Accounting data entered into FAMIS is subjected to a substantial number of edits before the transactions are posted to the system files. Many of these edits can be performed online at the time of data entry, so the errors can be corrected immediately. Other transaction errors, not detected at the time of entry, will be detected during the FAMIS Input, Edit and Update processing and placed on the error file. These errors will be reported on the Edit Activity Report and the corrections coded on the Edit Activity Turnaround Report.

A detailed discussion of the FAMIS error detection and correction procedures is contained in Chapter V, "Error Correction" of Volume II of the FAMIS Procedures Manual. Additionally, a thorough description of each edit rule and the correction procedures is provided in Appendix E, "Accounting Transaction Error Codes" of the procedures manual. The primary objective of this chapter is to describe the procedures for entering the error correction transactions through the online input screen.

#### ERROR REPORTING

After each update cycle, a report will be produced that identifies any errors detected during the update cycle. The error report is actually a two-part report, consisting of the following:

- Edit Activity Error Report - which identifies each transaction in error and the appropriate error codes and messages;
- Edit Activity Turnaround Report - which provides a ready means of coding error correction transactions.

A detailed description of the content and use of each of these reports is provided in Chapter V, "Error Correction" of Volume II of the FAMIS Procedures Manual.

## ERROR CORRECTION

After completing the Edit Activity Turnaround Report, central accounting personnel can enter error correction transactions through the online data entry terminal. Through the error correction screen, data entry personnel will be able to perform the following functions:

- change the contents of the input data fields on an internal accounting transaction on the error file;
- delete any transactions from the error file; and
- release any transaction or batch of transactions without making corrections.

Presently, all transactions on the error file will automatically be released for processing during each update cycle. Additionally, corrections may be applied to a single transaction, a group of transactions or to an entire batch of transactions. The specific type of correction required is dependent upon the extent of the error. If possible, the entire Edit Activity Turnaround Report should be completed before the error correction data entry screen is accessed.

## PROCEDURES TO ACCESS SCREEN

The Error Correction Screen (illustrated in Exhibit VI-1) can only be accessed through the master menu screen. The screen can be displayed by entering option '54' on the master menu and depressing the 'ENTER' key. This procedure clears the menu screen and displays the Error Correction Screen. Only central accounting personnel will have access to this screen.

## SCREEN FORMAT

The format of the Error Correction Screen is very similar to the format of the Edit Activity Turnaround Report. The data elements contained on the screen are defined in Exhibit VI-2.



EXHIBIT VI-2

ERROR CORRECTION SCREEN DATA ELEMENTS

<u>ELEMENT</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>
C/D FLAG	1	This one-position code is used to specify the action to be performed against an existing error correction transaction. Valid values for the Change/Delete flag are: 'D' - delete the transaction 'C' - change the transaction
TRANSACTION IDENTIFICATION	18	This is the 18-position code that uniquely identifies each transaction in the system. It consists of the following data elements: <ul style="list-style-type: none"> <li>o Department (2)</li> <li>o Batch Type (1)</li> <li>o Batch Date (6) (YYMMDD)</li> <li>o Batch Number (3)</li> <li>o Batch Sequence Number (5)</li> <li>o Duplicate Record Indicator (1)</li> </ul>
DATA ELEMENT NAME	20	Either the data element name or the data element number that describes the specific field in error on the input transaction is entered in this field. The data element name may also be 'RELEASE' or 'DELETE' which refer to the action to be taken against the accounting transaction or batch of accounting transactions on the error file.
DATA ELEMENT CORRECTION	35	The correction to be applied to the transaction on the error file is entered here.

## OPTIONS

When the Error Correction Screen is accessed, the cursor will appear on the top line of the screen beside 'ENTER FUNCTION'. One of the four functions displayed on the screen must be selected. These four functions are:

- ADD - which will enable the user to add error correction transactions to the daily input file;
- CLEAR SCREEN - which will enable the user to clear the error correction screen of all transactions displayed;
- MODIFY - which will enable the user to modify a previously entered error correction transaction; and
- RECALL - which will enable the user to display up to fourteen error correction transactions that have previously been entered.

It should be noted that these are data entry functions that tell the system what action is to be taken to ADD, MODIFY, or RECALL error correction transactions. These are distinguished from the functions which are used internally by FAMIS to determine how the error correction transactions are to be applied against the accounting transactions on the error file.

## PROCEDURES TO ADD AN ERROR CORRECTION TRANSACTION

Once the error correction screen has been displayed, error correction transactions may be added to the error correction input file by selecting Function 'A'- ADD. The 'ADD' function will be the most frequently selected function. When the 'A' is entered, the cursor will move to the body of the screen and prompt for entry of the first transaction. Error correction transactions may then be keyed directly from the Edit Activity Turnaround Report.

The CHANGE/DELETE flag is not required when adding transactions to the error correction input file. This field may be skipped by depressing the 'TAB' key or space bar. The cursor will then prompt for entry of the

transaction identification. Entry of the appropriate data elements will then cause the cursor to move to the 'DATA ELEMENT NAME' column. Again, the data element name (i.e., RELEASE, DELETE or the data element name or number) can be entered directly from the Edit Activity Turnaround Report. Inasmuch as the data element name will normally be less than twenty positions, the blank positions may be skipped by depressing the 'TAB' key. This will cause the cursor to skip to the next column and prompt for entry of the correction. Once the complete data element correction has been entered, the 'TAB' key can be depressed to move the cursor to the next line.

The procedures described above for entering error correction transactions can be repeated for each additional transaction. Up to fourteen error correction transactions may be entered on the screen at a single time. When the screen is full or all transactions have been keyed, the data entered may be edited and saved by depressing the 'ENTER' key. The procedures to add an error correction transaction once the error correction screen is displayed are summarized as follows:

- 1 - Enter Function 'A'.
- 2 - Tab or space through the column entitled 'C/D FLAG'.
- 3 - Enter the transaction identification of the transaction to be corrected.
- 4 - Enter the appropriate data element name (remaining spaces may be skipped by depressing the 'TAB' key).
- 5 - If required, enter the data element correction (remaining spaces may be skipped by depressing the 'TAB' key).
- 6 - When all transactions have been entered or the screen is full, depress the 'ENTER' key.

When the 'ENTER' key is depressed the error correction transactions are subjected to a series of edits. Valid transactions are removed from the screen, placed on the error correction input file, and the message 'VALID

TRANSACTIONS SAVED' is displayed at the bottom of the screen. If errors are detected on the correction transaction itself, the erroneous field is highlighted, and the appropriate error message is displayed at the bottom of the screen.

#### PROCEDURES TO RECALL AN ERROR CORRECTION TRANSACTION

During the day, it may be necessary to review error correction transactions that have already been keyed. This can be accomplished by selecting Function 'R' - RECALL displayed on the top of the Error Correction Screen. This function will enable the user to display an error correction transaction on the error correction input file.

Selection of Function 'R' will cause the cursor to move to the column titled 'C/D FLAG'. Since this field is not required for Function 'R', it should be skipped by depressing the 'TAB' key or space bar. The cursor will then prompt for entry of the transaction identification and data element name. The department code or the entire transaction identification may be entered. When the 'ENTER' key is depressed, the system will find and display the requested record and the next thirteen correction transactions on the file.

Once the transactions have been displayed, the cursor will return to the top of the screen and prompt for entry of another function. If the user desires to modify one of the transactions displayed, then Option 'M' should be entered. Procedures for modifying existing error correction transactions are described below. Otherwise, a 'C' should be entered to clear the screen. The cursor will then prompt for entry of another function. These procedures are summarized as follows:

- 1 - Enter Function 'R'.
- 2 - Tab or space through the column entitled 'C/D FLAG'.
- 3 - Enter the transaction identification of the first error correction transaction to be displayed and depress the 'ENTER' key.
- 4 - Enter either Function 'M' to modify one of the transactions displayed or Function 'C' to clear the screen.

The user may then select any of the other data entry options.

#### PROCEDURES TO MODIFY AN ERROR CORRECTION TRANSACTION

Previously entered error correction transactions may need to be modified or even deleted from the error correction input file. This can be accomplished by selecting Function 'M' from the error correction screen. Since modifications can only be made to transactions displayed on the screen, this function can only be exercised after the 'RECALL' function.

When Function 'M' is entered, the cursor will move to the first line of the screen. The user may then move the cursor down the column titled 'C/D FLAG' to the transaction to be modified. If the transaction is to be deleted, a 'D' should be entered in the 'C/D FLAG' column next to that transaction. If no modifications are required to other transactions, the 'ENTER' key should be depressed. The flagged transactions will be deleted and the cursor will appear at the top of the screen prompting for entry of another function.

If it is desired to change one or more of the error correction transactions displayed, then a 'C' should be entered in the 'C/D FLAG' column. The user can then 'TAB' to the 'DATA ELEMENT CORRECTION' column and make the appropriate change. It should be noted that the 'TRANSACTION IDENTIFICATION' and 'DATA ELEMENT NAME' cannot be changed. If either of these

fields are in error, then the erroneous correction transaction must be deleted and re-entered correctly using the 'ADD' function.

Once the 'RECALL' function has been exercised and correction transactions displayed on the screen, the procedures to modify a transaction are summarized as follows:

- 1 - Enter Function 'M'.
- 2 - Move the cursor down the 'C/D FLAG' column to the transaction to be modified.
- 3 - Enter a 'D' if the transaction is to be deleted or a 'C' if it is to be changed.
- 4 - If a 'C' is entered in Step 3, make the appropriate change in the 'DATA ELEMENT CORRECTION' column.
- 5 - When all of the desired modifications have been entered, depress the 'ENTER' key.

#### ERROR MESSAGES

The input error correction transactions will be subjected to a number of edits before they are accepted by the system. These edits will be performed when the 'ENTER' key is depressed. Valid transactions will be accepted and invalid transactions will be displayed on the screen with the invalid fields highlighted. Additionally, an error message will be shown at the bottom of the screen. The various error messages and their meaning are identified in Exhibit VI-3.

#### RECONCILIATION

Most of the internal and external controls that are exercised over the standard accounting transactions must also be exercised over the error corrections. This is due to the fact that most elements on an accounting transaction which is on the FAMIS Error File can be changed through the error

correction process. Error correction transactions should be carefully controlled and thoroughly reconciled after each update cycle. The disposition of these transactions and reconciliation of the batch should be noted on the Batch Control Log. Central accounting will be the only users allowed access to the error correction screen.

EXHIBIT VI-3

ERROR CORRECTION SCREEN ERROR MESSAGES

<u>ERROR MESSAGE</u>	<u>DESCRIPTION</u>
'INVALID PA-KEY SELECTED PLEASE REENTER'	The operator has depressed either PA1 or PA2. These function keys are inoperative from the Error Correction Screen. Only PF12 is available which takes the user back to the master menu.
'INVALID PF-KEY SELECTED PLEASE REENTER'	The operator has depressed a PF Function key. Only PF 12 is available which takes the user back to the master menu.
'INVALID FUNCTION ENTERED PLEASE REENTER'	The operator has entered an invalid function selection. Allowable choices are 'A' for ADD; 'R' for RECALL; 'M' for MODIFY; and 'C' for CLEAR SCREEN.
'INVALID DEPARTMENT'	The department entered in positions 1-2 of the transaction identification is invalid.
'DATE FORMAT IS YYYYMMDD'	The batch date entered in positions 3-8 of the transaction identification is not in the proper date format.
'INVALID BATCH TYPE'	The batch type entered in position 9 of the transaction identification is invalid. Batch type must be alphanumeric.
'INVALID BATCH NUMBER'	The batch number entered in positions 10-12 of the transaction identification is invalid. Batch number must be numeric. '000' is invalid.
'BATCH SEQ NO NOT NUMERIC'	The batch sequence number entered in positions 13-17 of the transaction identification is invalid. Batch sequence number must be numeric.
'INVALID DUP REC IND'	An invalid duplicate record indicator has been entered in Position 18 of the transaction identification. The duplicate record indicator must be alphanumeric.

EXHIBIT VI-3 (continued)

ERROR CORRECTION SCREEN ERROR MESSAGES

<u>ERROR MESSAGE</u>	<u>DESCRIPTION</u>
'INVAL DATA ELEMENT NAME'	The operator has entered an invalid data element in the correction element identification. Only data element identifications found on the D52 Descriptor Sub-table are valid.
'INVAL CORR ELEM LENGTH'	The operator has entered an invalid data element in the data element correction field that exceeds the length permitted in the D52 Descriptor Sub-table.
'* MEANS RECORD EXISTS'	The operator has attempted to add an error correction transaction that already exists. This message will appear on the bottom of the screen and the asterisk will appear beside the duplicate record in the 'C/D FLAG' column.
'INVALID DATA ENTERED FOR RECALL...RECORD NOT FOUND. PLEASE CORRECT AND REENTER'	The operator has entered invalid data in either or both the transaction identification and the data element name fields. The errors must be corrected and the operator must again depress the 'ENTER' key.