

ERROR CODE MANUAL

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June 2006 REV

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, as well as the description and correction of each error.

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 as noted in the Table of Contents. Tabs are supplied to assist in the finding of the error code discussion.

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 Table (TM.7). 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 to the address noted below.

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PO Box 43123
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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) or during the Batch Interface option. These are corrected online.

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. They are listed individually in separate sections of this manual with the letter of the Error Code identifying the section.

Error Codes are also available from the print of the D51 table; see Attachment A for the current copy. Copies of the table print should be ordered periodically to keep current with System improvements and enhancements.

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. (With the exception of payroll batches and for DSHS batches beginning with the letter A)
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, errors from NAPS and other online batches are included.

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 type order (T) sort, users can sort by a particular batch type or use a wild card to search for all batches that start with specific character (e.g. A* will display all batches with an A in the first character of the batch type).

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 = List.

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, the transaction(s) are not posted and 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: _____ 1050

          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: _____ 1050
FUNCTION: N (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
TYPE ORDER: _ (T) SELECT: 'P' = PAYMNT 'R' = RELEASE 'S' = UPDATE 'B' = BROWSE
BATCH TYPE: ___ 'G' = GROUP 'H' = HEADER 'L' = PRINT 'E' = ERRORS
                YYMMDD                                YYMMDD
S  B DATE TY BNO DUP ST BAL BI FM DUE DT CNT ENTERED AMOUNT L SEQ OC
_  040312 AA 001   E Y 05 09 00012      8,216,165.00 00052 ER
_  040312 AA 001 1  E Y 05 09 00012      8,216,165.00      ER
_  040312 00 123   E N 05 09 00051    138,662,055.00 00051 ER
_  040318 EN 230   E Y 05 09 00001      1,400.00      ER
_  040319 WW 858   E Y 05 09 00007      320.00 00024 ER
_  040319 WW 860   E Y 05 09 00010      3,510.59      ER
_  040319 WW 862   E Y 05 09 00001      83.92      ER
_  040319 WW 863   E Y 05 09 00003      263.67      ER
_  040401 CC 014   H N 05 09 00001    4,111,825.00 00001 FT
_  040401 DD 041   E Y 05 10 00002      100.00 00002 FT
_  040406 WS 925   E Y 05 10 00001      66.60 00001 ER
_  040408 JW 001   E Y 05 10 00031      2,950.52      FT
_  040408 JW 002   E Y 05 10 00031      2,950.52      FT
_  040408 JW 003   E Y 05 10 00031      2,950.52      FT

          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
          RECORDS FOUND AND DISPLAYED
    
```

SORT BY BATCH TYPE OPTION IN THE IN.3 SCREEN

Option to sort records in batch type order or to select only a specific batch type. Initial sort is still by batch date.

```

=== AFRS =(IN.3)===== BATCH HEADER SUMMARY ===== C105P055 ===
TR: _____ 1050
FUNCTION: _ (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
TYPE ORDER: _ (T) SELECT: 'P' = PAYMENTS 'R' = RELEASE 'S' = UPDATE 'B' = BROWSE
BATCH TYPE: _ 'G' = GROUP 'H' = HEADER 'L' = PRINT 'E' = ERRORS
    
```

YYMMDD				YYMMDD													
S	B	DATE	TY	BNO	DUP	ST	BAL	BI	FM	DUE	DT	CNT	ENTERED AMOUNT		L	SEQ	OC
_	031107	P0	072			E	Y	05	04			00012	42,827.36		00012		ER
_	031112	B1	285			H	N	05	04	031112		00002	79.50		00000		AO
_	031113	GW	604			H	N	05	05	031113		00001	46.00		00000		AF
_	031113	KU	500			H	N	05	05	031113		00001	500.00		00001		AO
_	031114	CF	079			E	Y	05	05	031114		00026	11,970.15		00026		ER
_	031114	FB	081			E	Y	05	05	031114		00016	2,122.06		00016		ER
_	031114	FK	176			E	Y	05	05	031114		00013	579.43		00000		ER
_	031114	HJ	024			E	Y	05	05			00030	5,027.26		00030		WC
_	031117	FN	175			H	Y	05	05	031117		00010	579.09		00010		AO
_	031117	KR	225			H	Y	05	05	031117		00001	1,513.87		00001		AO
_	031117	LB	185			R	Y	05	05	031117		00032	1,899.51		00034		AO
_	031117	WC	184			H	Y	05	05			00000	.00				WC
_	031117	WC	185			H	Y	05	05			00000	.00				WC
_	031118	CF	082			R	Y	05	05			00016	7,162.35		00016		AO

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
RECORDS FOUND AND DISPLAYED

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 errored in the overnight AFRS process have an ER as an OC (Origin Code).

USING BATCH TYPE ORDER

```

=== AFRS =(IN.3)===== BATCH HEADER SUMMARY ===== C105P055 ===
TR: _____ 3000
FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
TYPE ORDER: T (T) SELECT: 'P' = PAYMNT 'R' = RELEASE 'S' = UPDATE 'B' = BROWSE
BATCH TYPE: MA 'G' = GROUP 'H' = HEADER 'L' = PRINT 'E' = ERRORS
    
```

S	B	DATE	TY	BNO	DUP	ST	BAL	BI	FM	DUE	DT	CNT	ENTERED	AMOUNT	L	SEQ	OC
-	040107	MA	066			H	N	05	06	040107	00019		3,350.85	00000	AO		
-	040107	MA	067			E	Y	05	02			00006	130.00	00006	WC		
-	040115	MA	037			H	N	05	07	040115	00014		2,842.98	00016	AO		
-	040115	MA	038			R	Y	05	07	040115	00003		588.70	00003	AO		
-	040115	MA	039			R	Y	05	07	040115	00013		1,164.91	00013	AO		
-	040115	MA	040			R	Y	05	07	040115	00004		270.09	00004	AO		
-	040115	MA	042			H	N	05	02	030805	00001		10.00	00000	AO		
-	040115	MA	049			H	N	05	06	031203	00001		.01	00000	AO		
-	040115	MA	059			H	Y	05	06	040113	00005		30,354.56	00005	AO		
-
-
-
-

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
LAST RECORD FOR AGENCY DISPLAYED

Type **“T”** on the **Type Order** field to sort by batch type.

Enter a batch type (e.g. MA) on the **Batch Type** field to display batch type selected.

An **asterisk (*)** on the second position of the batch type denotes a wildcard and 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: _____ 1050
FUNCTION: N (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
TYPE ORDER: _ (T) SELECT: 'P' = PAYMNT 'R' = RELEASE 'S' = UPDATE 'B' = BROWSE
BATCH TYPE: _ 'G' = GROUP 'H' = HEADER 'L' = PRINT 'E' = ERRORS
YYMMDD YYMMDD
S B DATE TY BNO DUP ST BAL BI FM DUE DT CNT ENTERED AMOUNT L SEQ OC
_ 031027 WS 143 E N 05 07 00007 2,547.15 00008 WS
_ 040114 QS 398 R Y 05 07 00157 16,838,539.59 AR
_ 040115 CC 442 E Y 05 06 040301 00001 25,138.27 00001 FT
_ 040115 QS 399 H Y 05 07 00099 145,268.72 00099 AR
_ 040115 RF 237 E Y 05 06 040115 00006 9,866.04 00006 ER
_ 040115 TV 061 H Y 05 07 00005 582.34 00005 TV
E 040115 07 236 E N 05 07 040115 00024 6,829.35 00013 ER
_ 040116 JC 001 H N 05 06 040116 00001 200.00 00013 AO
_ 040120 JC 002 H N 05 06 040120 00013 7,350.72 00014 AO
_ 040123 22 001 H N 05 06 040123 00001 10,000.00 00000 AO
_ 040124 CC 333 H Y 05 07 040126 00003 1,080,240.56 00006 AO
_ 040202 JC 001 H N 05 06 040202 00001 1,000,000.00 00006 AO
_ 040204 JC 001 H N 05 06 040204 00001 10,000.00 00000 AO
_ 040204 JC 002 H N 05 06 040204 00001 100.00 00003 AO
    
```

- ◆ 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 ? _____ 1050
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
SEQUENCE: 00001 HEADER: 040115 07 236 DUP: _ BIEN: 05 FM: 07
VENDOR SCR: N
DOC DATE: 011504 (MMDDYY) DUE DATE: 011504 (MMDDYY)
CURR DOC NO: 1100 SFX: _ REF DOC NO: _ SFX: _
VENDOR #: SWV0012028 SFX: 00 VEND NAME: AMERION_LLC
ACCOUNT #: 3150 VEND MSG:
TRANS CODE: 210 MOD: _ REV: _ POSTING FM: 07 AGENCY: 1050
MSTR INDEX: _____ FUND: 419 APPN INDEX: 011 PROG INDEX: 00110
SUB OBJECT: EB SUB-SUB-OBJ: 0009
ORG INDEX: _____ ALLOC CODE: _____ BUDGET UNIT: _____ MOS: _____
PROJECT: _____ SUB-PROJECT: _____ PROJ PHASE: _____ YMMM
WORKCLASS: _____ COUNTY: _____ CITY/TOWN: _____ COST OBJ: _____
MAJ GROUP: _____ MAJ SOURCE: _____ SUB-SOURCE: _____ CAFT: _
GL ACCT: _____ SUBSID DR: _____ SUBSID CR: _____
AMT: 0000000002500 INV DATE: 122203 INV #: 95245
PF2=REL, PF3=BATCH SUMM, PF4=VEND SEL, PF5=IAP VEND SEL, PF6=BALNC, PF8=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 _____ 1050
  FUNCTION: C (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
  SEQUENCE: 00001  HEADER: 040115 07 236      DUP:  _ BIEN: 05 FM: 07
  VENDOR SCR: N
  DOC DATE: 011504 (MMDDYY)      DUE DATE: 011504 (MMDDYY)
  CURR DOC NO: 1100_____ SFX:  _      REF DOC NO: _____ SFX:  _

  VENDOR #: SWV0012028  SFX: 00  VEND NAME: AMERION_LLC_____
  ACCOUNT #: 3150_____ VEND MSG: _____

  TRANS CODE: 210  MOD:  _  REV:  _      POSTING FM: 07      AGENCY: 1050

  MSTR INDEX: _____ FUND: 419  APPN INDEX: 011  PROG INDEX: 00110
  SUB OBJECT: EB      SUB-SUB-OBJ: 0009
  ORG INDEX: _____ ALLOC CODE: _____ BUDGET UNIT: _____ MOS: _____
  PROJECT: _____ SUB-PROJECT: _____ PROJ PHASE: _____ YMMM
  WORKCLASS: _____ COUNTY: _____ CITY/TOWN: _____ COST OBJ: _____
  MAJ GROUP: _____ MAJ SOURCE: _____ SUB-SOURCE: _____ CAFT:  _
  GL ACCT: _____ SUBSID DR: _____ SUBSID CR: _____

  AMT: 0000000002500  INV DATE: 122203  INV #: 95245_____
  PF2=REL, PF3=BATCH SUMM, PF4=VEND SEL, PF5=IAP VEND SEL, PF6=BALNC, PF8=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* _____ 1050
  FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
  SEQUENCE: 00002  HEADER: 040115 07 236      DUP:  _ BIEN: 05 FM: 07
  VENDOR SCR: N
  DOC DATE: 011504 (MMDDYY)      DUE DATE: 011504 (MMDDYY)
  CURR DOC NO: 1100_____ SFX:  _      REF DOC NO: _____ SFX:  _

  VENDOR #: SWV0012028  SFX: 00  VEND NAME: AMERION_LLC_____
  ACCOUNT #: 3150_____ VEND MSG: _____

  TRANS CODE: 210  MOD:  _  REV:  _      POSTING FM: 08      AGENCY: 1050

  MSTR INDEX: _____ FUND: 001  APPN INDEX: 011  PROG INDEX: 00110
  SUB OBJECT: EB      SUB-SUB-OBJ: 0009
  ORG INDEX: _____ ALLOC CODE: _____ BUDGET UNIT: _____ MOS: _____
  PROJECT: _____ SUB-PROJECT: _____ PROJ PHASE: _____ YMMM
  WORKCLASS: _____ COUNTY: _____ CITY/TOWN: _____ COST OBJ: _____
  MAJ GROUP: _____ MAJ SOURCE: _____ SUB-SOURCE: _____ CAFT:  _
  GL ACCT: _____ SUBSID DR: _____ SUBSID CR: _____

  AMT: 0000000000150  INV DATE: 122203  INV #: 95246_____
  PF2=REL, PF3=BATCH SUMM, PF4=VEND SEL, PF5=IAP VEND SEL, PF6=BALNC, PF8=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: _____ 1050
FUNCTION: N (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
TYPE ORDER: _ (T) SELECT: 'P' = PAYMNT 'R' = RELEASE 'S' = UPDATE 'B' = BROWSE
BATCH TYPE: _ 'G' = GROUP 'H' = HEADER 'L' = PRINT 'E' = ERRORS
YYMMDD YYMMDD
S B DATE TY BNO DUP ST BAL BI FM DUE DT CNT ENTERED AMOUNT L SEQ OC
- 031027 WS 143 E N 05 07 00007 2,547.15 00008 WS
- 040114 QS 398 R Y 05 07 00157 16,838,539.59 AR
- 040115 CC 442 E Y 05 06 040301 00001 25,138.27 00001 FT
- 040115 QS 399 H Y 05 07 00099 145,268.72 00099 AR
- 040115 RF 237 E Y 05 06 040115 00006 9,866.04 00006 ER
- 040115 TV 061 H Y 05 07 00005 582.34 00005 TV
G 040115 07 236 E N 05 07 040115 00024 6,829.35 00013 ER
- 040116 JC 001 H N 05 06 040116 00001 200.00 00013 AO
- 040120 JC 002 H N 05 06 040120 00013 7,350.72 00014 AO
- 040123 22 001 H N 05 06 040123 00001 10,000.00 00000 AO
- 040202 JC 001 H N 05 06 040202 00001 1,000,000.00 00006 AO
- 040204 JC 001 H N 05 06 040204 00001 10,000.00 00000 AO
- 040204 JC 002 H N 05 06 040204 00001 100.00 00003 AO
    
```

- ◆ Type **G (GROUP)** beside the batch with **ER** as origin code (OC).
- ◆ Press [Enter] to display the Group Error Correction – Online screen.
- ◆ To just test your batch against both the batch (nightly) edits and the online edits without changing anything then just press enter once you get to this screen. All of the transactions will be tested against the both sets of edits. This is helpful if you have changed an error that the online edits won't catch and you want to know if it will pass the batch edits that run with nightly processing.

Step 2: Group Error correction screen.

```

=== AFRS ===== GROUP ERROR CORRECTION - ONLINE ===== C105P041 ===
                                                    1050

  HEADER: 031105 RD 222
  FUNCTION: G
  BIEN: ___
  BATCH FM: ___
  DOC DATE: _____ (MMDDYY)          DUE DATE: _____ (MMDDYY)
  CURR DOC NO: _____ SFX: ___        REF DOC NO: _____ SFX: ___
  POSTING FM: ___
  TRANS CODE: ___ MODIFIER: ___          REVERSE: ___
  FUND: ___ APPN INDEX: ___

  PROG INDEX: _____ SUB OBJECT: ___ SUB-SUB-OBJECT: _____ YMMM
  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
    
```

- ◆ To make changes in your complete batch 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 transaction or batch – allowed for most batch types except those listed above.

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; and

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, as well as the description and correction of each error.

Error Messages

Transactions which 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 as noted in the Table of Contents. Tabs are supplied to assist in the finding of the error code discussion.

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. Office of Financial Management Accounting Division January 2000

Error Severity

Except for certain errors which are always fatal, the severity of an error is determined by an agency through the use of the Organization Control Table (TM.7). 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 to the address noted below.

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SECTION A**April 2012 Rev****APPROPRIATION (EXPENDITURE AUTHORITY) INDEX TABLE
(TM.2.1) MAINTENANCE**

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=== AFRS =(TM.2.1)==== APPROPRIATION INDEX MAINTENANCE ===== C105P160 ===
TR: _____ LAST UPDATE: 09/30/09

FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

AGENCY: 1050 APPROPRIATION INDEX: 7G0 BIENNIUM: 11

TITLE: ARRA_UNANTICIPATED_RECEIPT_-_FORMULA_____

APPROPRIATION: 7G0 APPN TYPE: U APPN CHAR: 1

FUND: 001 CFDA: 94 . 006__

REPORTING TYPE: N (I=INFRASTRUCTURE, N=NON-INFRASTRUCTURE)

FEDERAL GRANT AWARD NUMBER: 09RFHWA001
AMERICORPS_AND_AMERICORPS_VISTA_-_GRANTS_____

START DATE: 070109 (MMDDYY) END DATE: 091511 (MMDDYY)

INDICATORS APPN CTL TYPE: 2 APPN ORG LVL: 0 APPN PGM LVL: 0

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

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SECTION A

Appropriation (Expenditure Authority) Index Table (TM.2.1) maintenance transactions are entered and edited directly online. Transactions must pass the online edits before they are added to the Appropriation Index Table.

Appropriation (Expenditure Authority) Index Control Key: Agency, Appropriation Expenditure Authority) Index and Biennium

A01 - RECORD EXISTS

Explanation: There is an entry already in the system for the Control Key specified. Add transactions must not find a matching record.

Suggestion: Verify the Control Key. Control Key is Agency, Appropriation Index and Biennium. If incorrect, use the correct Control Key. If correct, a record already exists for the Control Key. Once financial transactions have posted to the AFRS system for an Appropriation Index, the informational elements can not be changed for that index.

A02 - RECORD NOT FOUND

Explanation: There is no previous entry in the system for the Control Key specified. Change transactions must find a matching record.

Suggestion: Verify the Control Key. If incorrect, use the correct Control Key. If correct, the function should be changed to 'A' add. Once financial transactions have posted to the AFRS system for an Appropriation Index, the informational elements can not be changed for that index.

A03 - FED GRANT AWARD MUST BE IN FGA TABLE (TM.4.1)

Explanation: A valid Federal Grant Award (FGA) number must be entered. The FGA must be in the Fed Grant Award Table Maintenance (TM.4.1).

Suggestion: Verify that the FGA number is in the TM.4.1 table otherwise add the FGA in the table.

A04 - INDEX RECORD USED- CAN NOT BE CHANGED OR DELETED.

Explanation: The AI has been used and a financial transaction posted. Once used, the AI cannot be Changed or Deleted.

Suggestion: Check to make sure you have identified the correct AI. If the elements are incorrect, the choice is to add a new AI.

A05 - FUNCTION INVALID

Explanation: An invalid character was entered in the Function field. Valid characters are "A" = Add; "C"= Change; "D"= Delete; "V"= View; "N"= Next; or "P"= Print.

Suggestion: Use one of the valid functions.

A06 - REPORT TYPE INVALID/MUST BE "I" OR "N"

Explanation: Valid Report Type can only be "I" or "N".

Suggestion: Enter "I" or "N" in the Report Type field.

A07 – REPORT TYPE NOT ALLOWED

Explanation: Report Type is not allowed to be entered.

Suggestion: Delete report type entered or leave the field blank.

A08 – CFDA ARRA FIELD MUST BE "N" OR "M"

Explanation: The ARRA field in the CFDA Table Maintenance must be a "N" or "M".

Suggestion: Verify that the ARRA field in the CFDA Table Maintenance is a "N" or "M" for the CFDA entered.

A09 – CFDA REQ IF FEDERAL GRANT AWARD IS ENTERED

Explanation: CFDA number must be entered when a Federal Grant Award (FGA) is entered.

Suggestion: Enter a valid CFDA number whenever an FGA is entered. The CFDA number must exist in the CFDA Table table.

A10 - BIENNIUM INVALID

Explanation: The biennium entered is invalid.

Suggestion: It must be numeric and equal to, one greater than or one less than the Current Biennium. Determine the correct biennium to be used.

A12 - AGENCY NOT ON D53

Explanation: The agency used is not defined in the Agency Maintenance Table (D53).

Suggestion: Verify that the agency entered exist in the D53 table. If the agency is not defined on that table, contact the AFRS Helpdesk.

A13 - APPN INDEX INVALID

Explanation: An invalid character was entered in the Appropriation Index.

Suggestion: Valid characters are alphanumeric, no special characters and greater than zero or spaces. Determine the correct Appropriation Index for input.

A15 - TITLE INVALID

Explanation: Title must not be blank.

Suggestion: Input a title on the title line starting in the first field.

A16 - APPN NOT IN D07

Explanation: The Appropriation must be defined in the Appropriation Descriptor Table (D07).

Suggestion:

1. Verify that the appropriation code has been entered correctly.
1. Verify that the code exist in the D07. If the code is not in the Table for the biennium specified, enter the Appropriation to the Table.

A17 - APPN TYPE NOT IN D08

Explanation: The Appropriation Type must be defined in the Statewide Appropriation Type Descriptor Table (D08).

Suggestion:

1. Verify that the appropriation type code has been entered correctly.
2. Refer to the Appropriation Type Descriptor Table (D08) to identify valid Appropriation Type codes.

A18 - CHARACTER NOT IN D09

Explanation: The Appropriation Character must be defined in the Statewide Appropriation Character Descriptor Table (D09).

Suggestion:

1. Verify that the appropriation character code has been entered correctly.
2. Refer to the Appropriation Character Descriptor Table (D09) to identify valid Appropriation Character codes.

A19 - APP TYP=6 BUDG TYP=A

Explanation: When adding an Appropriation Index code, Appropriation Type 6 (Non-appropriated) may not be used with Fund code having a Budget Type A (Appropriated) on the Statewide Fund Table (D22).

Suggestion: Correct either the Fund code or the Appropriation Type code. Refer to the Statewide Appropriation Type Descriptor Table (D08) for a listing of valid Appropriation Types. For definitions of Appropriation Types refer to the State Administrative and Accounting Manual (SAAM) 75.50.10.

A20 - FUND NOT IN D22

Explanation: The Fund must be defined in the Statewide Fund Descriptor Table (D22).

Suggestion:

1. Verify that the fund code has been entered.
2. Refer to the Fund Descriptor Table (D22) to identify valid Fund codes.

A28 - INVALID START DATE

Explanation: The Appropriation Effective Start Date is invalid. Valid characters are numbers 0 to 9; the format must be MMDDYY and month and day must fall within allowable ranges and be a Valid Date. Also, the Start Date for a FY restricted Appropriation must be within the FY period. E.g. APPN 412 is the second FY Appn- date must be for the date range of FY2.

Suggestion: Determine the correct start date, and input using the format MMDDYY. Date must be a real date.

A29 - INVALID END DATE

Explanation: The Appropriation Effective End Date is invalid. Valid characters are numbers 0 to 9; the format must be MMDDYY and month and day must fall within allowable ranges and be a Valid Date. Also, the End Date for a FY restricted Appropriation must be within the FY period. E.g. APPN 412 is the second FY Appn- date must be for the date range of FY2.

Suggestion: Determine the correct end date, and input using the format MMDDYY. Date must be a real date.

A30 - INVALID APP-CTL

Explanation: An invalid character was entered in the Appropriation Control Type Indicator. Valid characters are numbers 0, 1 and 2.

Suggestion: Use either a 0, 1 or 2 to indicate the Appropriation Control Type.

A35 - REPORT TYPE REQ FOR TYPE 8, N, U & Y

Explanation: A Report Type must be entered for appropriation types 8, N, U or Y.

Suggestion: Enter a valid Report Type (I or N) for appropriation types 8, N, U or Y.

A36 - APPN INDEX - EAI NOT ON D07 TABLE TM.2.1

Explanation: The Agency, Biennium, Fund, Appropriation, Appropriation Type and Appropriation Character are not defined in the Statewide Source of Funds Descriptor Table (D26). This table is controlled by OFM

Suggestion: Need to establish an Expenditure Authority Index (EAI) on the D07 table in AFRS. While non-appropriated codes are not established in the D26, agencies still need to establish an EAI in the D07 table in AFRS to use the EAI in The Allotment System (TALS). Please contact the AFRS Helpdesk for assistance in setting up your EAI in AFRS.

A37 - CFDA REQ FOR TYPE 8,N,U,Y & MUST BE IN CFDA

Explanation: A valid CFDA number must be entered for appropriation types 8, N, U or Y. The CFDA number must exist in the CFDA Table Maintenance.

Suggestion: Enter a valid CFDA number for appropriation types 8, N, U or Y. Call the AFRS Helpdesk if a CDFA number needs to be added in the CFDA Table Maintenance.

A38 - CFDA ARRA FIELD MUST BE "Y" OR "M"

Explanation: The ARRA field in the CFDA Table Maintenance must be "Y" or "M".

Suggestion: Validate that the ARRA field in the CFDA Table Maintenance is "Y" or "M" for the CDFA number entered.

A39 - FGA REQ FOR TYPE 8, N , U & Y

Explanation: A Federal Grant Award (FGA) must be entered for appropriation types 8, N, U and Y.

Suggestion: Verify that the FGA number is in the Fed Grant Award Table Maintenance (TM.4.1) otherwise add the FGA in the table.

A40 - LAST TWO POSITIONS OF CFDA MUST BE BLANK

Explanation: When entering a CFDA number, the last two position should not contain any characters.

Suggestion: Verify that last two positions of the CFDA number entered are blank, otherwise erase field and re-enter.

SECTION B**April 2012 Rev****Fatal Batch Errors**

Batch Header information, which fails to pass these edits, causes the entire batch to be marked in an error status. These Errors are corrected on the On Line process initiated from the IN.3 screen.

B01 - BATCH AGENCY INVALID

Explanation: 1. The agency code entered in the batch header is invalid. It must not be blank, and it must be an active agency found in the Statewide Agency Descriptor Table (D53);and
2.The agency Organization Control Table (TM.3.1) must be valid.

Suggestion: 1. Enter a valid agency code from the D53 Table in the transaction; or
2. Contact your agency OFM Accounting Consultant to update the Statewide Agency Descriptor Table (D53); and
3. Assure a valid Organization Control (TM.3.1) table exists for agency.

B02 - BATCH DATE INVALID

Explanation: The batch date must be numeric and in the following format YYMMDD.

Suggestion: Enter the correct batch date:
1. In the numeric format YYMMDD.
2. Equal to or prior to the current processing date.
3. Batch month must be in range of 01 to 12.
4. Batch day must be in range of 01 to 31 and must be a valid day for the month.
5. The entered date must be less than one year old

B03 - BATCH TYPE INVALID

Explanation: Batch type must be entered and be an alphanumeric value from 0-9 or A-Z (no special characters). Only valid batch types are allowed.

Suggestion: 1. Enter a valid batch type. Also, the following can **not** be used in position one: T, P, Q, W, Y, Z*. **EXAMPLE:** VALID: B4; INVALID: W4
2. Batch type 'X' can **not** be used in FM25.
* Used by agency 7000 only.
4. DSHS ONLY: Batch Type A* can not be added or deleted.

B04 - BATCH NO. INVALID

Explanation: Each Batch record must have a valid three-position batch number. A valid entry is '001' through '999' only.

Suggestion: Enter a correct batch number.

B05 - BIENNIUM INVALID

Explanation: The biennium year encoded in the batch header is neither the Current nor Prior Biennium in the System Management File. The SM record can be viewed on your OC Table (TM.3.1). The correct biennium date is the last two digits of the last year in the biennium.

Suggestion:

1. Enter the correct biennium year.
2. Biennium not open on Organization Control (TM.3.1) table.
3. Prior Biennium **not** open.
4. Must be numeric.

B06 - BATCH FISCAL MONTH INVALID

Explanation: The fiscal month in the batch header must be numeric and range from 01-25 or 99. The fiscal month must also equal a valid fiscal month as shown on the System Management record on the Organization Control Table (TM.3.1).

Suggestion:

1. Enter a valid fiscal month.
2. Fiscal Month not open on Organization Control (TM.3.1) table.
3. Prior Fiscal Year not open.
4. Not current Biennium.

B07 - BATCH AMOUNT ERROR

Explanation: The total of the transaction amounts in a given batch does **not** equal the batch amount keyed in the batch header.

Suggestion:

1. Change the batch header to the amount equal to the sum of the transactions keyed in;
2. Change transaction amount(s) so the sum of the transactions equals the batch header;
3. Delete a transaction in the batch;
4. Examine Daily Report DWP8002 for system computed amount; OR
5. Must be numeric.

B08 - BATCH COUNT ERROR

Explanation: The number of transactions in the batch does not equal the batch count contained in the batch header.

Suggestion:

1. Change the batch header so it equals the total number of transaction entered;
2. Delete a transaction in the batch;
3. Examine Daily Report DWP8002 for system computed count;
4. Contact AFRS HELP DESK for correct count; OR
5. Must be numeric.

B09 - BATCH DUE DATE INVALID

Explanation: The Batch Due-Date must be numeric and in the format: MMDDYY for the original entry. All of the following conditions must also be met:

- (A) Due-Date must be equal to or greater than current system date.
- (B) MM- Month must be from 1 - 12.
- (C) DD -Day must be from 1 - 31 and be a valid date for the month.
- (D) YY -Year must **not** be greater than current biennium year.
- (E) MMDD Day must **not** be greater than June 30 of current biennium year.
- (F) Due Date can not be less than Batch Date.

Suggestion: AFRS converts the format MMDDYY to the format YYMMDD at original entry. Enter the Batch Due Date YYMMDD for the correction entry.

B10 - BATCH SEQUENCE NUMBER INVALID

Explanation: Batch headers must have a five-position sequence number of all zeros. Each transaction input record must have a valid numeric five-position batch sequence number ranging from 00001 to 99999.

Suggestion:

1. Enter the batch sequence number.
2. It must be all zeros for the batch header.

B11 - DUP REC IND INVALID

Explanation: The one-digit duplicate record indicator must be entered and it must be Blank, 0 or 1.

Suggestion:

1. Enter a valid duplicate record indicator. Generally, the indicator should be blank and the System will add the duplicate indicator if it detects a duplicate.
2. A valid indicator is blank, 0 through 9 and A - Z.

B12 - DUPLICATE BATCHES

Explanation: Different batches may not have both the same batch ID number. Batch date, type, number and sequence number must be a unique combination.

Suggestion:

1. Enter a unique batch ID number; or
2. Delete the batch completely.

B13 – BATCH TYPE INVALID

Explanation: A Batch Type W is used by OFM for automated Warrant Wraps, Warrant Cancellation (WC) and Statute of Limitation automation (WS). These Batch Types may NOT be created by an Agency.

A batch type may restrict the change to the Valid Master Index.

Suggestion:

1. There should be no reason to add a W batch type; or
2. Deleting the batch type W* transaction will cause an incomplete accounting entry and the Inprocess will remain out of balance. Contact the OFM Help Desk with this problem.
3. DSHS ONLY. Can not add or delete a Cost Allocation Batch.
4. An error when attempting to change a valid MI will need the assistance of the OFM AFRS Helpdesk to delete and add the correct MI to a record.

B14 - BATCH TOTAL INVALID

Explanation: The batch exceeds \$100 Billion. AFRS can not handle this large an amount.

Suggestion: Delete or correct transactions to bring batch below \$100 Billion. Also, you can explore splitting the batch into valid batches; delete first batch before re-inputing.

B16 - BATCH KEY CANNOT BE CHANGED

Explanation: The correction initiated is an attempt to change the Batch Key of a batch in error status. This is NOT allowed. The Batch Key is the Batch Date, Batch Type and Batch Number.

Suggestion:

1. Correct error; or
2. Delete batch and start over.

B17 - BATCH TYPE CANNOT BE DELETED

Explanation: Certain batch types are not allowed to be deleted by users. This feature is to prevent users from accidentally deleting batch es that are used to complete posting of accounting transactions (e.g. WW batches).

Suggestion: Call the AFRS Helpdesk if batches are to be deleted. The AFRS Helpdesk will determine whether to delete or not.

Section C**April 2012 Rev****ACH Returns**

When using the **Automated Clearing House (ACH) processes** for Pre-Notes and Direct Deposit payments in AFRS, the Receiving Financial Institution can issue a Notification of Change (NOC) regarding incorrect data. The NOC provides a code describing the fields that are being corrected and provides the updated information for those fields. In AFRS, the handling of NOC's for statewide vendors (SWV) has been automated to update the appropriate SWV record when possible. The NOC information is reported to OFM's SWV staff on WPD840-1.

C01 – DFI ACCOUNT NUMBER INVALID

Explanation: The recipient's bank account number sent on a payment or a prenote was incorrect or has recently changed. The financial institution is providing the correct account number.

Suggestion:

1. If report WPD840-1 displays the SWV number along with the New Value and Old Value, verify that the SWV record was updated. File a copy of the report with the SWV registration form.
2. If report WPD840-1 displays the message SWV NOT UPDATED under the New Value column, the system could not verify which vendor to update.
 - a. If the NOC is for an SWV, pull file, research and update SWV record manually if needed. File a copy of the report with the SWV registration form.
 - b. If the NOC is for an agency employee, contact the agency and/or employee. The employee may need to update their direct deposit information through their agency payroll office.

C02 – ROUTING NUMBER INVALID

Explanation: The financial institution identification number (referred to as "routing" number) sent on a payment or a prenote was incorrect or has recently changed. The financial institution is providing the correct routing number.

Suggestion:

1. If report WPD840-1 displays the SWV number along with the New Value and Old Value, verify that the SWV record was updated. File a copy of the report with the SWV registration form.
2. If report WPD840-1 displays the message SWV NOT UPDATED under the New Value column, the system could not verify which vendor to update.
 - a. If the NOC is for an SWV, pull file, research and update SWV record manually if needed. File a copy of the report with the SWV registration form.

- b. If the NOC is for an agency employee, contact the agency and/or employee. The employee may need to update their direct deposit information through their agency payroll office.

C03 – ROUTING NO. & DFI ACCOUNT NO. INVALID

Explanation: The recipient's bank account number and the financial institution identification number (referred to as "routing" number) sent on a payment or a prenote was incorrect or has recently changed. The financial institution is providing the correct account and routing number.

Suggestion:

1. If report WPD840-1 displays the SWV number along with the New Value and Old Value, verify that the SWV record was updated. File a copy of the report with the SWV registration form.
2. If report WPD840-1 displays the message SWV NOT UPDATED under the New Value column, the system could not verify which vendor to update.
 - a. If the NOC is for an SWV, pull file, research and update SWV record manually if needed. File a copy of the report with the SWV registration form.
 - b. If the NOC is for an agency employee, contact the agency and/or employee. The employee may need to update their direct deposit information through their agency payroll office.

C04 – INDIVIDUAL NAME INVALID

Explanation: The recipient's name sent on a payment or a prenote was incorrect. The financial institution is providing the correct name. NOTE: Financial institutions are not required to verify names, so this type of NOC is rare.

Suggestion: Pull SWV forms to check names. Verify name with vendor. Obtain updated paperwork (form W9) and updated SWV manually, if needed.

C05 – TRANSACTION CODE INVALID

Explanation: The transaction code sent on a payment or a prenote was incorrect. The transaction code indicates the type of account the payment will be deposited to, so this NOC code is indicating that we have the wrong account type on the SWV record. The financial institution is providing the correct account type (via the corrected transaction code).

Suggestion:

1. If report WPD840-1 displays the SWV number along with the New Value and Old Value, verify that the SWV record was updated. File a copy of the report with the SWV registration form.
2. If report WPD840-1 displays the message SWV NOT UPDATED under the New Value column, the system could not verify which vendor to update.

- a. If the NOC is for an SWV, pull file, research and update SWV record manually if needed. File a copy of the report with the SWV registration form.
- b. If the NOC is for an agency employee, contact the agency and/or employee. The employee may need to update their direct deposit information through their agency payroll office.

C06 – DFI ACCT # & TRANSACTION # INVALID

Explanation: The recipient’s bank account number and the transaction code sent on a payment or a prenote was incorrect or has recently changed. The transaction code indicates the type of account the payment will be deposited to, so this NOC code is indicating that we have the wrong account type and the wrong bank account number on the SWV record. The financial institution is providing the correct account number and the correct account type (via the corrected transaction code).

- Suggestion:***
1. If report WPD840-1 displays the SWV number along with the New Value and Old Value, verify that the SWV record was updated. File a copy of the report with the SWV registration form.
 2. If report WPD840-1 displays the message SWV NOT UPDATED under the New Value column, the system could not verify which vendor to update.
 - a. If the NOC is for an SWV, pull file, research and update SWV record manually if needed. File a copy of the report with the SWV registration form.
 - b. If the NOC is for an agency employee, contact the agency and/or employee. The employee may need to update their direct deposit information through their agency payroll office.

C07 – ROUTING #, DFI ACCT # & TRANS CODE INVALID

Explanation: The recipient’s bank account number and the financial institution identification number (referred to as “routing” number) and the transaction code sent on a payment or a prenote was incorrect or has recently changed. The transaction code indicates the type of account the payment will be deposited to. The financial institution is providing the correct account, routing number and the correct account type (via the corrected transaction code).

- Suggestion:***
1. If report WPD840-1 displays the SWV number along with the New Value and Old Value, verify that the SWV record was updated. File a copy of the report with the SWV registration form.
 2. If report WPD840-1 displays the message SWV NOT UPDATED under the New Value column, the system could not verify which vendor to update.

- c. If the NOC is for an SWV, pull file, research and update SWV record manually if needed. File a copy of the report with the SWV registration form.
- d. If the NOC is for an agency employee, contact the agency and/or employee. The employee may need to update their direct deposit information through their agency payroll office.

Section D**April 2012 Rev****ONLINE DESCRIPTOR TABLE MAINTENANCE**

Descriptor Table Maintenance Transactions are entered and edited directly online. Transactions must pass the online edits before they are added to the Descriptor Tables.

Control Key: Agency, Biennium, Coding Element or Elements (see error code D31 for the coding element or elements key length).

Section D Error Result: The transaction which is rejected by the online edits must be corrected while performing the online data entry.

DA1 - DT RECORD NOT FOUND

Explanation: The table entry being viewed does not exist in the Descriptor Table.

Suggestion: Re-enter a valid table entry key.

DA2 - INCOME SUMMARY SORT INVALID

Explanation: Income Summary Sort must be alphanumeric and greater than zero when updating the Income Summary Sort Descriptor Table (D55).

Suggestion: Re-enter a valid table entry key.

DA3 - -D35-INVALID AGY CODE (space 1) or D35 REF NOT SPACES (space 2)

Explanation: When updating the Major Source Descriptor Table (D35), position 1 of Reference Data must be S (State), F (Federal) or L (Local) and position 2 must be blank.

Suggestion: Re-enter a valid value.

DA4 - IS SORT NOT ON D55

Explanation: When updating the Reference Data Fields (positions 3 through 22) of the Sub-Object Descriptor Table (D11), or the Major Source Descriptor Table (D35), or the Reference Data Fields (positions 29 through 36) of the General Ledger Account Table (D31), values entered must be entered in pairs and found on the Income Summary Sort Descriptor Table (D55) or be blank.

Suggestion: Re-enter a valid table entry key.

DA5 - GL SORT INVALID

Explanation: General Ledger Sort must be alphanumeric and greater than zero when updating the General Ledger Sort Descriptor Table (D54).

Suggestion: Re-enter a valid value.

DA6 - BUDGET TYPE INVALID

Explanation: When updating the Fund Descriptor Table (D22), Budget Type (position nine of reference data) on the D39 must be A, B, H, M or N.

Suggestion: Re-enter a valid value.

DA7 - AGENCY NOT ON D53

Explanation: When updating the following tables, the Agency must be defined as on the Agency Maintenance (D53):

1. Agency Descriptor Table (D01) the first three positions of the agency entered (the fourth position must be "0")
2. Fund Maintenance (D22), administering agency all four positions (position 10 through 13 of reference date).

Suggestion: Use agencies defined in the Agency Maintenance (D53), when updating the Agency Descriptor Table (D01) or the Fund Maintenance (D53).

DA8 - ENABLING STATUTE MUST BE ENTERED

Explanation: Enabling Statute is required when updating the Fund Maintenance (D22).

Suggestion: Enter a value in the Enabling Statute field.

DA9 - REF FIELD INVALID

Explanation: When updating the a Descriptor Table, the value entered in the Reference Data field is not valid.

Suggestion: Enter a valid value in the field or request assistance from the programmer to determine the cause of the error.

DB1 - RCRD CODE NOT ON D58

Explanation: When updating the Variable Transaction GL Descriptor Table (D56), the Transaction Code used in position 1 through 3 of Table Entry Key must allow optional GL DR1 or GL CR1.

Suggestion: Re-enter a valid value.

DB2 - OPTIONAL GL REQ

Explanation: When updating the Variable Transaction GL Descriptor Table (D56), the Transaction Code used in position 1 through 3 of Table Entry Key must allow optional GL DR1 or GL CR1.

Suggestion: Re-enter a valid value.

DB3 - REAL GL REQ

Explanation: When updating the Variable Transaction GL Descriptor Table (D56), position 4 through 7 of Table Entry Key must be a real account. Nominal accounts are not allowed.

Suggestion: Re-enter a valid value.

DB4 - FUNCTION LIMITED

Explanation: When updating the Agency Maintenance (D53), position 1 and 2 of Reference Data can only be a valid Function that is less than 60.

Suggestion: Re-enter a valid value.

DB5 - BUDGET FUNCTION INVALID

Explanation: When updating the Agency Maintenance (D53), position 3 and 4 of Reference Data must contain one of the following values: F1, F2, F3, F4, F5 or NC; and position 4 must equal position 1 unless NC is used.

Suggestion: Re-enter a valid value.

DB6 - GL SORT NOT ON D54

Explanation: When updating the General Ledger Account Descriptor Table (D31), Reference Data Fields position 3 through 28 must be entered in pairs and found on the General Ledger Sort Descriptor Table (D54) or be blank; or if updating the Statement of Change Record Code Descriptor Table (D57), the first two positions of the Table Entry Key must be found on the General Ledger Sort Descriptor Table (D54).

Suggestion: Re-enter a valid value.

DB7 - RECORD CODE INVALID

Explanation: When updating the Statement of Change Sort Descriptor Table (D58), the Table Entry Key must be alphanumeric and greater than zeros. However, the third position is optional and may be left blank.

Suggestion: Re-enter a valid value.

DB8 - SC SORT INVALID

Explanation: When updating the Statement of Change Sort Descriptor Table (D58), the Reference Data Field (position 1 and 2) must be alphanumeric and greater than zero.

Suggestion: Re-enter a valid value.

DB9 - N-P INDICATOR INVALID

Explanation: When updating the Statement of Change Record Code Descriptor Table (D57), the Negative/Positive Indicator (position 8 of Table Entry Key) must be N or P.

Suggestion: Re-enter a valid value.

DC1 - AGENCY NOT NUMERIC

Explanation: When updating the Agency Maintenance (D53), the Agency must be numeric and position 4 must be "0."

Suggestion: Re-enter a valid value.

DC2 - DATE INVALID

Explanation: When updating the Agency Maintenance (D53), Create Date and Inactive Date must be in month, day and year format (MMDDYY), if entered.

Suggestion: Re-enter a valid date format.

DC3 - REPORT INVALID

Explanation: When updating the Report Number Descriptor Table (D14), position 1 through 3 must be alpha; position 4 through 6 must be numeric and position 7 and 8 (if encoded) can be alphanumeric.

Suggestion: Re-enter a valid value.

DC4 - APP TYP=6 BUDG TYP=A

Explanation: Appropriation Type 6 is non-appropriated funds; but the fund is defined as Budget Type A, appropriated funds, on the Fund Maintenance (D22).

Suggestion: Re-enter a valid value appropriation type and budget type combination.

DC5 - G/L RPT GRPS IS ALPHABETIC (POS 37)

Explanation: Position 37 of the reference field of the General Ledger Account Descriptor Table (D31) and the MEMORANDUM ACCOUNT (D33) must be alphabetic.

Suggestion: Re-enter a valid value.

DC6 - UNIT CODE IS NUMERIC

Explanation: Position 3 of the reference field of the Memorandum Account Descriptor Table (D33) must be numeric.

Suggestion: Re-enter a valid value.

DC7 - NOMINAL GL REQ

Explanation: A nominal GLA is defined for Closing Purposes on the General Ledger Descriptor Table (D31). The CLOSE INDICATOR for a Nominal Account is a '2'.

Suggestion: Re-enter a valid value.

DC8 - BUDGET UNIT INVALID

Explanation: It is required that valid Budget Unit must be established on the D13 table.

Suggestion: Re-enter a valid value.

DC9 - BUDGETARY CONTROL INVALID

Explanation: It is required that a valid Proprietary or Governmental Fund Balance Control in position 38 & 39, must be Y or N.

Suggestion: Re-enter a valid value.

DD1 - FISCAL YEAR MUST BE 1 OR 2

Explanation: Valid fiscal year is 1 for the 1st half of the biennium and 2 for the 2nd half.

Suggestion: Re-enter a valid value.

DD2 - MOS DATE MUST BE IN FORMAT YYMM

Explanation: Month of service must be in the format of 2 digit year and 2 digit month.

Suggestion: Re-enter a valid MOS format.

DD3 - MOS DATE MUST BE GREATER THAN FROM DATE

Explanation: It is required that a that the MOS TO date should be greater that the MOS FROM date.

Suggestion: Re-enter a MOS TO date that is greater than MOS FROM date.

DD4 - PRIOR BIEN WHEN APPN TYPE= X ELSE CURRENT

Explanation: Appropriation (expenditure authority) index with an appropriation type X requires the prior biennium.

Suggestion: Change either the biennium or appropriation index to obtain the correct AI and biennium combination.

DD5 - CLOSING OPTION MUST BE X OR BLANK

Explanation: Valid values on the CLOSING OPTION field in the Agency Maintenance (D53) is an X or a blank.

Suggestion: Enter a valid value when updating the field.

DD6 - SELECT ONLY ONE CLOSING OPTION PER LEVEL

Explanation: Select a CLOSING OPTION by entering an “X” at the level field in the Agency Maintenance (D53).

Suggestion: Select only one closing option level.

DD7 - CLOSED FLAG MUST BE Y OR N

Explanation: Valid value on the CLOSED field is a “Y” or “N” in the Agency Maintenance (D53).

Suggestion: Enter a valid value when updating the field.

DD8 - ALLOW SOL FLAG MUST BE Y OR N

Explanation: Valid value on the ALLOW SOL FLAG field is a “Y” or “N” in the Agency Maintenance (D53).

Suggestion: Enter a valid value when updating the field.

DE1 - CHANGE NOT ALLOWED ON KEY FIELDS

Explanation: Cannot change a key field in the Biennium Closing Rules (D23) table.

Suggestion: Enter a change on a field that is not considered a key field.

DE2 - GL CLOSING INDICATOR MUST BE 2

Explanation: When updating the Biennium Close Rules (D23) table for non-cash closing rules, the GL Acct closing indicator must be “2”.

Suggestion: Check the GL Acct closing indicator of the GL in the General Ledger Account Descriptor (D31) table and choose a non-cash GL Acct.

DE3 - GL CLOSING INDICATOR MUST BE 3

Explanation: When updating the Biennium Close Rules (D23) table for cash closing rules, the General Ledger Account (GL Acct) closing indicator must be “3”.

Suggestion: Check the GL Acct closing indicator of the in the General Ledger Account Descriptor (D31) table and choose a cash GL Acct.

DE4 - GL REQUIRED

Explanation: General Ledger Account (GL Acct) code is required when updating the Biennium Close Rules (D23) table.

Suggestion: Enter a valid GL Acct code on the GL Acct field.

DE5 - AGENCY REQUIRED

Explanation: Agency number is required when updating the Biennium Close Rules (D23) table.

Suggestion: Enter a valid Agency number on the Agency field.

DE6 - MUST BE DEBIT OR CREDIT

Explanation: Debit (D) or Credit (C) is required when updating the Biennium Close Rules (D23) table.

Suggestion: Enter a D or C on the Debit/Credit field.

DE7 - CASH OR NON-CASH RULE REQUIRED

Explanation: Rule code (Non-Cash Rule N1-N3 or Cash Rule (C1-C3) is required when updating the Biennium Close Rules (D23) table.

Suggestion: Enter the appropriate rule code on the rule type field.

DE8 - MUST BE "A","P" OR "B" FOR POST TO

Explanation: Post to must be P=Posting, A=Admin or B=Both when updating the Biennium Close Rules (D23) table.

Suggestion: Enter the appropriate code on the Post to field.

DE9 - MUST BE DRS SPECIFIC GL

Explanation: Post to must be P=Posting, A=Admin or B=Both when updating the Biennium Close Rules (D23) table.

Suggestion:

DF1 - LAST CHARACTER MUST BE NUMERIC

Explanation: Last character is required when updating the Biennium Close Rules (D23) table.

Suggestion: Enter a numeric character on the Last Char field.

DF2 - TC REQUIRED

Explanation: Transaction Code (TC) is required when updating the Biennium Close Rules (D23) table.

Suggestion Enter the appropriate TC on the Trans Code fields.

DF3 - TC MUST CLOSE TO CASH ACCOUNT

Explanation:

Suggestion

DF4 - SPECIAL FIELD MUST BE "Y" OR BLANK

Explanation: Special field must be "Y" or blank (TC) when updating the Biennium Close Rules (D23) table.

Suggestion Enter the appropriate value on the Special field.

DF5 - GL MUST CLOSE TO THE SAME DR OR CR

Explanation:

Suggestion

DF6 - GL AND TC NOT IN D60

Explanation:

Suggestion

DF7 - TC PERIOD INDICATOR NOT "F"

Explanation:

Suggestion

DF8 - CLOSING INDICATOR NOT 2 OR 3 IF CASH ACCOUNT

Explanation:

Suggestion

DG0 - IDENTIFIER MUST BE NUMERIC

Explanation:

Suggestion

DG1 - CASH SPECIAL INDICATOR MUST BE 7900

Explanation:

Suggestion

DG2 - FED GRANT AWARD IS REQUIRED

Explanation:

Suggestion

DG3 - FIELD CAN HAVE LETTERS, NUMBERS, -, ., #

Explanation:

Suggestion

DG4 - CARD TYPE ACCOUNT STATUS IS NOT ACTIVE

Explanation:

Suggestion

DG5 - MASTER ACCOUNT NUMBER NOT FOUND

Explanation:

Suggestion

DG6 - CARD TYPE ACCOUNT NOT FOUND

Explanation:

Suggestion

DG7 - MASTER ACCOUNT DOES NOT MATCH ACCOUNT VERIFY

Explanation:

Suggestion

DG8 - CARD TYPE SHOULD BE NUMERIC

Explanation:

Suggestion

DG9 - MASTER ACCT ID NOT MATCH TO CARD ID

Explanation:

Suggestion

DH1 - GL 65XX REQUIRES SUB-OBJECT

Explanation:

Suggestion

DH2 - GL REQUIRED

Explanation:

Suggestion

DH3 - CAN'T HAVE BOTH MAJOR SOURCE & SUB-OBJECT

Explanation:

Suggestion

DH4 - INVALID SELECTION CODE

Explanation:

Suggestion

DH5 - NO RECORD SELECTED

Explanation: Program Index must be on the Program Index table.

Suggestion:

DH7 - RECORD EXISTS IN OTHER AGENCY

Explanation: Program Index must be on the Program Index table.

Suggestion:

DH8 - MASTER ACCOUNT NUMBER STATUS IS NOT ACTIVE

Explanation: Program Index must be on the Program Index table.

Suggestion:

DH9 - CAN'T DELETE RECORD, FIELD IS IN USE

Explanation: Program Index must be on the Program Index table.

Suggestion:

DS1 - PROGRAM INDEX INVALID

Explanation: Program Index must be on the Program Index table.

Suggestion:

DS2 - ALLOCATION CODE NOT FOUND ON D63 TABLE

Explanation:

Suggestion:

DS3 - SCHEDULE MUST BE ENTERED

Explanation:

Suggestion:

DS4 - FIRST THREE CHARACTERS OF SCHEDULE MUST MATCH PRGM

Explanation:

Suggestion:

DS5 - ORGN INDEX NOT FOUND ON OI TABLE

Explanation:

Suggestion:

DS6 - APPN INDEX NOT FOUND ON AI TABLE

Explanation:

Suggestion:

D01 - AGENCY INVALID - (NOT USED- VT)

Explanation: The Agency Code must be defined in the Agency Descriptor Table (D01) or the AD.1 (D53) Table for the biennium specified. The D53 is the control for agency and is maintained by OFM.

Suggestion: When using an Agency Code to update descriptor codes, it must be defined in the Agency Descriptor Table (D01) for the biennium specified. The newer practice directs that the agency control is to be moved to the D53, a Statewide table maintained by OFM based on legislative directive. Contact the AFRS Help Desk for assistance with the D53. Note that an agency on the D53 could be set to Inactive, which restricts the posting of records for the agency. Maintenance of the D53 is accomplished on the AD.1 screen.

D02 - DATA TYPE INVALID - (NOT USED- VT)

Explanation: An invalid character was entered in the Data Type (column 1 of the maintenance record). The valid characters for all table maintenance is the letter 'T.'

Suggestion: Refer to the explanation of the error, and use the correct values when updating Descriptor Tables.

D03 - FUNCTION INVALID - (NOT USED- VT)

Explanation: An invalid character was entered in the Function field. Valid characters are 'A'= Add; 'C' = Change; 'D'= Delete; 'V' = View; 'N'= Next; or 'P' = Print.

Suggestion: Use one of the valid functions.

D04 - ADD/MATCH ERROR

Explanation: There is an entry already in the system for the Control Key specified. Add transactions must not find a matching record.

Suggestion: View 'V' the entry already in the system. If the title is the same as the input entry, no further action is necessary. If the title is different, make the input entry a 'C' (change) rather than an 'A' (add).

D05 - DELETE/NOMATCH ERROR

Explanation: There is no previous entry in the system for the Control Key specified. Delete transactions must find a matching record.

Suggestion: If the control key is correct, the entry is not in the system and no further action is necessary.

D06 - CHANGE/NOMATCH ERROR

Explanation: There is no previous entry in the system for the Control Key specified. Change transactions must find a matching record.

Suggestion: If the control key is correct, make the input entry an 'A' (add) rather than a 'C' (change).

D07 - DT TITLE MISSING

Explanation: The Title must not be blank when the Function equals A (Add) for this table transaction.

Suggestion: Input a title on the title line.

D08 - ERR MSG TOO LONG

Explanation: The Title for the Error Code Descriptor Table (D51) cannot be over 20 positions long. All error messages reside on this table.

Suggestion:

D09 - RECORD NUMBER INVALID - (NOT USED- VT)

Explanation: An invalid character was entered in the Record Number. Valid characters are numbers 1 and 2.

Suggestion: Refer to the explanation of the error, and use the correct values when updating Descriptor Tables.

D10 - D51 ELEMENT NO INVALID

Explanation: The Data Element Number is invalid. The first two positions of Reference Data must contain a number from 01 through 99 or be blank, when updating the Error Code Descriptor Table (D51).

Suggestion:

D11 - D51 ELEMENT LENGTH INVALID

Explanation: The Data Element Length is invalid. The third and fourth positions of Reference Data must contain a number from 01 through 99 or be blank, when updating the Error Code Descriptor Table (D51).

Suggestion:

D12 - D52 ELEMENT LENGTH INVALID

Explanation: The Data Element Length is invalid. The first two positions of Reference Data must contain a number when updating the Correction Element Descriptor Table (D52). Valid numbers are 01 through 99.

D13 - D52 ELEMENT LOC INVALID

Explanation: The Data Element Location is invalid. The third, fourth and fifth positions of Reference Data must contain a number representing the beginning positions of the data element in the accounting record, when updating the Correction Element Descriptor Table (D52). Valid numbers are 001 through 750.

Suggestion:

D14 - CORR LEVEL INVALID

Explanation: The Correction Level is invalid. When updating the Correction Element Descriptor Table (D52), the sixth position of Reference Data must contain the letter B, H, D or G.

Suggestion:

D15 - BIENNIUM INVALID

Explanation: The Biennium entered is invalid. When updating any Descriptor Table, the value entered for Biennium can only be a number equal to two-less or two-greater than the Current Biennium as defined in the System Management File.

Suggestion: Determine the correct biennium to be used. It must be equal to two-greater than or two-less than the current biennium.

D16 - AGY NOT IN D01

Explanation: The agency must be defined in the Agency Descriptor Table (D01) when updating the Division Descriptor Table (D02); or positions 1 through 4 of the Statewide Source of Funds Descriptor Table (D26), Statewide Program Descriptor Table (D27) or the Statewide Sub-Program Descriptor Table (D28).

Suggestion: If the agency sub-agency is correct, the agency sub-agency must be added to the Agency Descriptor Table (D01) for the biennium specified.

D17 - AGY MUST BE '0000'

Explanation: Agency must be '0000' for this sub-table (Statewide Tables only). The Descriptor Table being updated is a statewide table. These tables may only be updated by authorized individuals.

Suggestion:

D18 - AGY DIV NOT IN D02

Explanation: When updating the Branch Descriptor Table (D03), Agency and Division must be defined in the Division Descriptor Table (D02).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Branch Descriptor Table.

D19 - A-D-B NOT IN D03

Explanation: When updating the Section Descriptor Table (D04), Agency, Division and Branch must be defined in the Branch Descriptor Table (D03).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Section Descriptor Table.

D20 - A-D-B-S NOT IN D04

Explanation: When updating the Unit Descriptor Table (D05), Agency, Division, Branch and Section must be defined in the Section Descriptor Table (D04).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Unit Descriptor Table.

D21 - A-D-B-S-U NOT IN D05

Explanation: When updating the Cost Center Descriptor Table (D06), Agency, Division, Branch, Section and Unit must be defined in the Section Descriptor Table (D05).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Cost Center Descriptor Table.

D22 - OBJ NOT IN D10

Explanation: When updating the Sub-Object Descriptor Table (D11), Object (positions 1 and 2 of Reference Data) must be defined in the Object Descriptor Table (D10).

Suggestion:

D23 - SUB-OBJ NOT IN D11

Explanation: When updating the Sub-Sub-Object Descriptor Table (D12), Sub-Object must be alpha and defined in the Sub-Object Descriptor Table (D11).

Suggestion: Refer to the explanation of the error, and use the correct values when updating the Sub-Sub-Object Descriptor Table.

D24 - REQUESTABLE REPORT IND. INVALID

Explanation: Requestable Report Indicator on the D14 Table is invalid. Position 10 must be Y = Yes or N = No.

Suggestion:

D25 - FUNCTION NOT IN D15

Explanation: When updating position 5 and 6 of Table Entry Key of the Statewide Program Descriptor Table (D27) or position 1 and 2 of reference data of the Agency Function Descriptor Table (D53), the function must be defined in the Function Descriptor Table (D15).

Suggestion: Function: 10 = Operating; 20 = Capital; 70 = Non-budgeted

D26 - A-F-P NOT IN D16

Explanation: When updating the Sub-Program Descriptor Table (D17), Function and Program must be defined in the Program Descriptor Table (D16).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub Program Descriptor Table.

D27 - A-F-P-SP NOT IN D17

Explanation: When updating the Activity Descriptor Table (D18), Function, Program and Sub-Program must be defined in the Program Descriptor Table (D17).

Suggestion: Refer to the explanation of the error, and use the correct values when updating the Activity Descriptor Table.

D28 - PGM-ACTV NOT IN D18

Explanation: When updating the Sub-Activity Descriptor Table (D19), Agency, Function, Program, Sub-Program and Activity must be defined in the Activity Descriptor Table (D18).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Activity Descriptor Table.

D29 - GAAP FUND NOT IN D21

Explanation: When updating the Fund Descriptor Table (D22), GAAP Fund (position one of Reference Data) must be defined in the GAAP Fund Descriptor Table (D21).

Suggestion:

D30 - ACCT FUND NOT IN D22

Explanation: Fund must be defined in the Fund Descriptor Table (D22) before updating the Fund Detail Descriptor Table (D23), or position 5 through 7 of Source of Funds Descriptor Table (D26) or position 5 through 7 of reference data for Fund Descriptor Table (D22), when not equal to Entry Key.

Suggestion:

D31 - INVALID KEY LENGTH

Explanation: The length of the Table Entry Key is invalid. The allowable length of the Table Entry Key for each Sub-Table is as follows:

<u>TABLE ID NUMBER</u>	<u>KEY LENGTH</u>
D01	0 (not in key)
D02	2
D03	4
D04	6
D05	8
D06	10
D07	3
D08	1
D09	1
D10	2
D11	2
D12	6
D13	3
D14	8
D15	2
D16	5
D17	7
D18	9
D19	11
D20	13
D21	1
D22	3

D23	5
D24	1
D25	2
D26	12
D27	9
D28	11
D29	4
D31	4
D32	10
D33	4
D34	2
D35	4
D36	6
D37	3
D38	4
D40	2
D41	1
D42	4
D43	6
D44	8
D46	9
D47	4
D51	3
D52	20
D53	4
D54	2
D55	2
D56	7
D57	11
D58	3
D59	4
D60	7

Suggestion: Refer to the explanation of the error and use the correct values, when updating Descriptor Tables.

D32 - REFERENCE NOT BLANK

Explanation: Values have been entered in the Reference Data field but are NOT allowed for this table.

Suggestion: Do not enter values in the Reference Data field for this table.

D33 - G/L NOT IN D31

Explanation: When updating any of the following tables, General Ledger Account must be defined in the General Ledger Account Descriptor Table (D31):
Subsidiary Descriptor Table (D32) first four positions of key; Variable Transaction GL Descriptor Table (D56) position 4 through 7 of key and Statement of Change Record Code Descriptor Table (D57) position 3 through 6 of key.

Suggestion: Refer to the explanation of the error and use the correct values, when updating Descriptor Tables.

D34 - MAJ GROUP NOT IN D34

Explanation: When updating the Major Source Descriptor Table (D35), Major Group (the first two characters of the Descriptor Key) must be defined in the Major Group Descriptor Table (D34).

Suggestion:

D35 - AGY CODE INVALID

Explanation: Agency is invalid- NOT valid agency on D01 / D53 Tables. When updating the Agency unique elements of the Descriptor Table, the agency cannot be '0000,' which indicates statewide.

Suggestion: Refer to the explanation of the error and use the correct values, when updating Descriptor Tables. Could affect Subsidiary Table (D32), D20 is 1240 only or D50.

D36 - TABLE TYPE INVALID - (NOT USED- VT)

Explanation: An invalid character was entered in the Data Type (column 1 of the maintenance record). The valid characters for all table maintenance is the letter 'T.'

Suggestion: Refer to the explanation of the error and use the correct values, when updating Descriptor Tables.

D37 - TABLE DOES NOT EXIST

Explanation: The Table ID number is not one of the valid sub-tables.

Suggestion: Use a valid Table ID number for input.

D38 - REFERENCE DATA INVALID

Explanation: Reference Data contains more information than allowed for this sub-table.

Suggestion:

D39 - D-C IND INVALID

Explanation: When updating one of the following tables, the Debit/Credit Indicator must be D or C: General Ledger Account Descriptor Table (D31), position 1 of Reference Data and Statement of Change Record Code Descriptor Table (D57), position 7 of Table Entry Key.

Suggestion:

D40 - CLOSE IND INVALID

Explanation: The Close Indicator (position two of the Reference Data) must be 1 or 2 when updating the General Ledger Account Descriptor Table (D31).

Suggestion:

D41 - DIVISION INVALID

Explanation: Division must be alphanumeric and greater than zero, when updating the Division Descriptor Table (D02).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Division Descriptor Table.

D42 - BRANCH INVALID

Explanation: Branch must be alphanumeric and greater than zero, when updating the Branch Descriptor Table (D03).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Branch Descriptor Table.

D43 - SECTION INVALID

Explanation: Section must be alphanumeric and greater than zero, when updating the Section Descriptor Table (D04).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Section Descriptor Table.

D44 - UNIT INVALID

Explanation: Unit must be alphanumeric and greater than zero, when updating the Unit Descriptor Table (D05).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Unit Descriptor Table.

D45 - COST CENTER INVALID

Explanation: Cost Center must be alphanumeric and greater than zero, when updating the Cost Center Descriptor Table (D06).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Cost Center Descriptor Table.

D46 - SUB-OBJECT INVALID

Explanation: Sub-Object must be an alpha but not blank, when updating the Sub-Object Descriptor Table (D11). Also, for D50 Table, CAMS, Pending Record , allowable Sub-Objects are defined.

Suggestion:

D47 - OBJECT INVALID

Explanation: Object must be a number greater than zero or A through Z, when updating the Object Descriptor Table (D10).

Suggestion:

D48 - SUB-SUB OBJ INVALID

Explanation: Sub-Sub-Object must be alphanumeric but not blank, when updating the Sub-Sub-Object Descriptor Table (D12).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Sub-Object Descriptor Table.

D49 - PROGRAM INVALID

Explanation: Program must be alphanumeric but not blank, when updating the Statewide Program Descriptor Table (D27).

Suggestion:

D50 - SUB-PROG INVALID

Explanation: Sub-Program must be alphanumeric but not blank, when updating the Sub-Program Descriptor Table (D17).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Program Descriptor Table.

D51 - ACTIVITY INVALID

Explanation: Activity must be alphanumeric but not blank, when updating the Activity Descriptor Table (D18).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Activity Descriptor Table.

D52 - SUB-ACTV INVALID

Explanation: Sub-Activity must be alphanumeric but not blank, when updating the Sub-Activity Descriptor Table (D19).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Activity Descriptor Table.

D53 - TASK INVALID

Explanation: Task must be alphanumeric but not blank, when updating the Task Descriptor Table (D20).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Task Descriptor Table.

D54 - APPN INVALID

Explanation: Appropriation must be alphanumeric but not blank, when updating the Appropriation Descriptor Table (D07) or position 8 through 10 of the Source of Funds Descriptor Table (D26).

Suggestion: Refer to the explanation of the error and use the correct values, when updating Descriptor Tables.

D55 - GAAP FUND INVALID

Explanation: GAAP Fund (the first position of the Table Entry Key) must be a letter from 'A' through 'Z,' when updating the GAAP Fund Descriptor Table (D21).

Suggestion:

D56 - FUND INVALID

Explanation: Fund must be alphanumeric but not blank, when updating the Fund Descriptor Table (D22).

Suggestion:

D57 - FUND DETAIL INVALID

Explanation: When updating Fund Detail Descriptor Table (D23), position 4 and 5 of Entry Key must be numeric. Valid values are 01 through 99.

Suggestion:

D58 - APPN TYPE INVALID

Explanation: Appropriation Type must be alphanumeric or a number greater than zero, when updating the Appropriation Type Descriptor Table (D08).

Suggestion:

D59 - FUNCTION INVALID

Explanation: Function must be a number greater than zero, when updating the Function Descriptor Table (D15).

Suggestion:

D60 - MEMORANDUM INVALID

Explanation: Memorandum account must be a number greater than zero, when updating the Memorandum Descriptor Table (D33).

Suggestion:

D61 - MAJ-SOURCE INVALID

Explanation: Major Source must be a number 01 through 99, when updating the Major Source Descriptor Table (D35).

Suggestion:

D62 - GL-ACCT INVALID (OST REPORTING)

Explanation: General Ledger Account must be a number greater than zero, when updating the General Ledger Descriptor Table (D31).

Suggestion: Edits suggest that:

- First three characters (Tran/GL) must be numeric
- Fourth character must be numeric or blank
- Cannot add GLA for HY record.

D63 - SUBSIDIARY INVALID

Explanation: Subsidiary must be a number greater than zero, when updating the Subsidiary Descriptor Table (D32).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Subsidiary Descriptor Table.

D64 - MAJ GRP INVALID

Explanation: Major Group must be a number 01 through 99, when updating the Major Group Descriptor Table (D34).

Suggestion:

D65 - SUB-SOURCE INVALID

Explanation: Sub-Source must be alphanumeric but not blank, when updating the Sub-Source Descriptor Table (D36).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Source Descriptor Table.

D66 - COUNTIES INVALID

Explanation: County must be a number greater than zero, when updating the County Descriptor Table (D37).

Suggestion:

D67 - CITY/TOWN INVALID

Explanation: City/Town must be a number greater than zero, when updating the City/Town Descriptor Table (D38).

Suggestion:

D68 - WORK CLASS INVALID

Explanation: Work class must be a number greater than zero, when updating the Work class Descriptor Table (D40).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Work class Descriptor Table.

D69 - ERROR CODE INVALID

Explanation: The first position of Error Code must contain letters A through Z, the second position must be alphanumeric and the third position must be numeric, when updating the Error Code Descriptor Table (D51).

Suggestion:

D70 - CORR ELEMENT INVALID

Explanation: The Correction Element entered is invalid, when updating the Error Code Descriptor Table (D52). The Correction Element must be alpha or numeric and a valid field in the AFRS system.

Suggestion:

D71 - FED AGENCY INVALID

Explanation: Federal Agency must be alphanumeric, no special characters, when updating Federal Agency Descriptor Table (D47).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Federal Agency Descriptor Table.

D72 - PROJ TYPE INVALID

Explanation: Project Type must a number from 0 to 9, when updating the Project Type Descriptor Table (D41).

Suggestion:

D73 - SUB-PROJ INVALID

Explanation: Sub-Project must be alphanumeric and greater than zero, when updating the Sub-Project Descriptor Table (D43). Project Phase must be alphanumeric and greater than zero, when updating the Sub-Project Descriptor Table (D44).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Project or Project Phase Descriptor Table.

D74 - DETAIL LOC INVALID

Explanation: Detail Record Location (the seventh through ninth positions of the Reference Data) must be blank or a number with a range of 002 through 999, when updating the Correction Element Descriptor Table (D52).

Suggestion:

D75 - FED CATALOG INVALID

Explanation: Federal Catalog must be a number greater than zero, when updating the Federal Catalog Descriptor Table (D46).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Federal Catalog Descriptor Table.

D76 - AGY CODE INVALID (NOT USED- VT)

Explanation: Federal Agency Code must be alphanumeric and greater than zero, when updating the Federal Agency Code Descriptor Table (D47).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Federal Agency Descriptor Table.

D77 - PROJECT INVALID

Explanation: Project must be alphanumeric and greater than zero, when updating the Project Descriptor Table (D42, D43 or D44).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Project Descriptor Table.

D78 - PGM-SACTV NOT IN D19

Explanation: When updating the Task Descriptor Table (D20), Agency, Function, Program, Sub-Program, Activity and Sub-Activity must be defined in the Sub-Activity Descriptor Table (D19).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Task Descriptor Table.

D79 - BUDGET UNIT INVALID

Explanation: Budget unit must be alphanumeric when updating the Budget Unit Descriptor Table (D13).

Suggestion: Refer to the explanation of the error, and use the correct values when updating the Budget Unit Descriptor Table.

D80 - MAJ GP-S NOT IN D35

Explanation: When updating the Sub-Source Descriptor Table (D36), the Major Source must be defined in the Major Source Descriptor Table (D35).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Source Descriptor Table.

D81 - CHARACTER INVALID

Explanation: Appropriation Character must be a 1 or 2, when updating the Appropriation Character Descriptor Table (D09).

Suggestion:

D82 - SUB AGENCY INVALID

Explanation:

Suggestion:

D83 - FUND ID INVALID

Explanation: Fund ID must be alpha, when updating the Fund ID Descriptor Table (D25).

Suggestion:

D84 - PROJ NOT IN D42

Explanation: When updating the Sub-Project Descriptor Table (D43), the Project must be defined in the Project Descriptor Table (D42).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Project Descriptor Table.

D85 - PROJ-SUB-PROJ NOT IN D43

Explanation: When updating the Project Phase Descriptor Table (D44), the Project and Sub-Project must be defined in the Sub-Project Descriptor Table (D43).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Sub-Project Descriptor Table.

D86 - AP-F-LVL-IND INVALID

Explanation: Appropriation Fund Level Indicator (Position 2 of Reference Data) must be 0 or 1, when updating the Fund Detail Descriptor Table (D23).

Suggestion:

D87 - AL-F-LVL-IND INVALID

Explanation: Allotment Fund Level Indicator (Position 1 and 2 of Reference Data) must be 0 or 1, when updating the Fund Detail Descriptor Table (D23).

Suggestion:

D88 - CC-F-LV-IND INVALID

Explanation: Cash Control Fund Level Indicator (Position 3 of Reference Data) must be 0 or 1, when updating the Fund Detail Descriptor Table (D23).

Suggestion:

D89 - GP-F-LVL-IND INVALID

Explanation: Grant/Project Fund Level Indicator (Position 4 of Reference Data) must be 0 or 1, when updating the Fund Detail Descriptor Table (D23).

Suggestion:

D90 – AI USED; CANNOT DELETE

Explanation: Once an AI has been used for the Biennium, it cannot be Changed or Deleted.

Suggestion:

D91 - FUND TYPE INVALID

Explanation: When updating the Fund Type Descriptor Table (D24), the valid values are: 1, 2 or 3.

Suggestion:

D92 - CASH TYPE NOT IN D24

Explanation: When updating the Fund Descriptor Table (D22), the Cash Type (position 4 of Reference Data) must be defined in the Cash Type Descriptor Table (D24).

D93 - PROJECT PHASE INVALID

Explanation: Project Phase must be alphanumeric and greater than zero, when updating the Project Phase Descriptor Table (D44).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Project Phase Descriptor Table.

D94 - D51 SEVERITY IND INVALID

Explanation: The Severity Indicator is invalid. The fifth position of Reference Data must contain the letter B, E, F or be blank, when updating the Error Code Descriptor Table (D51).

Suggestion:

D95 - APPN TYPE NOT IN D08

Explanation: When updating the Source of Funds Descriptor Table (D26), position 11 must be defined in the Appropriation Type Table (D08).

Suggestion:

D96 - APPN CHARACTER NOT IN D09

Explanation: When updating the Source of Funds Descriptor Table (D26), position 12 must be defined in the Appropriation Character Table (D09).

Suggestion:

D97 - FUNCTION PROGRAM NOT IN D27

Explanation: When updating the Program Descriptor Table (D16) or Statewide Sub-Program Descriptor Table (D28), Agency, Function and Program must be defined in the Statewide Program Descriptor Table (D27).

Suggestion: Refer to the explanation of the error and use the correct values, when updating the Program Descriptor Table or the Statewide Sub-Program Descriptor Table.

D98 - FUND ID NOT IN D25

Explanation: When updating the Fund Descriptor Table (D22), Fund ID (position 2 and 3 of reference data) must be defined in Fund ID Descriptor Table (D25).

Suggestion:

D99 - INACTIVE INDICATOR INVALID

Explanation: When updating the Fund Descriptor Table (D22), the Inactive Indicator (position 8 of Reference Data) must be blank or I. Maintenance of the D22 table, Fund Description, is now accomplished on the AD.B screen exclusively.

Suggestion:

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Fatal Field and Data Element Errors

Financial transactions are edited in one of three ways:

- A. **ON LINE**: Entered and edited directly online, with the Error Code appearing as the input is done. Transactions must pass the online edits before they are added to the Financial Data Input.

- B. **BATCH INTERFACE**: Edited in the nightly update process and then sent to the Batch header Summary (IN.3), with the Error Code appearing on the IN.3 and in the Daily Report DWP8002.

- C. **BATCH INTERFACE TO ON LINE FILE**: A process is available to send interface batches immediately to the On Line process. An editing is accomplished to assure a timely correction and posting of transactions to AFRS.

EA1 - TC 833 NOT ALLOWED WITH X* BATCH TYPE

Explanation: Transaction Code 833 or 833R is not allowed with a Batch Type that starts with X.

Suggestion: Enter a different transaction code or change the Batch Type.

EA2 - INVALID TRANSFER VALUE

Explanation: Transfer value entered on the TR field is incorrect or does not exist.

Suggestion: Enter the correct transfer value on the field.

EA3 - RESTRICTED TRAN CODE

Explanation: The transaction code 'Restrict Code' used shows that your agency is NOT authorized to use this transaction code. Restrict Code 'T' indicates use only by the State Treasurer's Office (agency 7900); 'O' indicates use only by OFM (agency 7000) and a Batch Type "Z*"; and Restrict Code "BLANK" indicates General Agency use.

For OFM and OST, in addition to the Batch Interface edit above, there is an On Line Edit enforced by the TRAN RESTRICT field in the AFRS Security SS.1 screen. If the restrict code is 2 then the

agency must be 7000, if the restrict code is 1 the agency must be 7900.

- Suggestion:**
1. Enter a different transaction code; or
 2. Contact the Treasurer's Office or OFM to make the entry.

EA4 - IRS BOX & OMWBE TYPE NOT ALLOWED W/TRANSCODE

Explanation: Transaction Code used does not allow value on the IRS Box and OMWBE Type fields.

Suggestion: Delete the values entered on the IRS Box and OMWBE Type fields or select another transaction code that will allow values on the IRS Box and OMWBE Type fields.

EA5 - TC700-34 ENTER THRU APS/TAPS

Explanation: Transaction Codes 700-734, 796, 905, 906, & 908 are allotment and estimated revenue transactions and cannot be entered directly into AFRS.

Suggestion: If the Transaction code is correct, enter the transaction through APS or TAPS.

EA6 - FUND INVALID FOR APPN INDEX

Explanation: The Fund entered on the screen does not match the Fund listed in the Appropriation Index Code used.

Suggestion:

1. Check the Appropriation Index table and use a Fund which coincides with the Appropriation Index; or
2. Use an Appropriation Index, which coincides with the Fund.

EA7 - APPN TYPE NOT EQ TO 8, N, U, OR Y

Explanation: The transaction entered requires an appropriation index with an appropriation type equal to 8, N, U or Y.

Suggestion: Check the appropriation type of the appn index entered in the appn index table. If the appropriation type is not 8 N, U or Y, select another appn index with an appropriation type 8, N, U or Y.

EA9 - PAYMENT HAS ALREADY BEEN CANCELLED

Explanation: The payment t.

Suggestion: Check the appropriation type of the appn index entered in the appn index table. If the appropriation type is not 8 N, U or Y, select another appn index with an appropriation type 8, N, U or Y.

EB1 - OVERRIDE VALUE SHOULD BE "R"

Explanation: Allowed override value should be "R" (Regular/Returned Warrant).

Suggestion: Enter "R" as the override value.

EB2 - TC W/ PAY TYPE 1 OR 3 ALLOWED OVERRIDE VALUE

Explanation: Transaction codes with payment type of 1 or 3 is allowed an override value or "R" (Regular/Returned Warrant).

Suggestion: Select a transaction code with a payment type of 1 or 3 in the Transaction Code Decision Table.

EB3 - "S" NOT ALLOWED FOR TC WITH PAY TYPE 3

Explanation: An "S" (Single Warrant) override code is not allowed for transaction codes with payment type of 3.

Suggestion: Determine the payment type of the transaction code in the Transaction Code Decision Table and select a transaction code with a payment type of 1.

EB4 - PSEUDO VENDOR NUMBER NOT ALLOWED W/OVERRIDE

Explanation: Transaction with pseudo vendor number is not allowed an override code.

Suggestion: Remove the override code from the transaction or select a vendor number that will allow an override code.

EB5 - ACH PAY NO MUST BE IN VE.7.2 (ACH PAY TABLE)

Explanation: The ACH payment number must exist in the ACH Pay Table (VE.7.2) in order to initiate an ACH reversal.

Suggestion: Check that the ACH payment number exist in the ACH Pay Table (VE.7.2).

EB6 - PI REQ ALLOTMENT TC

Explanation: PI can ONLY be used with an Allotment Transaction code (700-734, 796, 905, 906, & 908). The Restriction A is set on the PI screen TM.4.

Suggestion: If desired, the Restrictor field could be re-set to “0” to allow a transaction to post.

EB7 - PI INACTIVE

Explanation: PI, when marked I = Inactive in Restrictor field, CANNOT be used to post a new transaction.

Suggestion: If desired, the Restrictor field TM.4 could be re-set to “0” to allow a transaction to post.

EB8 - FIELD NOT YET AVAILABLE FOR USE

Explanation: This field is currently not available for use.

Suggestion: Do not use the field until further notice.

EB9 - EMPLOYEES NOT ALLOWED PAYMENT OVERRIDE

Explanation: Payment to employee is not allowed an override.

Suggestion: Remove the override code.

EC1 - T/C VALID FM 01-12

Explanation: The transaction code used has a Validity Period Indicator of A and is valid only for Fiscal Month 01 to 12.

Suggestion:

1. Change the Fiscal Month of the transaction; or
2. Change the transaction code of the transaction.

EC2 - T/C VALID FM 01-12 & 99

Explanation: The transaction code used has a Validity Period Indicator of B and is valid only for Fiscal Months 01 through 12 and 99.

Suggestion:

1. Change the Fiscal Month of the transaction; or
2. Change the transaction code of the transaction.

EC3 - T/C VALID FM 99

Explanation: The transaction code used has a Validity Period Indicator of C and is valid only for Fiscal Month 99.

Suggestion:

1. Change the Fiscal Month of the transaction; or
2. Change the transaction code of the transaction.

EC4 - T/C VALID FM 13-24

Explanation: The transaction code used has a Validity Period Indicator of D and is valid only for Fiscal Months 13 through 24.

Suggestion:

1. Change the Fiscal Month of the transaction; or
2. Change the transaction code of the transaction.

EC5 - T/C VALID FM 13-25

Explanation: The transaction code used has a Validity Period Indicator E and is valid only for Fiscal Months 13 through 25.

Suggestion:

1. Change the Fiscal Month of the transaction; or
2. Change the transaction code of the transaction.

EC6 - T/C VALID FM 25

Explanation: The transaction code used has a Validity Period Indicator F and is valid only for Fiscal Month 25.

Suggestion:

1. Change the Fiscal Month of the transaction;
2. Change the transaction code of the transaction.

EC7 - T/C VALID FM 01-24

Explanation: The transaction code used has a Validity Period Indicator of G and is valid only for Fiscal Months 01 through 24 (excludes 99 and 25).

Suggestion:

1. Change the Fiscal Month of the transaction; or
2. Change the transaction code of the transaction.

EC8 - T/C VALID FM 99 OR 25

Explanation: The transaction code used has a Validity Period Indicator of H and is valid only for Fiscal Months 99 or 25.

Suggestion:

1. Change the Fiscal Month of the transaction; or
2. Change the transaction code of the transaction.

EC9 - TRAN CODE INACTIVE

Explanation: The transaction code used has a Period Indicator of I and is inactive or invalid.

Suggestion:

1. Use a different transaction code; or
2. Contact your OFM Accounting Consultant for assistance.

ED1 - DUE DATE INVALID

Explanation: An invalid due date has been entered. Month must be a value from 01-12, day must be a value from 01-31 and year must be numeric. Date must not be more than six months in the future. Valid format is YYMMDD and a TRUE & REAL DATE.

Suggestion: Enter the correct and true due date.

1. The format must be:
 - No commas, periods or spaces;
 - BATCH CORRECTION format: YYMMDD;
 - ON LINE FORMAT IS: MMDDYY
2. A True and Real date must be used. (e.g. '063101' is NOT correct.)
3. Due date **MUST** be within the Date Range of the transactions fiscal biennium.
4. Due date must be equal to or greater than the Batch Date.

ED2 - DOC DATE INVALID

Explanation: An invalid document date has been entered. Month must be a value from 01-12, day must be a value from 01-31 and year must be numeric. Valid format is MMDDYY and a TRUE & REAL DATE.

Suggestion:

1. Enter the correct and true document date. The format must be MMDDYY, no commas, periods or spaces.
2. A True and Real date must be used (e.g. '023003' is NOT correct).

ED3 - DOC RECORD NOT FOUND

Explanation: While using the Encumbrance Automation feature during transaction input, the document selected was not found on the Document File.

Suggestion:

1. Review your documentation to find the correct document reference for a previous encumbrance.
2. Review current Encumbrance Reports or view on MI.5; Select to see detail on MI.6.

ED4 – AI/POSTING FM INVALID

Explanation: The Appropriation Index used on the transaction contains an Appropriation limited to FY1 or FY2. The transaction Posting Fiscal Month is not consistent with the Appn Fiscal Year.

Suggestion: Check the AI, Appn and FM to find a compatible match. Generally, there is a companion AI/Appn for each Fiscal Year. (e.g. Appn 011 for FY1; and 012 for FY2).

ED5 - MUST USE LIQ TC

Explanation: The error occurs when MOS fiscal year entered is less than the first fiscal year of the current biennium, and a non- LIQ TC is used.

NOTE: On the Transaction Code Decision Table (screen TM.8 or Report TCD910E), a liquidation tran code is one that has an Operating File posting indicator for general ledger account 51XX.

Suggestion:

- 1 Check AI Type/ If Type is "X", check MOS fiscal year. MOS should be less than the first year of the current biennium. Use LIQ TC.
2. If AI Type is other than "X", use non LIQ TC and MOS should be within the first fiscal year of the current biennium.

ED6 – FTE’S REQUIRE OBJ A

Explanation: When entering transactions for FTE’s, Object A must be used.

Suggestion: Review Transaction Code and General Ledger Account being used.

NOTE: If "NW" object code, delete from Error File.

ED7 - DOCUMENT CLOSED

Explanation: Once an Encumbrance Document has been closed, it cannot be re-opened.

Suggestion: If there is new activity related to the document, increment the documents suffix to the next number and encumber the document.

ED8 - PROCESS SOL FLAG MUST BE Y OR N

Explanation: Once an Encumbrance Document has been closed, it cannot be re-opened.

Suggestion: If there is new activity related to the document, increment the documents suffix to the next number and encumber the document.

EE1 - MASTER ACCOUNT NUMBER INVALID

- Explanation:*** The Master Account Number entered does not follow a correct format.
- Suggestion:*** Enter the account number without dashes and spaces in the account number field.

EF1 - PRIOR FM CLOSED- SEE OC

- Explanation:*** The transaction Fiscal Month is the prior Fiscal Month and the Organization Control table (TM.7) indicates that the prior Fiscal Month has been closed.
- Suggestion:***
1. Change the Fiscal Month to the current Fiscal Month (most frequently, a batch level correction will be appropriate); or
 2. Update the Organization Control Table to open the prior fiscal month by entering a 'Y' in the PFM field. NOTE: This may impact your Early Closing reports; care should be exercised in this matter.

EF3 - FUND INVALID

- Explanation:*** The Fund Code on the input transaction cannot be found in the Fund Table (D22).
- Suggestion:***
1. Use a Fund Code which is on the D22 table; or
 2. Have a valid Fund added to the D22. Contact the Accounting Consultant work with the OFM Budget Office to identify a valid Fund to be used. The Accounting Consultant will coordinate to load the correct fund into the Fund Table (D22).

EF4 - REQ APPN TYPE X

- Explanation:*** A transaction using a LIQ TC must use an Appropriation Type "X" and post to GLA 51XX or 13XX. This edit is not applicable to DSHS. View the Transaction Code Decision Table (screen TM.8 or Report TCD910E); a liquidation tran code is one that has an Operating File posting indicator for general ledger account 51XX/13XX.
- Suggestion:*** Confirm intent to use a LIQ TC; if so, then select the proper AI with an Appn Type "X".

EF5 - TC/AI MIS-MATCH (DSHS EDIT)

Explanation: This error occurs when a LIQ TC is used with an AI Type other than “X”, or when a Current TC is used with an AI Type “X”. View the Transaction Code Decision Table (screen TM.8 or Report TCD910E), a liquidation transaction code is one that has an Operating File posting indicator for general ledger account 51XX/13XX.

Suggestion:

1. Check AI Type. If Type “X”, check start date of AI. Start date should be less than the beginning date of the current fiscal year,
2. Use LIQ TC if AI Type is “X”. Use Current TC if AI Type is other than “X”.

EF6 - AI CHAR INVALID = PI FUNCT

Explanation: The appropriation character of the Appropriation Index is invalid with the Function of the Program Index.

Suggestion: Try one of the following:

1. Use an Appropriation Index that has the correct Appropriation Character. Choices are:
 - a. '1' must be used with Function 10; and
 - b. '2' must be used with Function 20.
2. Use a Program Index that has the correct Function for the Appropriation Index; or
3. Create an Appropriation Index table or Program Index table to match the Appropriation Character and Program Function.
4. Use a different Appropriation Index; or
5. Use a different Program Index.

EF7 - AI INVALID = PI FUNCT

Explanation: The Appropriation Code is invalid with the Function of the Program Index. Appropriation Z96, Z97, Z98 or Z99 must be used with Function 70 or 71.

Suggestion: Enter a valid Appropriation Code and Program Index combination.

EG4 - CARD TYPE ACCOUNT STATUS IS NOT ACTIVE

Explanation: The account number entered is not active as indicated in the Account Detail table (TM.1.3.A).

Suggestion: Select an active account number or change the status of the account number entered in the Account Detail table (TM.1.3.A).

EG5 - MASTER ACCOUNT NUMBER NOT FOUND

Explanation: The account number entered is not in the Payment Card Menu tables (TM.1.3).

Suggestion: Add the account number entered in the Payment Card Menu tables (TM.1.3) or select an existing account number.

EG6 - CARD TYPE ACCOUNT NOT FOUND

Explanation: The card type associated with the account number entered is not in the Account Detail table (TM.1.3.A).

Suggestion: Add the account number and card type Account Detail table (TM.1.3.A) or select an existing account number with the correct card type.

EH1 - PAYMENT EXCEPTION CODE NOT ON TABLE

Explanation: The payment exception code entered is not in the Payment Exception Code table (TM.1.4).

Suggestion: Select an existing payment exception code in the Payment Exception Code table (TM.1.4).

EH2 - GL NOT VALID W/EXCEPTION CODE

Explanation: The associated general ledger code entered with the transaction code is not valid with the exception code entered.

Suggestion: Select a transaction code with general ledger(s) valid with the exception code. Review valid general ledgers in the Payment Exception Code table (TM.1.4).

EH3 - ACCOUNT(FUND) NOT VALID W/EXCEPTION CODE

Explanation: The account (fund) code is not valid with the exception code entered.

Suggestion: Enter an account (fund) code that is valid with the exception code. Review valid account (fund) code in the Payment Exception Code table (TM.1.4).

EH4 - AGENCY NOT VALID W/EXCEPTION CODE

Explanation: The agency is not allowed to use the exception code.

Suggestion: Select another exception code that has not agency restrictions. Review exception codes in the Payment Exception Code table (TM.1.4).

EH5 - SUBOBJECT NOT VALID W/EXCEPTION CODE

Explanation: The sub object is not allowed with use the exception code entered.

Suggestion: Enter a sub object that is valid with the exception code. Review valid sub objects in the Payment Exception Code table (TM.1.4).

EH6 - VENDOR NOT ALLOWED W/EXCEPTION CODE

Explanation: The exception code entered does not require a vendor number to be entered.

Suggestion: Remove the vendor number from your transaction. Review exceptions codes that do not require vendor number in the Payment Exception Code table (TM.1.4).

EH7 - VENDOR REQUIRED W/EXCEPTION CODE

Explanation: The valid vendor number is required with the exception code entered.

Suggestion: Enter the vendor information with the transaction. Review exceptions codes that require vendor information in the Payment Exception Code table (TM.1.4).

EH8 - VENDOR W/TIN REQUIRED W/EXCEPTION CODE

Explanation: The vendor number entered requires a valid tax information number (TIN) with the exception code entered.

Suggestion: Enter a valid TIN for the vendor. Review exceptions codes that require a valid TIN in the Payment Exception Code table (TM.1.4).

EI9 - V0D*-PSEUDO NUMBER NOT ALLOWED

Explanation: The exception code cannot be used with V0D* pseudo number.

Suggestion: Remove the V0D* pseudo number from the transaction.

EJ1 - TRANSACTION CODE INVALID WITH EXCEPTION CODE

Explanation: The transaction code (TC) is not valid with the exception code entered.

Suggestion: Select a TC that is valid with the exception code. Review exceptions codes that are valid for the TC selected in the Payment Exception Code table (TM.1.4).

EJ3 - PC-OBJ-LVL REQ SUBOBJ

Explanation: The Object Posting Level Indicator, contained in the Project Control Table, requires the Object to be input. The object code was not entered for the transaction.

Suggestion:

1. Enter an Object Code which is contained in the Object Descriptor Table (D10); or
2. Change the Object Posting Level Indicator on the Project Control Table for the project you are using.

EJ4 - PC-OBJ LVL REQ S-OBJ

Explanation: The Object Posting Level Indicator, contained in the Project Control Table, requires the two-digit Sub-Object to be input. The Sub-Object Code was not entered for the transaction.

Suggestion: Options to fix include:

1. Enter a Sub-Object code for the transaction; or
2. Change the Object Posting Level Indicator on the Project Control Table for the Project you are using to a "0".

EL2 – VENDOR PAY TYPE INVALID

Explanation: The transaction code you are using requires a match to the Payment Type Indicator.

Suggestion: Payment types are: R = Regular, I = Inserted, E = EFT, J = IAP
If you are using an IAP transaction code (i.e. 640) the payment type must be 'J', indicating the agency you are paying with the Statewide Vendor number is an agency accepting IAP's. Either change the transaction code or change the vendor number.

EL4 – PAYMENT NO. INVALID

Explanation: The payment number assigned (Warrant or EFT) by the System is invalid.

Suggestion: Check the payment number to find the source and correct information.

EM3 - MASTER INDX INVALID

Explanation: The Master Index used is not valid.

Suggestion: Options to fix include:

1. Select valid Master
2. Index; or
3. Add new Master Index to the table; or

4. Current Document Date of the transaction is NOT within the range of the Start/End date of MI.

EM4 - MASTER INDX NOT = 100%

Explanation: When entering a transaction using a Master Index, the records must equal 100%.

Suggestion: Evaluate the plan for the Master Index used and modify records to achieve a 100% status.

EM5 - MI CHANGE NOT ALLOWED

Explanation: An existing Master Index is on the Transaction. The system will NOT allow the change.

Suggestion: The solution is to Delete the Transaction and add a new transaction with the correct MI.

EM6 - MI DATE INVALID

Explanation: Current Document Date used is NOT within the range of the start/end date of the Master Index.

Suggestion: Evaluate the plan for the Master Index and check for the proper date on the transaction, which should comply with Accrual Basis practices.

1. Extend range of the MI, or
2. Change the Current Document Date.

EM7 – MI INACTIVE

Explanation: The Master Index (TM.9) has the Active switch set to NO.

Suggestion: Review to determine proper status for MI or select another MI. If MI is correct, change the Active status to YES.

EM8 – CANNOT PAY SELF WITH MULTI-FUND IAP

Explanation: Agency cannot use its own SWV record when the SWV record is set up as a MULTI-FUND record.

Suggestion: Make a payment by using one of the following:

- a) Use IFT transactions to make a payment between or among funds. (Do not send documents to OST)
- b) Pay by Journal Voucher (Requires sending documents to OST to transfer funds between or among accounts).

EM9 – MULTI-FUND INDEX NOT FOUND

Explanation: MUTI-FUND INDEX not found on table TM.B.
Suggestion: This error message occurs when there is no MULTI-FUND table entry for the biennium of your transaction. You may either contact the agency you are trying to pay and request they update their IAP MULTI FUND BREAKOUT table (TM.B) Or, you may contact the AFRS Help Desk/SWV Help Desk to update the SWV table by (a) changing the multi-fund code or (b) deleting it and adding a single fund.

EP1 – THIS VENDOR FOR DSHS PROVIDER ONE USE ONLY

Explanation: Only the DSHS Provider One System may use a vendor record with a Provider Number.
Suggestion: If the transaction is not for the DSHS Provider One System choose another vendor number.

EP2 – THIS IRS VENDOR FOR DSHS PROVIDER ONE ONLY

Explanation: Only the DSHS Provider One System may use SWV0029666 for their IRS payments.
Suggestion: Use a different SWV number for your IRS payments.

EP3 – MUST USE A PAYMENT TRANSACTION CODE

Explanation: Cannot have a non payment transaction code for SWV0029666. This must be used for the DSHS Provider One IRS Payments only.
Suggestion: If you are paying the IRS from DSHS Provider One, this vendor number requires the use of a payment making transaction code. If the transaction is not from the DSHS Provider One System use a different SWV number for your IRS payment.

EP4 – ACCT # INVALID FOR DSHS PROVIDER ONE IRS PAYMENT

Explanation: SWV0029666 may be used for DSHS Provider One IRS Payments only. The Account number must be 'WITHHOLDING'.
Suggestion: If this is a Provider One payment to the IRS the account number must be the word 'WITHHOLDING'. If the payment is not from the Provider One System use a different SWV number for your IRS payments.

EP5 – PROVIDER ONE PAYMENT ID IS NOT IN FILE

Explanation: The Payment ID field must be populated for all DSHS Provider One payments.

Suggestion: If the file does not have the Payment ID field populated for all payments being made the batch will go to the error file. The Payment ID cannot be added or corrected manually on the error file therefore you must delete the batch, add the Payment ID and re-send the file.

EP6 – SPACE 129-140 FOR DSHS P1 PAYMENT ID ONLY

Explanation: Spaces 129-140 in the AFRS 950 character layout is reserved for DSHS Provider One Payment ID field.

Suggestion: Only DSHS may populate spaces 129-140 in the AFRS layout. This area is reserved for their Provider One Payment ID field. If used by an agency other than DSHS the batch will go to the error file where it must be deleted.

EQ0 – FEDERAL APPROPRIATION INDEX HAS STATE SHARE

Explanation: The appropriation index on the transaction is federal. The program index / allocation code combination on the transaction is to a cost objective that has a state or local share.

Suggestion:

1. Change the federal appropriation index to a state or local appropriation index on the transaction.
2. Change the program index / allocation code combination on the transaction to link to a cost objective(s) that contains only federal share.

EQ1 – COST ALLOCATION PLAN TABLES DO NOT LINK

Explanation: The cost allocation plan is two tables that link through a common coding element. The common coding element is the target cost objective [t_cobj] or the target base [t_base]. The common coding element (t_cobj or t_base) must match in the two tables.

Suggestion:

1. For the simulated allocate transactions process, a plan link table target cost objective or target base must equal a plan table target cost objective or target base.
2. For production cost allocation, contact the OFM help desk and provide the error code “EQ1” and the program index / allocation code on the transaction.

EQ2 – PI / ALLOC CODE NOT IN COST ALLOCATION PLAN

Explanation: The program index / allocation code combination on the transaction is not in the cost allocation plan.

Suggestion:

1. Add the program index / allocation code combination to the schedule link table.
2. Change the program index / allocation code combination on the transaction.

EQ3 – TRANSACTION AI NOT ON AI CROSSWALK TABLE

Explanation: The transaction appropriation index is not on the appropriation index crosswalk table.

Suggestion:

1. Add the appropriation index to the appropriation index crosswalk table.
2. Change the appropriation index on the transaction.

EQ4 – FEDERAL SHARE AI NOT ON AI CROSSWALK TABLE

Explanation: The cost objective has a federal share and the federal appropriation index is not on the appropriation index crosswalk table.

Suggestion:

1. Add the federal appropriation index to the appropriation index crosswalk table.
2. Change the program index / allocation code combination on the transaction to link to a cost objective(s) that only has state or local share.

EQ5 – COBJ NOT IN COBJ TABLE

Explanation: The Cost Objective (COBJ) used does not match an entry in the Cost Objective table (see TM.D for maintenance).

Suggestion:

1. Enter a valid Cost Objective as found in the TM.D table entry; or
2. Update the Cost Objective table and release the transaction; or
3. Delete the cost objective from the transaction.

ER0 – PERTAINING INDICATOR COULD NOT BE ASSIGNED

Explanation: Each transaction has a pertaining indicator assigned by the system. The pertaining indicator is assigned based on the general ledger accounts and the appropriation index in the transaction.

- Suggestion:**
1. Verify that the transaction code is correct for the accounting event.
 2. Then verify that the correct appropriation index is used on the transaction for the accounting event.
 3. Verify that the appropriation index should be included in the transaction. If an appropriation index is used on a revenue transaction or on a transaction that does not include expenditure or FTEs remove the appropriation index if the appropriation index is optional for the transaction code.

ER1 – CURRENT EXPENDITURES USED APPN TYPE X

Explanation: A current expenditure transaction containing GL Accounts 6505, 6510, 6410, 0120 or 0130 has an appropriation index with an Appropriation Type “X”.

- Suggestion:**
1. Use an appropriation index other than appropriation type “X”.
 2. Use a liquidation transaction code (GL Accounts 51xx or 0140, not containing the above GL Accounts) if the appropriation index is appropriation type “X”.

ER2 – APPROPRIATION INDEX FOR FIRST FISCAL YEAR

Explanation: A current expenditure transaction contains GL Accounts 6505, 6510, 6410, 0120 or 0130. The transaction is posting to the second year of the biennium, but the appropriation index ends in “1”.

- Suggestion:**
1. Change the appropriation index to one that ends in “2”.
 2. If the transaction should post to the first fiscal year, and the first year is open, change the fiscal month.

ER3 – APPROPRIATION INDEX FOR SECOND FISCAL YEAR

Explanation: A current expenditure transaction contains GL Accounts 6505, 6510, 6410, 0120 or 0130. The transaction is posting to the first year of the biennium, but the appropriation index ends in “2”.

- Suggestion:**
1. Change the appropriation index to one that ends in “1”.
 2. If the transaction should be in the second fiscal year change the fiscal month.

ER4 – LIQUIDATION AI WITHOUT APPN TYPE ‘X’ IN FIRST FISCAL YEAR

- Explanation:*** A prior period liquidation transaction contains GL Accounts 51xx or 0140. The transaction is posting to the first year of the biennium and the appropriation index is not an appropriation type “X”.
- Suggestion:***
1. Use an appropriation index that is appropriation type “X”.
 2. If the accounting event is not a prior period liquidation change the transaction code.

ER5 – LIQUIDATION AI FOR SECOND FISCAL YEAR

- Explanation:*** A prior period liquidation transaction contains GL Accounts 51xx or 0140. The transaction is posting to the second year of the biennium and the appropriation index is not an appropriation type “X” or the appropriation index does not end in a “1”.
- Suggestion:***
1. Use an appropriation index that is appropriation type “X”.
 2. Use an appropriation index that ends in “1”.
 3. If the accounting event is not a prior period liquidation change the transaction code.
 4. Verify that the appropriation index should be included in the

ES1 - SUB ACCT DR REQUIRED

- Explanation:*** The Transaction Code Decision Table indicates that the Subsidiary Account DEBIT must be entered on this transaction, but the transaction does not contain a subsidiary account code.
- Suggestion:***
1. Enter a debit subsidiary account or,
 2. Change the transaction code to one which does not require a subsidiary account

ES2 - SUB ACCT DR NOT ALLOWED

- Explanation:*** The Transaction Code Decision Table indicates that the Subsidiary Account DEBIT must not be entered on this transaction, but the transaction contains a subsidiary account code.
- Suggestion:***
1. Remove the DEBIT subsidiary account; or
 2. Change the transaction code to one that allows a subsidiary account.

ES3 - SUB ACCT DR (D32) INVALID

- Explanation:*** The DEBIT subsidiary account code entered in the transaction cannot be found in the Subsidiary Account Descriptor Table (D32) for the general ledger account indicated by the first set of Subsidiary File Posting Indicators in the Transaction Code Decision Table.

- Suggestion:**
1. Enter a DEBIT subsidiary account code found in the Subsidiary Account Descriptor Table (D32); or
 2. If the correct subsidiary account code is not in D32, correct the D32 table, and release the transaction from the error file.

ES4 - SUB ACCT CR (D32) INVALID

Explanation: The CREDIT subsidiary account code entered in the transaction cannot be found in the Subsidiary Account Descriptor Table (D32) for the general ledger account indicated by the Subsidiary File Posting Indicators in the Transaction Code Decision Table.

- Suggestion:**
1. Enter a CREDIT subsidiary account code found in the Subsidiary Account Descriptor Table (D32); or
 2. If the correct subsidiary account code is not in D32, add the correct account to the D32 table and release the transaction from the error file.

ES5 - SUB ACCT CR REQUIRED

Explanation: The transaction code used requires a CREDIT Subsidiary Account.

- Suggestion:**
1. Enter a valid Subsidiary Account in the CREDIT field; or
 2. Change transaction code to one NOT requiring a Subsidiary Account.

ES6 - SUB ACCT CR NOT ALLOWED

Explanation: This transaction code does not allow a CREDIT Subsidiary Account.

- Suggestion:**
1. Select a different Transaction Code, or
 2. Remove the Subsidiary Account from the CREDIT field for this transaction code.

ES7 - GL REQUIRES SUBSID

Explanation: The General Ledger Account used requires a Subsidiary Account.

Suggestion: Determine the proper Subsidiary Account for the transaction and confirm its entry on the D32 table. Enter the Subsidiary in the proper DR/CR field.

ET3 - IMPROPER GL FOR FUND

Explanation: The General Ledger Descriptor Table (D31) indicates that the General Ledger used is invalid for the Fund Type of Fund used.

- Suggestion:**
1. Either change the General Ledger code to one that is allowed by the Fund type using Table D22, find the Fund Type of the Fund entered; or

2. Change the Fund so the Fund Type allows the GL code.

ET6 - SOURCE FOR FUND INVALID

- Explanation:*** The Source used is INVALID for the Fund Type of the Fund coded, as shown on the Major Source Descriptor Table (D35).
- Suggestion:*** Review the Major Source Code and the Fund and Fund Type. Using Table D22, find the Fund Type of the Fund entered. Using Table D25; find the description of the Fund type. Look at Table D35 to see if the Major Group/Major Source is allowed for that fund type. Allowable Major Group/Major Source codes on Table D35 contain a two-character code and not spaces at the intersection of the Major Group/Major Source code (row) and the Fund Type (column).
- Then:
1. Use a Major Group/Major Source allowed for the Fund entered; or
 2. Contact your Accounting Consultant for assistance.

NOTE: If the error involves Fund 01P, Fund Type “HD”, PLEASE CONTACT YOUR OFM ACCOUNTING CONSULTANT.

ET7 - SUB-OBJECT FOR FUND INVALID

- Explanation:*** The Sub-Object used is INVALID for the Fund Type of the Fund coded, as shown on the Sub-Object Descriptor Table (D11).
- Suggestion:*** Use a similar process to the one described for Error Code ET6, except refer to Table D11 to find the valid fund types for Sub-Object codes.
1. Use a Sub-Object code allowed for the Fund Type of the Fund entered; or
 2. Contact your Accounting Consultant to have the Fund Type of the Fund coded made allowable on the D11 Table.

ET8 - AGENCY INVALID

- Explanation:*** When processing entries for Due To/From other agencies, the first four characters of the Subsidiary account must be a valid agency, as shown in the Agency Descriptor Table (D53) and the agency must NOT be closed on the AD.1 table.
- Suggestion:*** Enter a subsidiary Account in which the first four characters are a valid agency code, as shown in the Agency Descriptor Table (D53). You also need to be sure the agency is NOT inactivated on

the AD.1 table. If the agency has been closed and need to be opened again then OFM must be sure the Inactive Date field is blank and the Closed field is N for no.

ET9 - FUND SUBSID INVALID

Explanation: When processing entries for Due To/From other Fund, the first three characters of the Subsidiary account must be a valid Fund, as shown in the Fund Descriptor Table (D22).

Suggestion: Enter a Subsidiary account in which the first three characters are a valid Fund as found in the Fund Descriptor Table (D22).

EV1 – OMWBE TYPE IS NOT FOUND ON THE D75 TABLE

Explanation: The OMWBE type entered in the transaction is not found in the OMWBE Type Maintenance (D75) table.

Suggestion: Enter a valid OMWBE type code. Review D75 table for valid codes to use.

EV2 – IRS BOX IS NOT FOUND ON THE D76 TABLE

Explanation: The IRS Box entered in the transaction is not found in the IRS Box Maintenance (D76) table.

Suggestion: Enter a valid IRS Box code. Review D76 table for valid codes to use.

EV3 – FEDID REQ FOR OMWBE TYPE BASED ON D75

Explanation: The OMWBE type entered requires a valid federal tax identification number (TIN) for the vendor selected.

Suggestion: Either enter a different OMWBE type that does not require a TIN or enter the TIN for the vendor selected.

EV4 – IRS TYPE NOT IN THE D78 FOR SUBOBJ/VEND TYPE

Explanation: The sub object and vendor type combination entered has does not exist in the IRS Type Maintenance (D78) table.

Suggestion: Enter a sub object and select a vendor with the vendor type combination in the D78 table. Review the D78 table for valid sub object and vendor type combination.

EV5 – AGENCY VENDOR BLOCKED

Explanation: This Vendor has been block from use by the Agency. See Vendor Status field on vendor record for the B = Block.

Suggestion: Review the vendor status and change from blocked or make other vendor selection.

EW0 - GL 3213 USES SOURCE 0418

Explanation: If General Ledger Account 3213 is used, then the Major Group/Major Source must be 0418 or if Major Group/Major Source is 0418, then GLA's 3213 or 3110 MUST be used.

Suggestion:

1. Enter the Major Group/Major Source code of 0418; or
2. Use a Transaction code in which the General Ledger Account entered is not 3213.

EW1 - GL 3215 SRC 0485/0486

Explanation: If General Ledger Account 3215 is used, then the Major Group/Major Source must be 0485 or 0486. If Source 0485/0486 is used, then ONLY GLA 3215 is valid.

Suggestion:

1. Enter the Major Group/Major Source code of 0485 or 0486; or
2. Use a Transaction code in which the General Ledger Account entered is not 3215.

EW3 - GL 3221/ SOURCE INVALID

Explanation: If General Ledger Account 3221 is used, then the Major Group/Major Source must be 0463, 0707, 0709, 0807, 0809, or 0863. If 0463, 0707, 0709, 0807, 0809, or 0863 is used, then GLA 3221 MUST be used.

Suggestion:

1. Enter the Major Group/Major Source code of 0463, 0707, 0709, 0807, 0809, or 0863; or
2. Use a Transaction code in which the General Ledger Account entered is NOT 3221.

EW4 - GL6594/6595 =USE SOBJ WE OR WR

Explanation: If General Ledger Account 6594 or 6595 is used, then the Sub-Object must be WE or WR.

Suggestion:

1. Enter the Sub-Object codes of WE or WR when using General Ledger Accounts 6594 or 6595; or
2. Use a transaction code in which the General Ledger Account entered is not 6511 or 6591.

EW5 - GL 6511/6591 USE SOBJ WA

Explanation: If General Ledger Account 6511 or 6591 is used, then the Sub-Object must be WA. If WA is used, then GLA 6511 or 6591 MUST be used.

Suggestion:

1. Enter the Sub-Object code of WA; or
2. Use a Transaction code in which the General Ledger Account entered is not 6511 or 6591.

EW6 - GL 6512/6592/6593=Use SOBJ WB or PF

Explanation: If General Ledger Account 6512, 6592 or 6593 is used, then the Sub-Object must be WB or PF. If WB or PF is used, then GLA 6512, 6592 or 6593 MUST be used.

Suggestion:

1. Enter the Sub-Object code of WB or PF; or
2. Use a Transaction code in which the General Ledger Account entered is not 6512, 6592 or 6593.

EW8 - GL 6515 USES SOBJ WC

Explanation: If General Ledger Account 6515 is used, then the Sub-Object must be WC. If WC is used, then GLA 6515 MUST be used.

Suggestion:

1. Enter the Sub-Object code of WC; or
3. Use a Transaction code in which the General Ledger Account entered is not 6515.

EW9 - GL 6516 USES OBJ F

Explanation: If General Ledger Account 6516 is used, then the Object must be F.

Suggestion:

1. Enter an Object code of F; or
2. Use a Transaction code in which the General Ledger Account entered is not 6516.

EX0 - APPN Z NEED NUM PACKET

Explanation: If APPN is Z96-99, must be numeric packet. Non-budgeted funds in AFRS are required to use "Pseudo" Appropriation codes beginning with "Z" when submitting transactions from internal agency allotments to AFRS from an Allotment System.

Suggestion: Internal allotments are required to be submitted via numeric packets.

EX1 - MOS INVALID

Explanation: The MOS year must be equal to or prior to the current year, be numeric, and less than 9 years old from Biennium Date (03-05 would be 1996).

Suggestion: Check again for the correct year; assure that it is current or prior to the present year; and enter as numeric value.

EX2 - ALLOC CODE NOT FOUND

Explanation: The Allocation code must be valid on the D63 table.

Suggestion: Check the table for the valid code and input.

EX3 - PI/ALLOC NOT IN ALLOC SCHED LINK (D64)

Explanation: The Allocation Schedule Link (D64) contains a required relationship edit for the PI and Allocation code combination.

Suggestion: Add the PI and Allocation combination to the Allocation Schedule (D64) Link. Change the transaction PI and /or Allocation Code

EX5 - PI/IC NOT IN D65 (DSHS EDIT)

Explanation: The D65 contains relationship edits for the PI and Organization Index (IC).

Suggestion: Check the D65 for the valid codes.

EX6 - MOS REQUIRED (DSHS EDIT)

Explanation: Transactions with an object 'N, TN, or SN' require a valid MOS entry.

Suggestion: Enter a valid MOS (YYMM).

EX7 - MOS REQ PRIOR BIEN (DSHS EDIT)

Explanation: The MOS entered must be in a prior Biennium and use an APPN type X.

Suggestion: Enter a valid MOS belonging to the prior biennium.
Uses an APPN Type 'X'.

EX8 - MOS REQ CURR BIEN (DSHS EDIT)

Explanation: The MOS entered is NOT within the Current Biennium.

Suggestion: Enter a valid MOS belonging to the Current Biennium. An APPN TYPE "X" is NOT to be used for the current biennium.

EX9 - PGM/AI NOT ON D72 (DSHS EDIT)

Explanation: A relationship edit is provided on the D72. The Program and Appropriation Index are not matched.

Suggestion: Check for validity of relationship planned.

1. Correct; or
2. Add to the D72.

EZ1 - MOS NOT W/I PRGM/AI RANGE OF D93 (DSHS EDIT)

Explanation: A Table D93 is maintained by DSHS to specify the date range for acceptable activity

Suggestion:

1. Check D93 for correct MOS, AI and program combination.
2. MOS cannot be outside the date ranges (From/To) on the D93.

EZ5 – MOS NOT ALLOWED (DSHS EDIT)

Explanation: MOS was entered for Object other than 'N, TN, or SN'.

Suggestion: Verify Object coding. If other than 'N, TN, or SN', delete MOS coding.

EZ7 – PROJECT PHASE REQUIRED (DSHS ONLY)

Explanation: This special DSHS edit requires Project Phase when using Sub-Object ED and field one of the Sub-Sub-Object is a '1'.

Suggestion:

EZ8 – BUDGET UNIT INVALID

Explanation: The Budget Unit entered is not valid.

Suggestion: A valid Agency Budget Unit can be found on the D13 table.

E01 - FISCAL MONTH INVALID

Explanation: A closed FM or an invalid character was entered in the batch or posting month field. Valid or open FM's can be established from the Organization Control Table (TM.7). Affects the OC and the SM record.

Suggestion: A valid fiscal month is defined as that month in the biennium during which the entry will be posted.
Valid characters are months 01-25 and 99. For example, March 2002, is posting month 09.

1. The SM must be set to accept the FM (NOT CLOSED).
2. The OC must be set to accept the FM (NOT CLOSED)
3. Possibly a character is invalid. Note standard above.

E02 - TRANS CODE INVALID

Explanation: The transaction code entered on the transaction does not match an entry in the Transaction Code Decision Table.

Suggestion: Enter a valid numeric Transaction Code as found on the Transaction Code Decision Table.

E03 - REVERSE CODE INVALID

Explanation: The one-digit reverse code must be either blank, or 'R.'

Suggestion:

1. Enter an 'R' code for a reverse Transaction Code; or
2. Leave the field blank.

E04 - TRANSACTION CODE IS REQUIRED

Explanation: All transactions entered require a Transaction Code. Valid codes are listed in the Transaction Code Decision Table.

Suggestion: Enter a valid Transaction Code, as found on the Transaction Code Decision Table.

E05 - MODIFIER NOT ALLOWED FOR TC

Explanation: The Transaction Code Decision Table indicates that the Modifier must NOT be entered for this transaction code.

Suggestion:

1. Leave the Modifier field blank for this transaction; or
2. Change the Transaction Code to one that allows a modifier

E06 - MODIFIER REQUIRED FOR TC

Explanation: The Transaction Code Decision Table requires that the Modifier be entered for this transaction.

Suggestion:

1. Enter a Modifier in the Modifier field. The valid characters are a 'P' = Partial or 'F' = Final/Full; or
2. Change the Transaction Code to one that does not require a modifier.

E07 - COUNTIES NOT IN D37

Explanation: The county code entered does not match an entry in the County Descriptor Table (D37).

Suggestion: Enter a County Code, as defined in the County Code Descriptor Table (D37).

E08 - TRANS AMOUNT INVALID

Explanation: The transaction amount is INVALID. The field is numeric with valid characters '0-9' and signed or non-numeric amounts are NOT allowed.

Suggestion: Enter the amount of the transaction, using numbers 0 through 9. The format does not allow periods, commas, signed or non-numeric amounts. Transaction amount must be greater than zero. If unable to solve, call the AFRS Help Desk for assistance.

E09 - BIENNIUM INVALID

Explanation: System Management record contains the valid biennium – current or prior. The settings can be seen on the TM.7 screen – OC record.

Suggestion:

1. Enter the correct biennium
2. Biennium must be numeric

E10 - WORK CLASS INVALID

Explanation: The Work Class code does not match an entry in the Work Class Descriptor Table (D40).

Suggestion:

1. Enter a Work Class code, as defined on the Work Class Descriptor Table (D40); or
3. Update the Work Class Descriptor Table to include the required Work Class.

E11 - POSTING AGENCY INVALID

Explanation: The posting agency was not found on one of the two conditions:

1. D53 does NOT show that the agency is valid for this biennium.
2. Organization Control Table is not set up for the biennium input.

Suggestion: Contact OFM if you are not able to determine the validity of the agency on the D53 table. If valid on D53, check the agency Organization Control Table for the biennium input.

E13 - SUB-SUB-OBJECT INVALID

Explanation: The Sub-Sub-Object code does not match an entry in the Sub-Sub-Object Descriptor Table (D12).

Suggestion:

1. Enter a Sub-Sub-Object found on the Sub-Sub-Object Descriptor Table (D12); or
2. Update the Sub-Sub-Object Descriptor Table to include the required Sub-Sub-Object code.

E14 - CITY/TOWN INVALID

Explanation: The City/Town code does not match a required entry in Descriptor Table (D38).

Suggestion:

1. Enter the City/Town code, as defined on the City/Town Descriptor Table (D38); or
2. Contact OFM to add the required City/Town to the D38 Table.

E15 - TC INVALID FOR BUDGETED FUND

Explanation: Tran codes that do NOT post to master files Allotment (AL) and Appropriation (AP) Files, and GLA's 6505, 6510, 6560 or 6410 are classed as Non-Budgeted. These Tran codes CANNOT post to Budgeted Funds as defined on the D22 table- Type A or B.

Suggestion: Review the Tran Code on the TM.8 or a report to determine status as a Non-Budgeted Tran Code. Examine the D22 for the desired fund to classify if budgeted. Using rules noted above, draw conclusion for the error and review your options.

E16 - SUB-SOURCE INVALID

Explanation: The Sub-Source code does not match an entry in the Sub-Source Descriptor Table (D36).

Suggestion:

1. Enter a Sub-Source code, as defined in the Sub-Source Descriptor Table (D36); or
2. Update the Sub-Source Descriptor Table (D36) to include the required Sub-Source.

E17 - VARIABLE GL INVALID

- Explanation:*** A variable general ledger account was entered, but is not allowed by the transaction code used.
- Suggestion:***
1. Enter a variable General Ledger account, as defined in the D56 table which is allowed for the transaction code used; or
 2. Change the transaction code to one that will allow the required General Ledger account.
 3. Contact OFM Accounting to have the GL code added to the D56 table of variable GL codes.

E18 - GL ACCOUNT INVALID

- Explanation:*** The general ledger account entered does not match an entry in the General Ledger Account Descriptor Table (D31).
- Suggestion:*** Enter a General Ledger account number, which is found in the General Ledger Account Descriptor Table (D31).

E19 – INVALID ENTRY, MUST FIRST ENTER AN AGREEMENT ID

- Explanation:*** An Agreement ID must be entered before entering the Order ID.
- Suggestion:*** Both Agreement ID and Order ID are optional. Before entering the Order ID you must first enter an Agreement ID.

E20 - ONLY 7 CHARACTERS ALLOWED, FORMAT: PP/YYYY

- Explanation:*** Used for IAP tax payments to Department of Revenue, the Vendor message must contain the tax period in the 7 alphanumeric format of; PP/YYYY.
- Suggestion:***
1. Correct the tax period format,
 2. Change the vendor number if you are not intending to pay DOR taxes by IAP.

E21 - DUPLICATE TRANS ID

- Explanation:*** Each 21-position transaction ID must be unique.
- Suggestion:***
1. Correct the Transaction Identification code; or
 2. Delete the Transaction.

E22 - CURRENT DOC MUST BE 9 CHARS FOR P0-P9 BATCH

- Explanation:*** The Current Document number for payroll batches P0-P9 is required by HRMS for the input of data into the Data Warehouse. It must be 8 characters long counting the dash (-).
- Suggestion:*** Replace the Current document number. The Current Doc format for Payroll (P0-P9) batches is: PR-PYYPP, with YY being the year of the pay and PP being the pay period of the year. For example, the first pay period of January 2008 would be PR-P0801.

E23 - INVOICE DATE CANNOT BE BLANK FOR P0-P9 BATCH

- Explanation:*** The Invoice Date field is required to send payroll data back to the HRMS Data Warehouse. It cannot be left blank.
- Suggestion:*** Enter the appropriate date. The proper format for a payroll batch is: MMDDYY and should represent the date the pay is for. For example the payroll of August 10, 2007 would have 081007

E24 – INVOICE # MUST BE 26 CHARS FOR P0-P9 BATCH

- Explanation:*** The Invoice Number field is required to send payroll data back to the HRMS Data Warehouse. It must be 26 characters long.
- Suggestion:*** Invoice-number - Includes the Employee ID Number in positions 1-9, Position Number in positions 10-16, Hours or FTE in positions 17-20 , CCYYPP (pay period) in positions 21-26. Again, we can not force the user to keep the correct information but we need force them to keep the correct record length, with explanation what should be in the field.
Example: INV #: 00046920700331720000200801

E26 – OBJECT REQ DUE TO AI OBJECT LEVEL OF 1

- Explanation:*** The appropriation index code has the appropriation object level indicator of 1, so the object code must be embedded in the appropriation index code or entered on input.
- Suggestion:***
1. Enter the Object code;
 2. Change the Appropriation Index; or
 3. Change the Appropriation Object Level Indicator of the Appropriation Index used.

E27 – MAJOR SOURCE INACTIVE ON D35

- Explanation:*** The Major Source used is inactive.
- Suggestion:***
1. Input a Major Source which is active, as noted on the D35; or

2. Contact OFM to determine why the Major Source entered is inactive.

E28 – SUB OBJECT INACTIVE on D11

Explanation: The Sub Object used is inactive.

- Suggestion:***
1. Input a Sub Object which is active, as noted on the D11; or
 2. Contact OFM to determine why the Sub Object entered is inactive.

E31 - GL ACCT NOT ALLOWED

Explanation: A general ledger account was entered and the transaction code decision table indicates that for this transaction code, a general ledger account number is not allowed.

- Suggestion:***
1. Delete the general ledger account entered; or
 2. Change the Transaction Code to one that allows a general ledger account.

E32 - GL ACCT IS REQUIRED

Explanation: No general ledger account was entered and the transaction code decision table indicates that for this transaction code, a general ledger account number is required. The general ledger account must be found on the General Ledger Descriptor table (D31).

- Suggestion:***
1. Enter the correct general ledger account number;
 2. Change the Transaction Code to one, which does not require a general ledger account; or
 3. Excludes IAP

E34 - REVERSE-NO PAYMENT

Explanation: The reverse code cannot equal 'R' when a transaction is entered which will write a payment, liquidate an encumbrance or perform an Inter-Fund Transfer.

- Suggestion:***
1. Change the Transaction Code to one which does not write a payment, liquidate an encumbrance, or do an Inter-Fund Transfer; or
 2. Leave the reverse code blank so that a payment may be written; encumbrances liquidated or do a multi-fund transfer.

E35 – TRAN CODE REQ WIP

Explanation: The payment transaction code requires a WIP for current and prior biennium. WIP is recorded on the D29 table using the AD.5 screen by OFM.

Suggestion: Check the TM.8 screen for correct WIP entry. Correct Indicator is greater than '0' (zero) and not C or D; or 4 or 5. If an entry is not found, contact AFRS help desk.

E37 - BATCH REQUIRES WARR CANCEL TC

Explanation: New automated warrant cancellation process requires the use of a Transaction Code for warrant cancellation

Suggestion: A warrant cancellation TC can be found on the TM.8 screen with a "C" or "D" in the warrant/Payment field.

E39 - MEMORANDUM GLA INVALID

Explanation: The Transaction Code used indicates that a general ledger memorandum account is required. Valid characters are numbers from 0001 to 0999 and the memorandum account must be defined in the memorandum account descriptor table (D33). This table is controlled by OFM.

Suggestion:

1. Use a Memorandum Account found in the Memorandum Account Descriptor Table; or
2. Contact your Accounting Coordinator for assistance.

E40 - SOURCE NOT ALLOWED FOR TC

Explanation: The Transaction Code used indicates that for this transaction, a Source element (Major Group, Major Source and Sub-Source) should not be input.

Suggestion:

1. Delete the Source elements; or
2. Change the Transaction Code used.

E41 - MAJOR GROUP INVALID

Explanation: The Major Group entered does not match an entry in the Major Group Descriptor Table (D34).

Suggestion:

1. Enter a Major Group code found in the D34 Major Group Descriptor Table; or
2. Leave the field blank.

E42 - SOURCE REQUIRED FOR TC

Explanation: The Transaction Code used indicates that this transaction requires a Source element.

Suggestion:

1. Enter a Major Group code found in the D34 Table;
2. Enter a Major Source (D35); or
3. Use a different Transaction Code, which does not require a Major Group.

E43 - MAJOR SOURCE INVALID

Explanation: The required Major Source entered does not match an entry in the Major Source Descriptor Table (D35).

Suggestion: Enter a Major Source code found in the D35 Table, Major Source Descriptor Table.

E45 - ORG INDEX NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction an Organization Index code should not be input.

Suggestion:

1. Delete the Organization Index; or
2. Change the Transaction Code to one that allows an Organization Index.

E46 - ORG INDEX INVALID

Explanation: The optional Organization Index input does not match an entry in the Organization Index Table (TM.2 Table).

Suggestion:

1. Enter an Organization Index found in the Organization Index Table (TM.2 Table);
2. Delete the Organization Index; or
3. Add the Organization Index to the Organization Index Table.

E47 - ORG INDEX REQUIRED

Explanation: The Transaction Code Decision Table indicates that this transaction requires an Organization Index Code.

Suggestion:

1. Enter an Organization Index; or
2. Change the Transaction Code to one that does not require an Organization Index.

E48 - ORG INDEX REQUIRED BY APPN INDEX

Explanation: The Appropriation Index Code used indicates that this transaction requires an Organization Index Code. The indicator field “APPN ORG LEVEL IND” is set to a “1”, which requires a valid Org Index for this transaction.

Suggestion:

1. Enter a correct Organization Index Code; or
2. Change the Transaction Code to one that does not require an Organization Index

E50 - APPN INDEX INVALID

Explanation: The optional Appropriation Index Code (TM.3) input does not match an entry in the Appropriation Index Table.

Suggestion:

1. Enter an Appropriation Index Code, as found on the Appropriation Index Table; or
2. Update the Appropriation Index Table and release the transaction from the error file.
3. WILD CARD OPTION: Use of asterisk in the third field of the AI with a dual fiscal year appropriation will cause the system to select the valid AI for the fiscal period of the transaction.
EXAMPLE: Enter an AI ‘01*’ for FM09 and the system will create the valid AI of ‘011’.

E51 - APPN-INDEX IS REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires an Appropriation Index Code.

Suggestion:

1. Enter the correct Appropriation Index Code; or
2. Change the Transaction Code to one that does not require an Appropriation Index.

E52 - APPN INDEX NOT OPEN

Explanation: The current document date is NOT within the start /end date on the Appropriation Index Table.

Suggestion:

1. Perform table maintenance to the Appropriation Index Code to change the start or end date appropriately; or
2. Change the Current Document Date of the Transaction-preferred fix.

E53 - APPN INDEX NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction an Appropriation Code should not be input.

- Suggestion:**
1. Delete the Appropriation Index Code from the transaction; or
 2. Change the Transaction Code to one that allows an Appropriation Index Code.

E54 - FUND NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction a Fund Code should not be input.

- Suggestion:**
1. Delete the Fund Code from the transaction; or
 2. Change the Transaction Code to one that allows a Fund Code.

E55 - FUND INACTIVE

Explanation: The Fund used is inactive.

- Suggestion:**
1. Input a Fund which is active, as noted on the D22; or
 2. Contact OFM to determine why the Fund entered is inactive.

E56 - FUND/TC INVALID

Explanation: The Cash Type (D22) for the fund used in the transaction is not valid with the Transaction Code used. Local funds cannot be used with Transaction Codes that have a Fund Indicator of '1' (Treasury and Treasury Trust funds). Treasury and Treasury Trust funds cannot be used with Transaction Codes which have a Fund Indicator of '3' (Local funds).

- Suggestion:**
1. Enter a valid fund with a correct Cash Type code; or
 2. Change the Transaction Code to one that allows the Fund Indicator of the Cash Type you are using.

E57 - FUND REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires a fund, if a fund is not embedded in the Appropriation Index Code.

Suggestion: Enter the Fund Code.

E58 - DOR REQUIRES PERIOD PAID (FORMAT PP/YYYY)

Explanation: Used for IAP tax payments to Department of Revenue. The vendor message area is used to tell DOR the tax period you are submitting the payments for. The correct format is PP/YYYY. It cannot be longer than the seven characters. See error code 58-61

Suggestion:

Use one of the following formats:

1. A(sp)/YYYY (A with a blank space following the A) for Annual tax filers
2. Q1/YYYY, Q2/YYYY, Q3/YYYY, Q4/YYYY, for Quarterly tax filers
3. Or 01/YYYY through 12/YYYY, for Monthly tax filers
4. Change the vendor number if you are not intending to pay DOR taxes by IAP.

E59 - INVALID PERIOD (VALID = A(SP) , Q#, or 01-12)***Explanation:***

Used for IAP tax payments to Department of Revenue. The first two characters must be a valid tax period for DOR. The vendor message area is used to tell DOR the tax period you are submitting the payments for. The correct format is PP/YYYY. It cannot be longer than the seven characters. See error code 58-61

Suggestion:

Use one of the following formats:

1. A (sp) (A for annual with a blank space following the A) for Annual tax filers.
2. Q1, Q2, Q3, Q4, for Quarterly tax filers.
3. Or 01 through 12, for Monthly tax filers
4. Change the vendor number if you are not intending to pay DOR taxes by IAP.

E60 - REQ "/" TO SEPARATE PERIOD/YEAR IN VEN MSG***Explanation:***

Used for IAP tax payments to Department of Revenue. A “/” (slash mark) must be entered between the period and year in the vendor message field. The vendor message area is used to tell DOR the tax period you are submitting the payments for. The correct format is PP/YYYY. It cannot be longer than the seven characters. See error code 58-61

Suggestion:

1. Enter the period and year in this format: PP/YYYY
2. Change the vendor number if you are not intending to pay DOR taxes by IAP

E61 - INVALID YEAR, MUST BE CURRENT OR PRIOR***Explanation:***

Used for IAP tax payments to Department of Revenue. The year must be the current or prior calendar year. The vendor message area is used to tell DOR the tax period you are submitting the

payments for. The correct format is PP/YYYY. It cannot be longer than the seven characters. See error code 58-61

Suggestion:

1. Enter the correct calendar year in the YYYY format
2. Change the vendor number if you are not intending to pay DOR taxes by IAP.

E62 - PI NOT ALLOWED

Explanation: The transaction code does not allow a Program Index to be input.

Suggestion: Remove Program Index from the transaction or select a transaction code that allows Program Index to be input.

E63 - PI INVALID

Explanation: The Program Index Code (TM.4) used does not match an entry in the Program Index table.

Suggestion:

1. Enter an Program Index Code, as found on the PI table; or
2. Update the PI table and release the transaction.

NOTE: Checks for: Function, Program, Sub-Program, Activity, Sub-activity, & Task. Also, looks for match to Allot Program Level Indicator and GL Program Level Indicator.

E64 - PI REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires a Program Index Code.

Suggestion:

1. Enter a Program Index Code; or
2. Change the Transaction Code to one that does not require a Program Index Code.

E66 - OBJECT NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction a Object coding can NOT be input.

Suggestion:

1. Delete the Object coding; or
5. Change the Transaction Code to one that allows Object coding.

E67 - SUB-OBJECT INVALID

Explanation: The Sub-Object Code input does not match an entry in the Sub-Object Descriptor Table (D11).

- Suggestion:**
1. Enter a Sub-Object Code found on the Sub-Object Descriptor Table (D11); or
 2. Delete the Sub-Object Code.

E68 - OBJECT REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires Object coding.

- Suggestion:**
1. Enter Object coding; or
 2. Change the Transaction Code to one that does not require a Object coding.

E69 – INVOICE DATE INVALID (format is MMDDYY)

Explanation: Requires A DATE format of MMDDYY and a TRUE & REAL date.

Suggestion: Enter a data that follows the required date format.

E70 – INVOICE DATE REQUIRED BY AGENCY

Explanation: Agency choice to have the Invoice Date required. This is option is controlled in the Agency Invoice Date Control Edit (TM.3.2.C) table. The default is Y (YES) for all agencies.

- Suggestion:** Select one of the following:
1. Enter a date on the INVOICE DATE field.
 2. Change default value to N (NO) in the TM.3.2.C table to not require an invoice date to be input.

E71 – SKIPPED AMOUNT LINE- NOT ALLOWED

Explanation: When adding additional Amounts, Invoices or Account Numbers on Screen IN.1.2, you are not allowed to skip a line.

Suggestion: Transfer data to skipped line and delete from subsequent line.

E72 – VENDOR BLOCKED BY OFAC MATCH- AGY REVIEW REQ

Explanation: The Federal government has established a program (OFAC) to restrict payments to individuals listed as being Specially Designated Nationals (SDN) sanctions list. The State is committed to supporting this program and has included edits to check against the published list.

Suggestion: Agencies will need to follow the published state policies to resolve the reported match with the SDN list. Contact your agency OFM Accounting Consultant for advice.

E73 – BATCH TYPE TO SWV VENDOR STATUS- MATCH INVALID

Explanation: A relationship edit requires a correct match of the Batch Type to the SWV Vendor Status.

Suggestion: The installed edit on the batch type and the SWV-vendor status is:

1. If vendor-status is "S" then the batch type must be PS or PY and visa versa.
2. If vendor-status is "I" then the batch type must be PI, PX, PF, or PW and visa versa
3. If vendor-status is "V" then the batch type must be PV and visa versa.

E74 - PROJECT NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction a Project Number CANNOT be input.

Suggestion:

1. Delete the Project Number from the transaction; or
2. Change the Transaction Code to one that allows a Project Number.

E75 - PROJECT INVALID

Explanation: The Project, Sub-Project and Project Phase input does not match an entry in the Project Control Table (TM.5).

Suggestion:

1. Enter the Project information, as found in the Project Control Table;
2. If a correct code cannot be found on the Project Control Table, update the Table and release the transaction from the error file; or
3. Delete the optional Project information from the transaction.

E76 - PROJECT REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires a Project Number.

Suggestion:

1. Enter the Project Number for the transaction; or
2. Change the Transaction Code to one that does not require a Project Number.

E77 – PROJECT CLOSED

Explanation: The Project coded in this transaction is NOT open. The beginning and end dates of the Project are established in the Project Control Table (TM.5).

Suggestion:

1. Check Current Document Date for accuracy; or
2. Change Curr. Doc. Date to be inclusive to Project dates; or
3. Perform table maintenance to the Project Control Table expand the effective dates of the Project (NOT DESIRED PRACTICE).

E78 – VENDOR NUMBER NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction a Vendor Number and suffix should not be input.

Suggestion:

1. Delete the Vendor Number from the transaction; or
2. Change the Transaction Code to one that allows a Vendor Number.

E80 - VENDOR NUMBER. REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires a Vendor Number.

Suggestion:

1. Enter a Vendor Number as found on the Vendor Edit Table; or
2. Change the Transaction Code to one that does not require a Vendor Number.

E81 - VENDOR NUMBER NOT FOUND

Explanation: The vendor Number used on the Transaction could NOT be found.

Suggestion:

1. Enter a Vendor Number as found on the Vendor Edit Table.

E82 - VENDOR NAME NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction a Vendor Name should not be input.

Suggestion:

1. Delete the Vendor Name from the transaction; or
2. Change the Transaction Code to one that allows a Vendor Name.

E83 - PSEUDO VENDOR NUMBER. INVALID

Explanation: Use of the Pseudo Vendor Numbers 'V0D0' or 'V0D1' or '?' is not allowed by the Agency. Use of these vendor numbers is controlled by the Agency in the Agency Pseudo Vendor Number Control (TM.3.2.A) table. The default value is A (ALLOWED) for all agencies.

Suggestion: Select one of the following options:

1. Select a vendor with a valid vendor number.
2. Change the default value to allow the use of the pseudo numbers for the agency in TM.3.2.A.

E84 - PR DATA FOR P#, PI & PF BATCHES INVALID

Explanation: The data input for:

1. Payroll batches PI & PF is invalid. Correct data for the Expanded Invoice Number must have an EIN that is on the D81 table and the Vendor Trailer/Message must have a name that matches the name used on that EIN.
2. In Payroll batches (P0-P9) from HRMS, Employee Payroll data is invalid. The Expanded Invoice Number will include the Employee ID Number in positions 1-9, Position Number in positions 10-16, Hours or FTE in positions 17-20, Pay period date (CCYYPP) in positions 21-26.

Suggestion:

1. Check the D81 table for the correct EIN number for the Expanded Invoice Number; and check the D81 for the correct name that goes with the EIN for the Vendor Trailer or Message.
2. Confirm that the Employee ID Number in positions 1-9, Position Number in positions 10-16, Hours or FTE in positions 17-20, Pay period date (CCYYPP) in positions 21-26.
3. NOTE: The process involved with this edit supports the payment to the IRS from our new SAP payroll process. The HRMS will establish the payment amounts to the IRS for each payroll cycle. It will be necessary to assure that the agency is properly registered with the IRS. The D81 table will be maintained by OFM (AFRS) to establish the correct EIN and agency name, as enrolled in the EFTPS process with the IRS.

When initially verifying the agency registration, an ACH pre-note process will be run and a ten day period will be followed by for marking the D81 as a valid agency record for the ACH process. The E84 error also covers the prospect that the record in the D81 has not yet been validated (is Invalid). If the pre-note is in 'I' 'In-process' status the transaction will not clear. The pre-note

status must be 'C' for 'Cleared'. In this case, OFM may advise an agency to generate an AFRS warrant to the IRS and delete the payroll transaction in order to make a timely payment to the IRS. Or OFM may de-allocate the file and use file aid to change the status to 'C'.

E85 - ACCT # INVALID FOR EFTPS PYMT

Explanation: For payroll payments to the IRS (batch types PI and PF), the Account Number field must specify the type of tax being paid. Batch type PI can be WITHHOLDING, SOCIAL SECURITY, or MEDICARE. Batch type PF must be WITHHOLDING.

Suggestion: Determine the type of tax being paid and enter the complete name in the account number field.

E86 - VENDOR ADDRESS NOT ALLOWED

Explanation: The Transaction Code used indicates that a Vendor Address can't be input on this transaction.

Suggestion:

1. Delete the Vendor Address from the transaction; or
2. Change the Transaction Code to one allowing a Vendor Address.

E87 – WARRANT NO. PROTECTED

Explanation: The integrity of the Automated Warrant Cancellation process requires that NO change can be made to the Warrant/Payment Number in a "WC" batch. This key payment information is stored, by the automated process, in the reference document field. All warrant cancellation Tran Codes require the Payment Number in the ref doc field for use by OST and the In Process reconciliation process.

Suggestion: If the wrong Payment Number was entered in the Warrant Cancellation Process, then delete this transaction from the Batch. Initiate a new cancellation in IN.9 process with the correct payment number.

E88 - CURR/REF DOC NO. INVALID

Explanation: A valid Current or Reference Document Number must be:

1. Upper case Alphabetic;
2. Numeric;
3. Space;
4. Dash (-); or
5. Forward Slash (/).

Suggestion: Examine the Document Number carefully for compliance with the rules for validity noted above.

E89 - STATEWIDE VENDOR REQUIRED

Explanation: This transaction is a payment to a statewide vendor. In this situation, the statewide vendor must be available for the type of payment being requested.

Suggestion:

1. Check the statewide vendor number entered to make sure it is the correct vendor number. If not, change it to the correct vendor number.
2. If the vendor number entered is correct, check the statewide vendor record on the VE.3 screen. If the vendor record shows EFT available = N and Payment type = N, this vendor is not available for payment. Select a different vendor number.
3. If the vendor record shows EFT available = N and Payment type = I, this vendor is available for payment by inserted warrant only.
4. If vendor shows Payment Type "J" and EFT = N, then an IAP transaction code MUST be used.

E90 - INVOICE NO. NOT ALLOWED

Explanation: The Transaction Code used indicates that an invoice number should NOT be input on this transaction.

Suggestion:

1. Delete the Invoice Number from the transaction; or
2. Change the Transaction Code to one that allows an Invoice Number.

E91 - INVOICE NO. REQ

Explanation: The Transaction Code used indicates that this transaction requires an Invoice Number, Account Number and Invoice Date.

Suggestion:

1. Enter the Invoice Number; or
2. Change the Transaction Code to one that does not require an Invoice Number.

NOTE: Agency can elect to NOT require an Invoice Date. See TM.3.2 screen.

E92 - DOR REQUIRES INV# BE EFILE# ONLY (1-8 #'S)

Explanation: Used for IAP tax payments to Department of Revenue. Only the eFile confirmation number must be entered in the invoice number field and should be 1-8 numbers long.

- Suggestion:**
1. Enter correct eFile Number generated by Department of Revenue's eFile system.
 2. Change the vendor number if you are not intending to pay DOR taxes by IAP.
 3. Delete the transaction.

E93 - CURR DOC REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires a Current Document Number.

- Suggestion:**
1. Enter a Current Document Number; or
 2. Change the Transaction Code to one that does not require a Current Document Number.

E94 - DOR REQUIRES ACCT# BE 9 DIGIT UBI NUMBER

Explanation: Used for IAP tax payments to Department of Revenue. Account number must be the UBI number and contain nine numeric characters, starting in position one.

- Suggestion:**
1. Enter the Agency 9 digit UBI number
 2. Change the vendor number if you are not intending to pay DOR taxes by IAP
 3. Delete the Transaction

E95 - REFERENCE DOC REQ

Explanation: The Transaction Code used indicates that this transaction requires a Reference Document Number.

- Suggestion:**
1. Enter a Reference Document Number; or
 2. Change the Transaction Code to one not requiring a Reference Document Number.

E96 – REQUIRES IAP TRAN CODE

Explanation: This Transaction requires an Inter-Agency Payment (IAP) Transaction Code.

Suggestion: Select the appropriate IAP Transaction Code. Also, use the appropriate Statewide Vendor (SWV) with a payment type of "J".

E97 – IFT BATCH UNBALANCED

Explanation: An Inter-Fund Transfer was entered into this batch and is NOT balanced to '0.00'.

Suggestion: The transactions for IFT require that they be balanced within the batch. Examine batch to secure transactions that will balance the fund transfer desired.

E98 – IFT REQUIRES ANOTHER FUND

Explanation: This batch contains IFT transactions, which require more than one fund to accomplish the transfer.

Suggestion: Review batch for IFT transactions with the use of multiple funds. Assure correctness of the use of funds to accomplish desired result.

E99 – NEGATIVE WARRANT- BATCH

Explanation: The System has detected a Negative Warrant potential in the batch. A negative warrant will inhibit payments to the vendor.

Suggestion: Review the batch and identify the source of the Negative Warrant. Review desired payment plan and correct the transactions to assure that a positive amount is to be paid for a single vendor.

Section F**April 2012 Rev****Fatal Fund and File Control Errors**

When the FUND RELATED SEVERITY INDICATORS on the ORGANIZATION CONTROL (OC) Table (TM.3.1) are set to F = Fatal, the Section F errors are used to identify problems resulting from a failure to satisfy the requirements.

The financial accounting transactions are edited. Those that fail to pass the edits are moved to the error file.

F01 - ENCUMB NEGATIVE

Explanation: The transaction will result in an OVER LIQUIDATION of an Encumbrance. The severity indicator has been set to fatal.

Suggestion: Since this error could have been caused by a previous erroneous transaction or a fund control error, check these transactions. If a previous transaction has been entered in error, it must be corrected by an adjusting entry. Reported problem could be to Current Month, Prior Month or Prior Year.

F04 - DF DOCUMENT CLOSED

Explanation: An attempt has been made to post to a closed document in the document file. The system will not allow posting to a closed document in the document file.

Suggestion: To post the transaction:

1. Enter a correct new document number; or
2. A new document number suffix must be entered.

F08 - AI DF MATCH PROBLEM

Explanation: Encumbrance process requires exact match to the AI used to initiate encumbrance.

Suggestion: Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance call the DES Accounting Help Desk.

F11 - APPN NEGATIVE

Explanation: The transaction being entered will over liquidate the appropriation (APPN FILE). This is not allowed.

Suggestion: Since this error could have been caused by a previous erroneous transaction or a fund control error, check these transactions. If a previous transaction has been entered in error, it must be corrected by an adjusting entry. Reported problem could be to Current Month, Prior Month or Prior Year.

F14 - ALLOT NEGATIVE

Explanation: The transaction being entered will over liquidate the appropriation file allotment balance. This is not allowed. Reported problem could be to Current Month, Prior Month or Prior Year.

Suggestion: See the correction process for error code F11.

F17 - APPN OVEREXPEND

Explanation: The transaction being entered will overspend the appropriation. This is not allowed.

Suggestion: See the correction process for error code F11.

F30 - INVALID ALLOT NEGATIVE

Explanation: The transaction being entered will overspend the allotment file allotment balance. This is not allowed.

Suggestion: It is most likely that a previous transaction was in error. Check previous transaction, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F33 - ALLOT OVEREXPEND

Explanation: The transaction being entered will overspend the allotment. This is not allowed.

Suggestion: It is most likely that a previous transaction was in error. Check previous transaction, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F36 - ALLOT CLOSED

Explanation: The allotment account used in this transaction is closed.

Suggestion: Determine if the transaction was incorrectly coded and was, therefore, trying to post to the wrong allotment. If this is the case, correct the transaction with the appropriate error correction transaction.

F40 - CASH NEGATIVE

Explanation: The transaction being entered will create negative cash. This is not allowed.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F50 - PROJECT BUDGET NEGATIVE

Explanation: The transaction being entered would over-reverse the budget for the grant/project coded.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F53 - PROJECT BUD OVEREXPEND

Explanation: The transaction being entered would overspend the budget for the project coded.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

F61 - AI NO MATCH

Explanation: An element of the Appropriation Index does not match the Appropriation Index information on the Document File from when the transaction was encumbered.

Suggestion: Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the

original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance call the DES Accounting Help Desk.

F62 - IC NO MATCH

Explanation: An element of the Organization Index does not match the Organization Index information on the Document File from when the transaction was encumbered.

Suggestion: Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance call the DES Accounting Help Desk.

F63 - PI NO MATCH

Explanation: An element of the Program Index does not match the Program Index Information on the Document File from when the transaction was encumbered.

Suggestion: Determine that the Index used was correct. If so, it is probable that the definition of the Index Code has been changed since the transaction was encumbered. Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered. If you need further assistance call the DES Accounting Help Desk.

F64 - PC NO MATCH

Explanation: An element of the Project Coding does not match the Project Control Table information on the Document File from when the transaction was encumbered.

Suggestion: There are several items you can check:

- Determine that the Project coding used was correct. If so, it is probable that the definition of the code has been changed since the transaction was encumbered.
- Has the Project Type is changed? The MI.6 (DOCUMENT DETAIL) screen can be used to view the data that was entered on the document.
- Check the Organization Index (OI) table to see if there is Project coding on it and that it is the same coding as on your transaction.

- Even if coding has changed since you made the encumbrance you will still need to liquidate the encumbrance with the original coding and create an adjusting entry to correct the coding. The encumbrance must be liquidated exactly as it was originally encumbered.
- If you need further assistance call the DES Accounting Help Desk.

F65 - OBJECT NO MATCH

Explanation: Object, Sub-object or Sub-sub-object does not match the same information on the Document File from when the transaction was encumbered.

Suggestion: Enter the Object, Sub-Object and Sub-Sub-Object codes which match those on the document file for this transaction.

F66 - SOURCE NO MATCH

Explanation: The Major Group, Major Source or Sub-source does not match the same information on the Document File from when the transaction was encumbered.

Suggestion: Enter the Major Group, Major Source or Sub-Source codes that match those on the document file for this transaction.

F71 - DF FILE NO MATCH

Explanation: A transaction that should post to the document file was processed, and there was no matching record on the document file.

Suggestion:

1. Submit error correction transactions to correct the element(s) in error;
2. The original document was loaded incorrectly to the document file and must be reversed and reentered; or
3. The original has not been posted on the document file and must be posted prior to processing this transaction.

KEY ELEMENTS FOR MATCH ARE: Agency, Division, Biennium, Fund, and GLA & DOCUMENT Number.

F72 - INIT DOC EXCEPTION

Explanation: When trying to establish a new record in the document file, the system found the same document already in the file.

Suggestion:

1. Determine which document is in error. If the transaction is in error, process the appropriate error corrections to make it unique; or
2. If the document already on the document file is in error, reverse it and make the appropriate adjustments, then release the transaction from the Error File.

The record key is: Agency; Division; Biennium; Fund; GLA & Document Number.

F73 - AP FILE NO MATCH

Explanation: A transaction that should post to the appropriation (AP) file was processed, and there was no matching record on the appropriation file.

Suggestion: Examine the transaction for miscoded appropriation index, fund, object, etc. If appropriate, submit error correction transactions to correct the element(s) in error. If the transaction is correct, the original appropriation transaction may have been loaded incorrectly to the appropriation file and must be reversed. The proper appropriation index table maintenance and accounting transaction entries must be made to establish the correct appropriation record, then release the transaction from the Error File.

F74 - INIT APPN EXCEPTION

Explanation: When trying to establish a new record in the appropriation file, the system found the same appropriation account already in the file.

Suggestion: Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is the appropriation already on file, reverse it, make any necessary adjustments to table maintenance and reprocess the accounting entries correctly.

F75 - AL FILE NO MATCH

Explanation: A transaction that should post to the allotment (AL) file was processed, and there was no matching record on the allotment file.

Suggestion:

1. Examine the transaction for miscoded organization index, program index, fund, object, etc. If appropriate, submit error correction transactions to correct the element(s) in error.
2. If the transaction is correct, the original allotment may have been loaded incorrectly to the allotment file and must be reversed. The proper table maintenance and accounting transactions should be submitted to establish the correct allotment record, then release the transaction from the Error File.

F76 - INIT ALLOT EXCEPTION

Explanation: When trying to establish a new record in the allotment file, the system found the same allotment account already in the file.

Suggestion: Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is the allotment

already on file, reverse it, make any necessary adjustments to table maintenance and reprocess the accounting entries correctly.

F77 - CC FILE NO MATCH

Explanation: A transaction that should post to the cash control file was processed, and there was no matching record on the cash control file.

Suggestion: Examine the transaction for miscoded funding fiscal year, project, fund, object code, etc. If appropriate, submit error correction transactions to correct the element(s) in error.

If the transaction is correct, either the original transaction was loaded incorrectly to the cash control file and must be reversed and reentered, or the original has not been posted on the cash control file and must be posted prior to processing this transaction.

F78 - INIT CASH EXCEPTION

Explanation: When trying to establish a new record in the cash control file, the system found the same record already in the file.

Suggestion: Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is the record already on file, reverse it and make the appropriate adjustments, then release the transaction from the Error File.

F79 - PROJECT FILE NO MATCH

Explanation: A transaction that should post to the project file was processed, and there was no matching record on the project file.

Suggestion: Examine the transaction for miscoded project, major source, organization index, program index, fund, object, etc. If appropriate, submit error correction transactions to correct the element(s) in error.

If the transaction is correct, either the original project was loaded incorrectly to the project file and must be reversed and reentered, or the original has not been posted on the project file and must be posted prior to processing this transaction.

F80 - INIT PROJECT EXCEPTION

Explanation: When trying to establish a new record in the project file, the system found the same project already in the file.

Suggestion:

Determine which record is in error. If it is the transaction, process the appropriate error correction to make it unique. If it is project already on file, reverse it, make any necessary adjustments to table maintenance and reprocess the accounting entries correctly.

Section I**April 2012 Rev****Online Organization Index Table Maintenance Errors**

Organization Index Table maintenance transactions are entered and edited directly online. Transactions must pass the On Line edits before they are added to the Organization Index Table.

Organization Index Control Key: Agency, Organization Index and Biennium.

```

=== AFRS =(TM.2.3)===== ORGANIZATION INDEX MAINTENANCE ===== C105P110 ===
TR: _____ LAST UPDATE:

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

AGENCY: 1050 INDEX: _____ BIENNIUM: 13

DIVISION: _____ BRANCH: _____ SECTION: _____ UNIT: _____

COST CENTER: _____ COUNTY: _____ CITY/TOWN: _____

PROJ: _____ SUB-PROJ: _____ PROJ PHASE: _____ BUDGET UNIT: _____

ALLOT ORG LEVEL IND: _ GL ORG LEVEL IND: _

TITLE: _____

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

```

I01 - RECORD ALREADY EXISTS

Explanation: There is an entry already in the system for the Control Key specified. Add transactions must not find a matching record.

Suggestion: Use the correct Control Key. If the correct control key was entered, a record already exists for the Control Key. It is recommended that once financial transactions have posted to the AFRS system for an organization index, the informational elements should not be changed for that index.

I02 - INDEX BEING USED- CANNOT CHANGE OR DELETE IDX VALUES

Explanation: Business rules require that once an Org Index has been used, the important organization values cannot be changed. Values are: Division, Branch, Section, Unit and Cost Center.

Suggestion: If a mistake was made in the creation of the Org Index, then you must create a new Org Index key to be used. Great care should be exercised when adding records initially to assure they are correct.

I03 - RECORD NOT FOUND FOR DELETE

Explanation: There is no previous entry in the system for the Control Key specified. Delete transactions must find a matching record.

Suggestion: Use the correct the Control Key.

I10 - AGENCY INVALID

Explanation: Agency must be defined in the Agency Maintenance Table (D53) for the biennium specified OR the agency was closed.

Suggestion: Use a valid agency in the Agency Maintenance Table (D53) and for the biennium specified, which has not been closed.

I11 - INDEX CODE INVALID

Explanation: An invalid character was entered in the Organization Index. Valid characters are numbers 0 through 9, letters A through Z.

Suggestion: Enter an Organization Index using valid characters as defined above.

I12 - BIENNIUM INVALID

Explanation: The Biennium used is not presently valid. A valid biennium can be established from the Organizational Control Maintenance screen TM.3.1.

Suggestion: Enter a biennium that is valid, as defined above.

I13 - BUDG UNIT NOT IN D13

Explanation: Budget Unit must be defined in the Budget Unit Descriptor Table (D13).

Suggestion: Use Budget Unit information as defined in the Budget Unit Descriptor Table (D13).

I14 - TITLE INVALID

Explanation: Title must not be blank.

Suggestion: Input a title on the title line.

I15 - DIVISION NOT IN D02

Explanation: Division must be defined in the Division Descriptor Table (D02) and is required.

Suggestion: Use the correct Division Code, as defined in the Division Descriptor Table (D02).

I16 - BRANCH NOT IN D03

Explanation: Branch must be defined in the Branch Descriptor Table (D03).

Suggestion: Use the correct Branch Code, as defined in the Branch Descriptor Table (D03).

I17 - SECTION NOT IN D04

Explanation: Section must be defined in the Section Descriptor Table (D04).

Suggestion: Use the correct Section Code, as defined in the Section Descriptor Table (D04).

I18 - UNIT NOT IN D05

Explanation: Unit must be defined in the Unit Descriptor Table (D05).

Suggestion: Use the correct Unit Code, as defined in the Unit Descriptor Table (D05).

I19 - COST CENTER NOT IN D06

Explanation: Cost Center must be defined in the Cost Center Descriptor Table (D06).

Suggestion: Use the correct Cost Center Code, as defined in the Cost Center Descriptor Table (D06).

I21 - PROJECT INVALID

Explanation: Project must be defined in the Project Control Table (TM.2.4) or be blank.

Suggestion: Use the correct Project Code, as defined in the Project Control Table (TM.2.4) or leave blank.

I23 - ALLOT ORG LVL INVALID

Explanation: An invalid character was entered in the Allotment Organization Level Indicator.

Suggestion: Use the correct Allotment Organization Level Indicator (valid characters are 0 and letters A through F).

I24 - GL ORG LV INVALID

Explanation: An invalid character was entered in the General Ledger Organization Level Indicator. Valid characters are numbers 0 or 1.

Suggestion: Use the correct General Ledger Organization Level Indicator (valid characters are numbers 0 or 1).

I25 - COUNTIES INVALID

Explanation: Counties must be defined in the County Descriptor Table (D37) or be blank.

Suggestion: Use the correct County Code as defined in the County Descriptor Table (D37) or leave blank.

I26 - CITY/TOWN INVALID

Explanation: City or Town must be defined in the City/Town Descriptor Table (D38) or be blank.

Suggestion: Use the correct City/Town Code as defined in the City/Town Descriptor Table (D38) or leave blank.

I28 - ALLOT ORG LVL IND INVALID

Explanation: When the Allotment Organization Level Indicator is equal to:

1. 'O', 'A' or 'B', Division is required; when 'C', Division and Branch are required;
2. When 'D', Division, Branch and Section are required;
3. When 'E', Division, Branch, Section and Unit are required;
4. When 'F', Division, Branch, Section, Unit and Cost Center are required.

Suggestion: Refer to the explanation of the error, and input the correct information.

I30 - DIV NOT MATCH- INDEX POSITION 1

Explanation:

Suggestion:

I31 - BRANCH NOT MATCH- INDEX POSITION 2

Explanation:

Suggestion:

I32 - SECTION NOT MATCH- INDEX POSITION 3

Explanation:

Suggestion:

I31 - UNIT NOT MATCH- INDEX POSITION 4

Explanation:

Suggestion:

Section K**April 2012 Rev****Warning Errors – Encumbrances and Allotments**

Fund Severity Indicators on the Organization Control Table (TM.3.1) are set to W = Warning. These errors are then reported as Warnings in Section K of the Error Codes.

Errors in processing PAYMENTS involving encumbrances and allotments are warning errors. The transaction is processed, but a warning is produced in instances where encumbrances and/or budgeted allotments are exceeded.

Section K Error Result: The transaction is flagged with a warning. That transaction will update the system master files (post transaction) and is not moved to the Error File. It is suggested that the contradiction which caused the warning be corrected.

K11 - APPN NEGATIVE

Explanation: The transaction being entered will over liquidate the appropriation (APPN FILE). This is not desired. Transaction posted and a warning issued.

Suggestion: Since this warning could have been caused by a previous erroneous transaction or a fund control error, check these transactions. If a previous transaction has been entered in error, it must be corrected by an adjusting entry. Reported problem could be to Current Month, Prior Month or Prior Year.

K14 - ALLOT NEGATIVE

Explanation: The transaction being entered will over liquidate the appropriation file allotment balance. This is not allowed. Reported problem could be to Current Month, Prior Month or Prior Year.

Suggestion: See the correction process for error code K11.

K17 – APPN OVER EXPEND

Explanation: The transaction being entered will over expend the appropriation file allotment balance. This is not desired. Reported problem could be to Current Month, Prior Month or Prior Year.

Suggestion: See the correction process for error code K11.

K30 - ALLOT OVER LIQUIDATED

Explanation: The transaction being entered will over LIQUIDATE the allotment file allotment balance. This is not desired. Transaction posted and a warning issued.

Suggestion: It is most likely that a previous transaction was in error. Check previous transaction, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

K33 - ALLOT OVER EXPEND

Explanation: The transaction entered would over expend the allotment for the current fiscal month. Expenditures cannot exceed allotments.

Suggestion: It is most likely that a previous transaction was in error. Check previous transaction, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

K40 - CASH NEGATIVE

Explanation: The transaction entered would create a negative cash balance. This is not a desired practice. Transaction posted, but warning issued.

Suggestion: Determine if the transaction was incorrectly coded and was, therefore, trying to post to the wrong allotment. If this is the case, correct the transaction with the appropriate error correction transaction.

K50 - PROJECT BUDGET OVER-REVERSED

Explanation: The transaction entered would over-reverse the project budget.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

K53 - PROJECT OVEREXPEND

Explanation: The transaction entered would over expend the budget. This is not a desired practice. Transaction posted, but warning issued.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

K57 - PROJECT CLOSED

Explanation: The transaction processing date is not in the range of the project start and end dates. Project closed. Transaction posted, but warning issued.

Suggestion: It is most likely that a previous transaction was in error. Check previous transactions, and make the necessary error corrections. Reported problem could be to Current Month, Prior Month or Prior Year.

L01 – TRANS ID INVALID

Explanation: The Payment Transaction was entered with an invalid Transaction Identification that does not match any transaction on the Warrant Writing File. (see DWP8221 daily report or view on MI.8, Payment Write File view.

Suggestion: Examine the Payment Write transaction for miscoded transaction identification data elements such as Agency, Batch Type, Batch Date, Batch Number, Batch Sequence Number and Duplicate Record Indicator. Input the transaction with the correct Transaction Identification.

L03 - PRINT DATE REQ

Explanation: The Print Payment Command was used but the Print Select Date was missing. When using the Payment Command, 'PRINT,' Function, Agency Code and Print Selection Date must be coded. NOTE: Daily, AFRS automatically creates the Print command and date. An agency cannot delete or change the Print Date, but can add another .

Suggestion: Enter the Payment Command for Print with a valid date. Transactions on the Warrant Writing File with a Due Date on or before the Print Selection Date are used to generate warrants.

L04 - PAYMENT COMMAND INVALID

Explanation: The Payment Command entered is invalid. Valid Payment Commands are the following: PRINT, SELECT, OVERRIDE or DELETE.

Suggestion: Use the appropriate Payment Command and input the payment transaction.

L05 - TRAN ID NOT ALLOWED

Explanation: A 'Print' Payment Command was entered with a Transaction Identification. When using a Print Payment Command, only the Function, Agency Code, Print Selection Date and 'PRINT' are allowed.

Suggestion: Code the Print payment command using only the Function, Agency Code, Print Selection Date and 'PRINT' command.

L06 - PRINT DATE INVALID

Explanation: A 'Print' Payment Command was entered with an invalid Print Select Date. The Print Selection Date must be numeric and the format must be MMDDYY, with the month and day falling within allowable ranges.

Suggestion: Examine the Payment Command for the mis-coded Print Select Date. Input the transaction with the correct Print Selection Date.

L07 - PRINT DATE-S/B BLANK

Explanation: A Payment Writing transaction was entered with a Print Selection Date, but the Payment Command was not for 'Print'. The Print Select Date is allowed only for a transaction that uses the 'Print' Payment Command.

Suggestion: Enter the Payment Write transaction without the Print Selection Date.

L08 - PHONE NO. INVALID

Explanation: Attempted to input a phone to print on face of warrant is invalid. Phone number with area code needs to be numeric.

Suggestion: Research and input correct phone number.

L09 - NUMBER OF PAGES INVALID

Explanation:

Suggestion:

L10 - PAGES MUST BE BLANK

Explanation:

Suggestion:

L11 - NO TRAYS AVAILABLE FOR DATE-SELECT NEW DATE

Explanation:

Suggestion:

L12 - PRIOR/WEEKEND/HOLIDAY DATES ARE INVALID

Explanation:

Suggestion:

L13 - INVALID DATE FORMAT (YYMMDD)

Explanation:

Suggestion:

L14 - INVALID TIME; AFTER 2:00PM

Explanation:

Suggestion:

L15 - MUST ENTER A,C,N,B OR R BEFORE A VIEW

Explanation:

Suggestion:

L16 - CANNOT DELETE WITHOUT TRAY NUMBER

Explanation:

Suggestion:

L17 - CANNOT CHANGE WITHOUT TRAY NUMBER

Explanation:

Suggestion:

L18 - PAY TYPE MUST BE W,R, OR B

Explanation:

Suggestion:

L19 - MUST BE ALPHA/NUMERIC OR **

Explanation:

Suggestion:

L20 - ENTRY REQUIRED FOR THIS FIELD

Explanation:

Suggestion:

L21 - DATE MUST BE GREATER THAN ORIGINAL DATE

Explanation:

Suggestion:

L22 - NEW PAY TYPE MUST MATCH OLD

Explanation:

Suggestion:

L23 - NEW BATCH TYPE MUST MATCH OLD

Explanation:

Suggestion:

L50 - CANCELLED BY AGENCY

Explanation: Attempted to cancel a Warrant, which the agency has previously cancelled.

Suggestion: Research the correct warrant number and enter.

L51 - REDEEMED, CANCELLED OR SOL'D BY OST

Explanation: Attempted to cancel a Warrant, Which the OST had previously redeemed , cancelled or SOL'd.

Suggestion: Research the correct warrant number and enter.

L52 - WARRANT NOT FOUND

Explanation: Attempt to cancel a warrant which can not be found.

Suggestion: The warrant was not issued or is not one used by agency. Research the documentation to validate the warrant information. If unable to resolve, call DES Accounting Help Desk.

Section M	JULY 2011 REV
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Master Index Table (TM.9) Maintenance Transactions are entered and edited directly online. Transaction must pass the online edits before they are added to the Master Index Table.

Master Index Control Key: Agency, Master Index No., and Biennium

Section M Error Result: Transactions which are NOT accepted by the online edits must be corrected while performing online data entry.

```

==== AFRS =(TM.9)===== MASTER INDEX MAINTENANCE ===== C105P190 ====
TR: _____ CREATE DATE: 06/22/06 LAST UPDATE: 06/22/06

FUNCTION: _ (A=ADD, C=CHG, D=DEL %, X=DEL INDX, V=VIEW, N=NEXT, R=REV, P=PRINT)

***** MASTER INDEX AREA *****
AGENCY: 0000 INDEX: _____ BIEN: __ PERCENT RECORD: __
TITLE: _____
      MMDDYY      MMDDYY      TOTAL PERCENT: ... .
START: _____ END: _____ ACTIVE: _ TOTAL RECORDS: ..

***** PERCENT RECORD AREA *****
PERCENT: __ _ RECORD NR: ..
FUND: __ APPN INDEX: __ PROG INDEX: _____ ORG INDEX: _____
PROJECT: _____ SUB-PROJECT: __ PROJ PHASE: __
MAJOR GRP: __ MAJOR SOURCE: __ SUB-SRC: _____
SUB-OBJ: __ SUB-SUB-OBJ: _____
COUNTY: __ CITY/TOWN: _____ WORK CLASS: _____
BUDGET UNIT: __ ALLC CODE: _____ M-O-S: _____

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

M01 - CURRENT BIEN NOT NUMERIC

Explanation: The Current Biennium (CBY) must be numeric.

Suggestion:

M02 - PRIOR BIEN NOT NUMERIC

Explanation: The Prior Biennium (PBY) must be numeric.

Suggestion:

M03 - PRIOR BIEN INVALID

Explanation: The Prior Biennium (PBY) must be accepted by the System Management record.

Suggestion: Check out the SM record, and enter a correct PBY.

M04 - CURRENT FM INVALID

Explanation: The Current Biennium (CBY) must be accepted by the System Management record.

Suggestion: Check out the SM record, and enter a correct CBY.

M05 - PRIOR FM NOT NUMERIC

Explanation:

Suggestion:

M06 - PRIOR FM INVALID

Explanation:

Suggestion:

M07 - PRIOR BIEN-OPEN NOT Y OR N

Explanation:

Suggestion:

M08 - PRIOR BIEN-OPEN INVALID

Explanation:

Suggestion:

M09 - PRIOR FM-OPEN NOT Y OR N

Explanation:

Suggestion:

M10 - PRIOR FM-OPEN INVALID

Explanation:

Suggestion:

M11 - MAINT OPER INVALID

Explanation:

Suggestion:

M12 - ELEMENT NAME INVALID

Explanation:

Suggestion:

M13 - VALUE FIELD INVALID

Explanation:

Suggestion:

M14 - FILE DESCRIP INVALID

Explanation:

Suggestion:

M15 - FY CHANGE INVALID

Explanation:

Suggestion:

M16 - MI INACTIVE

Explanation: Check Active switch. Proper values are Y = Active and N = Inactive.

Suggestion:

M51 - NO RECORD FOUND TO BE CHANGED

Explanation: There is no previous entry in the system for the Control Key specified.

Suggestion: Use the correct Control Key for updating. If the correct Control Key was entered, the function should be changed to "A" =add.

M52 - NO RECORD FOUND TO BE DELETED

Explanation: There is no previous entry in the system for the Control Key specified.

Suggestion:

M53 - INVALID FUNCTION

Explanation: An invalid character was entered in the Function. Valid characters are letters 'A'= Add; 'C'= Change; 'D'= Delete %; "X" = Delete Index; 'V'= View; 'N' = Next; 'R' = Review; or "P" = Print.

Suggestion: Use one of the valid functions.

M54 - AGENCY NOT ON D53 FOR BIENNIUM SPECIFIED

Explanation: Agency must be defined in the Agency Descriptor Table (53) for the biennium specified.

Suggestion: Refer to the Agency Descriptor Table (D53). Check that the agency code being used is correct for the biennium specified. If the agency you are using is not valid for the correct biennium, update that on the D53 Table.

M55 - MASTER INDEX MUST BE ALPHANUMERIC

Explanation: The master index must be composed of numbers and/or letters. Spaces at the end will be zero filled.

Suggestion: Enter the numbers and/or letters for the Master Index Key. Spaces at the end will zero fill.

M56 - BIENNIUM MUST BE NUMERIC

Explanation: The number entered for the biennium must be a number.

Suggestion: Enter the last two digits of the ending year of the biennium.

M57 - BIENNIUM ENTERED INVALID

Explanation: The biennium entered is invalid. The biennium must be equal to, two greater or two less than Current Biennium, as defined in the System Management File.

Suggestion: Determine the correct biennium to be used. It must be equal to, two greater than or two less than the current biennium.

M58 - BIENNIUM MUST BE ENTERED

Explanation: There must be a value entered for the biennium.

Suggestion: Enter a number in the biennium field.

M59 - FUND NOT ON D22

Explanation: Fund is not contained in the statewide fund listing.

Suggestion: Determine the correct Fund Code using the Statewide Fund Descriptor Table (D22).

M60 - FUND DETAIL NOT ON D23

Explanation: The fund detail is not contained in the Statewide Fund Detail Descriptor Table (D23). NOTE: FUND DETAIL NOT PRESENTLY USED.

Suggestion: Determine the correct Fund Detail Code from the Statewide Fund Detail Descriptor Table (D23).

M61 - APPROPRIATION INDEX NOT ON FILE

Explanation: The Appropriation Index Code is not on the Appropriation Index Descriptor Table .

Suggestion: Enter the Appropriation Index Code found on the Appropriation Index Descriptor Table .

M62 - FUND INVALID FOR APPROPRIATION INDEX

Explanation: The fund entered on the screen must match the fund listed in the Appropriation Index Table for the Appropriation Index Code used.

Suggestion: Determine the correct fund and/or Appropriation Index Code, and enter the information. The valid funds for the Appropriation Index may be found online in the Appropriation Index screen.

M63 - PROGRAM INDEX NOT ON FILE

Explanation: The Program Index Code entered in the Master Index must match an entry in the Program Index Table.

Suggestion: Enter the correct Program Index found on the Program Index Table.

M64 - APPROPRIATION INVALID FOR PROGRAM FUNCTION

Explanation: The appropriation must coincide with the program function in the Program Index.

Suggestion: Determine the correct Appropriation Index Code and/or Program Index Code so that the Program Function matches the Appropriation. For example, an Appropriation Index Code with an Appropriation for capital expenditures cannot be used with a program function indicating operating expenditures.

M65 - APPROPRIATION CHARACTER INVALID FOR PROGRAM FUNCTION

Explanation: The Appropriation Character of the Appropriation Index is invalid for the program function of the Program Index.

Suggestion:

M66 - PROJECT NOT ON FILE

Explanation: The Project entered must match an entry in the Project Descriptor Table.
Enter the correct Project found on the Project Descriptor Table .

Suggestion:

M67 - SUB PROJECT NOT ON FILE

Explanation: The Sub-project Code entered must match an entry in the Project Control Table.

Suggestion: Enter the correct Sub-project Code found on the Project Control Table .

M68 - PROJECT PHASE NOT ON FILE

Explanation: The Project Phase entered must match an entry in the Project Control table.

Suggestion: Enter the Project Phase on the table.

M69 - ORGANIZATION INDEX NOT ON FILE

Explanation: The Organizational Index entered must match an entry in the Organization Index Table.

Suggestion: Determine the correct Organization Index and enter the data.

M70 - PROJECT NOT ON ORGANIZATION INDEX

Explanation: The Project entered is different from the project defined on the agency's Organization Index.

Suggestion: Determine the correct Project as listed on the Organization Index Table.

M71 - SUB-PROJECT NOT ON ORGANIZATION INDEX

Explanation: The Sub-project entered is different from the sub-project defined on the agency's Organization Index Table.

Suggestion: Determine the correct Sub-Project as listed on the Organization Index Table.

M72 - PROJECT PHASE NOT ON ORGANIZATION INDEX

Explanation: Project phase entered is different from the project phase defined on the agency's Organization Index Table.

Suggestion: Use the correct Project Phase, as defined in the Project Control Table.

M73 - COUNTY NOT ON FILE

Explanation: Counties must be defined in the County Descriptor Table (D37) or be blank.

Suggestion: Use the correct County Code defined on the County Descriptor Table (D37).

M74 - COUNTY NOT ON ORGANIZATION INDEX

Explanation: County is different from the County defined on the agency's Organization Index Table.

Suggestion: Use the correct County as listed on the Organization Index Table.

M75 - CITY-TOWNS NOT ON FILE

Explanation: The City or Town must be defined on the City/Town Descriptor Table (D38) or be blank.

Suggestion: Use the correct City/Town Code, as defined on the City/Town Code, as defined on the City/Town Descriptor Table (D38).

M76 - CITY NOT ON ORGANIZATION INDEX

Explanation: City is different from the city defined in the agency's Organization Index Table.

Suggestion: Use the correct City/Town code, as listed on the Organization Index Table.

M77 - WORK CLASS NOT ON FILE

Explanation: The Work Class must be defined in the Work Class table (D40) or be blank.

Suggestion: Determine the correct Work Class, as defined in the Work Class Descriptor Table (D40) or leave blank.

M78 - SUB OBJECT NOT ON FILE

Explanation: Sub-Object must be defined in the Sub-Object Descriptor Table (D11).

Suggestion: Use the correct Sub-Object, as defined in the Sub-Object Descriptor Table.

M79 - SUB-SUB-OBJECT NOT ON FILE

Explanation: Sub-Sub-Object must be defined in the Sub-Sub-Object Descriptor Table (D12).

Suggestion: Use the correct Sub-Sub-Object, as defined in the Sub-Sub-Object Descriptor Table (D12).

M80 - MAJ-GROUP NOT ON FILE

Explanation: Major group must be defined in the Major Group Descriptor Table (D34).

Suggestion: Use the correct Major Group as defined in the Major Group Descriptor Table (D34).

M81 - MAJ-SOURCE NOT ON FILE

Explanation: Major source must be defined in the Major Source Descriptor Table (D35).

Suggestion: Use the correct Major Source, as defined in the Major Source Descriptor Table (D35).

M82 - SUB-SOURCE NOT ON FILE

Explanation: Sub-source must be defined on the Sub-source Descriptor Table (D36).

Suggestion: Use the correct Sub-Source, as defined in the Sub-Source Descriptor Table (D36).

M83 - OBJECT AND SOURCE DATA MAY NOT BOTH BE ENTERED AT ONCE

Explanation: Both revenue and expenditure codes may not be listed on the same master index screen.

Suggestion: Determine which data is necessary for this Master Index Code, either revenue or expenditure, and enter the required codes.

M84 - -PERCENT FIELD NOT NUMERIC

Explanation: The percent must be numeric and must be entered.

Suggestion: Use a numeric percent (00=100%). Less than a whole percent may be added in the right position on the input field. For example, 33.3% may be entered by using 33.3 in the percent field. No percent sign is necessary.

M85 - RECORD NUMBER MUST BE NUMERIC 01-99

Explanation: The record number field must be numeric or blank.

Suggestion: Use a numeric record number or leave blank.

M86 - DELETE NOT ALLOWED IN ADD FUNCTION

Explanation: When deleting a record, a 'C' (change) function must be used.

Suggestion: Use a 'C' in the functions field, when deleting a record.

M87 - VIEW RECORD BEFORE CHANGE

Explanation: The record must be viewed before it is changed.

Suggestion: View record which will be changed before changing it.

M88 - SELECTED RECORD NUMBER NOT FOUND- 1ST DISPLAYED

Explanation: The selected record number was not found, but the first record was displayed.

Suggestion: Use the correct record number for display.

M89 - BIENNIUM MAY NOT BE CHANGED

Explanation: The biennium may not be changed on the Master Index record.

Suggestion: Add a new record with a different biennium, if necessary.

M90 - START/END DATE MUST BE A VALID DATE

Explanation: The start and end date of the master index, if used, must be a valid date in the format MMDDYY.

Suggestion: Use valid dates or leave blank.

M91 - RECORD NUMBER INVALID FOR CHANGE

Explanation: The record number may not be changed on a master index.

Suggestion: Add a new record and delete an old one, if necessary.

M92 - DELETE ONLY VALID IN CHANGE

Explanation: A record may only be deleted using a change function.

Suggestion: Use a 'C' (change) function to delete a record.

M93 - RECORD NUMBER MAY NOT BE CHANGED

Explanation: A record number change is not allowed.

Suggestion: Add a new record and delete an old one, if necessary.

M94 - SUB-OBJECT NOT ALLOWED WITH ALLOWABLE SUB-OBJECT

Explanation: A sub-object code may not be entered with entries in the allowable sub-object field.

Suggestion: Do not use a sub-object code when the allowable sub-object field has been used for the master index.

M95 - MAJOR GROUP INVALID WITH ALLOWABLE SUB OBJECT

Explanation: The major group entered is invalid with the sub-object(s) used.

Suggestion: Create a new master index with the correct major group.

M96 - START/END DATE MUST NOT BE CHANGED DURING ADD

Explanation: When records are added to a master index, the start/end date must not be changed.

Suggestion: Use the same start/end date for each record of a master index or leave blank.

M97 - SUB-OBJECT DUPLICATE

Explanation: When adding records to the master index, do not duplicate the sub-object.

Suggestion:

1. Use unique sub-object codes; or
2. Create a new master index with the sub-object code.

M98 - ALLOWABLE SUB OBJECT CHANGE NOT ACCEPTED

Explanation: The change in the allowable sub-objects was not accepted.

Suggestion:

1. Create a new master index with the correct sub-objects;
or
2. Find the coding in the record which is in conflict with the sub-object being changed.

M99 - TITLE MAY NOT BE CHANGE DURING ADD

Explanation: When adding a record to a master index, the title may not be changed.

Suggestion: Do not change the title of the master index when adding a record.

Section O	JULY 2011 REV
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Organization Control Table (TM.7) maintenance transactions are entered and edited directly online. Transactions must pass the online edits before they are added to the Organization Control Table.

Organization Control Key: Agency, Biennium.

```

=== AFRS =(TM 7) ===== ORGANIZATI ON CONTROL MAI NTENANCE ===== C105P150 ===
TR:  _____ LAST UPDATE: 07/26/06 999M

FUNCTI ON: N (A=ADD, C=CHANGE, D=DELETE, V=VI EW, N=NEXT, P=PRI NT)
BI ENNI UM 07

PRI OR FM OPEN: N
PRI OR BI EN OPEN: Y

DATA RELATED SEVERI TY I NDI CATORS:
1- 10: FFFFF_FFFF 11-20: ____FF_FF_
21-30: __FFF_F__F

FUND RELATED SEVERI TY I NDI CATORS:
1- 10: F__FFF____ 11-20: F__F__F__F
21-30: _____F 31-40: __F__F__F
41-50: _____F 51-60: __F__F__
61-70: _____ 71-80: FFFFFFFF

** SYSTEM MANAGEMENT RECORD **
*
* CURRENT BI EN YR: 07 *
* CURRENT FM 13 *
* PRI OR FM 12 *
* PRI OR FM OPEN: NO *
*
* PRI OR BI EN YR: 05 *
* PRI OR BI EN YR OPEN: NO *
*
* FM 99 OR 25 OPEN: YES *
*
*****

PF3=RETURN, PF12=MESSAGE, CLEAR=EXI T
    
```

O01 - ADD/MATCH ERROR

Explanation: There is an entry already in the system for the Control Key specified. Verify the agency and biennium. Add transactions must not find a matching record.

Suggestion: Use the correct control key. If the correct control key was entered, a record already exists for the control key.

O02 - RECORD NOT FOUND

Explanation: There is no previous entry in the system for the control key (agency and biennium).

Suggestion: Use the correct control key= Agency & Biennium.

O08 - AGY NOT IN D53

Explanation: Agency Code must be defined in the Agency Descriptor Table (D53) for the biennium specified.

Suggestion: Refer to the Agency Descriptor Table (D53). Check that the agency code being used is correct. If the agency you are using is not valid for the correct biennium, have OFM enter the correct biennium on the D53 table.

O09 - BIENNIUM INVALID

Explanation: The biennium entered is invalid. The biennium must be equal to, two greater or two less than Current Biennium, as defined in the System Management File.

Suggestion: Determine the correct biennium to be used. It must be equal to, two greater or two less than the current biennium. Ask OFN to fix, if a problem.

O17 - MONTH OPEN INVALID

Explanation: An invalid character was entered in the Prior Fiscal Month Open Indicator. Valid characters are letters 'Y' or 'N'. EXCEPTION: When the System Management Prior Fiscal Month is closed, the only valid character is 'N'.

Suggestion: Refer to the explanation for this error code, and input the correct data.

O18 - BIEN OPEN INVALID

Explanation: An invalid character was entered in the Prior Biennium Open Indicator. Valid characters are letters 'Y' (yes) or 'N' (no).

Suggestion: Refer to the explanation for this error code and input the correct data.

O22 - DATA SEV IND INVALID

Explanation: An invalid character was entered in at least one of the thirty (30) Data Severity Indicators. Valid characters are letters: 'I', 'W', 'F' or blank.

Suggestion: Refer to the explanation for this error code, and input the correct data.

O23 - FUND SEV IND INVALID

Explanation: An invalid character was entered in at least one of the eighty (80) Fund Severity Indicators. Valid characters are letters: 'I', 'W', 'F' or blank.

Suggestion: Refer to the explanation for this error code and input the correct data.

O45 – WARNING SEV IND INVALID- DATA

Explanation: An invalid W = Warning was entered in at least one of the Data Severity Indicators. Valid positions are: 1 through 5, 7-10, 18, 24, 25, 27 and 30.

Suggestion: Refer to the explanation for this error code and input correct data.

NOTE: **We strongly recommend that an Indicator of “F = FATAL” be used in the above positions.**

O46 – IGNORE SEV IND INVALID- DATA

Explanation: An invalid 'I' for 'ignore message' was entered in at least one of the Data Severity Indicators. Valid Positions are: 3, 5, 9, and 25.

Suggestion: Refer to the explanation for this error code, and input the correct data.

O47 – WARNING SEV IND INVALID- FUND

Explanation: An invalid 'W' for 'warning' was entered in at least one of the Fund Severed Indicators. Valid positions are: 11, 14, 17, 30, 33, 40, 50, 53 and 57.

Suggestion: Refer to the explanation for this error code and input the correct data.

O48 – IGNORE SEV IND INVALID- FUND

Explanation: An invalid 'I' for 'ignore message' was entered in at least one of the Fund Severity Indicators. Valid positions are: 11, 14, 17, 30, 33, 40, 50, 53 and 57.

Suggestion: Refer to the explanation for this error code and input the correct data.

O49 – FATAL SEV IND INVALID- FUND

Explanation: An Invalid 'F' for 'Fatal' was entered in at least one of the Fund Severity Indicators. Valid positions are 1, 4 through 6; 11, 14, 17, 20; 30, 33, 36; 40, 50, 53, 57 and 71 through 80.

Suggestion: Refer to the explanation for this error code and input the correct data.

O50 - BLANK SEV IND INVALID- FUND

Explanation: A blank or space was entered in at least one of the Fund Severity Indicators that require either an 'I', 'W' or 'F'. Valid blank positions are: 2 – 3, 7 – 10, 12 – 13, 15, 16, 18, 19, 21 – 29, 31 – 32, 34, 35, 37 – 39, 41 – 49, 51, 52, 58 – 70.

Suggestion: Refer to the explanation for this error code and input the correct data.

O51 – FATAL SEV IND INVALID- DATA

Explanation: An Invalid 'F' for 'Fatal' was entered in at least one of the Data Severity Indicators. Valid positions are: 1 – 5, 7 – 10, 15-16, 18 – 19, 23 – 25, 27 & 30.

Suggestion: Refer to the explanation for this error code and input the correct data.

O52 - BLANK SEV IND INVALID- DATA

Explanation: A blank or space was entered in at least one of the Data Severity Indicators that require either an 'I', 'W' or 'F'. Valid blank positions are: 6, 11- 14, 17, 20 – 22, 26, 28 – 29.

Suggestion: Refer to the explanation for this error code and input the correct data.

SECTION P	July 2011 REV
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**PROJECT CONTROL (TM.5) &
PROGRAM INDEX (TM.4)
MAINTENANCE**

Project Control Table (TM.5) maintenance transactions and Program Index Table (TM.4) maintenance transaction are entered and edited directly online. Transactions must pass the online edits before they are added to the Project Control Table or the Program Index Table.

Project Control Key: Agency, Project, Sub-Project and Project Phase

Program Index Key: Agency, Program Index and Biennium

```

=== AFRS =(TM.4)===== PROGRAM INDEX MAINTENANCE===== C105P130 ===
TR: _____          LAST UPDATE: 08/02/05

          FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT,
          P=PRINT)

          AGENCY: 0100  PROGRAM INDEX: LOCAL  BIENNIUM: 07

          FUNCTION: 70          PROGRAM: 850  SUB-PROGRAM: __

          ACTIVITY: __  SUB-ACTIVITY: __  TASK: __

          ALLOT PROG LEVEL IND: 0  GL PROGRAM LEVEL: 0  RESTRICTOR: _

          TITLE: LOCAL_COP_EXPENSES_--_FUND_449_____

          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

```

= AFRS =(TM.5)===== PROJECT CONTROL MAINTENANCE C105P120 ===
TR: _____ LAST UPDATE: 12/06/02

FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

AGENCY: 0550 PROJECT: D001 SUB-PROJECT: 00 PROJ PHASE: 00

TITLE: ELECTRONIC_J_&_S_____

MMDDYY	MMDDYY	FEDERAL CATALOG: _____
START DATE: 070101	END DATE: 123102	
FEDERAL AGENCY: _____	PROJECT TYPE: 0	SUB-GRANTEE: _____
INDIRECT RATE: _____	INDIRECT LIMIT: _____	REIMB METHOD: _____
OBJ POST LEVEL: 0	REV POST LEVEL: 0	GL PROJ LEVEL: 0
APPN CTL TYPE: 0	CASH CTL TYPE: 0	

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

P01 - EXISTING RECORD

Explanation: There is a record already in the system for the Control Key specified. Add transactions must not find a matching record.

Suggestion: Verify the Control Key information. If incorrect, input the correct data. If correct, the record already exists for the Control Key.

P02 - RECORD NOT FOUND FOR CHANGE

Explanation: There is no previous entry in the system for the Control Key specified. Change transaction must find a matching record.

Suggestion: Use the correct Control Key.

P03 - RECORD NOT FOUND FOR DELETE

Explanation: There is no previous entry in the system for the Control Key specified. Delete transactions must find a matching record.

Suggestion: Use the correct Control Key.

P04 - DELETE TRAN HAS DATA

Explanation:

Suggestion:

P05 - INVALID FUNCTION

Explanation: An invalid character was entered in the Function. Valid characters are the letters 'A' = Add; 'C' = Change; 'D' = Delete; 'V' = View; 'N' = Next; or 'P' = Print.

Suggestion: Use one of the valid functions to enter or correct the Project Control Table.

P06- INVALID RECORD NO

Explanation:

Suggestion

P07 - INVALID REIM METHOD

Explanation: An invalid character was entered in the reimbursement method. Enter a valid character in the reimbursement method field.

Suggestion: Valid characters are:
0 = Advance by Letter of Credit
1 = Actual Cost Reimbursement
2 = Advance by Treasurer Check
3 = Quarterly Billing
4 – 9 = Agency Defined

P08- ORG NOT IN D01

Explanation: Valid agency is defined by a record in the D01 and the D53 Tables.
Suggestion Check for valid agency in Tables

P09 - PROJECT NOT IN D42

Explanation: Project number must be defined in the Project Descriptor Table (D42).
Suggestion: Use a Project Number which is defined in the Project Descriptor Table (D42), update the Project Descriptor Table or leave blank. D42 entry must be made prior to creating the Project Control entry.

P10 - SUB-PROJ NOT IN D43

Explanation: Sub-Project Number must be defined in the Sub-Project Descriptor Table (D43).
Suggestion: Use the correct Sub-Project Code, as defined in the Sub-Project Descriptor Table or leave blank. D43 entry must be made prior to creating the Project Control entry.

P11 - INVALID SUB-PROJ

Explanation: An invalid character was entered in the Sub-Project field.
Suggestion: Use the correct Sub-Project Code, as defined in the Sub-Project Descriptor Table (D43). Valid characters are 00 to 99 and A through Z.

P12- PHASE NOT IN D44

Explanation: Project-Phase must be defined in the Project Phase Descriptor Table (D44).

Suggestion: Use a Project Phase Code which is defined in the Project Phase Descriptor Table, update the table or leave blank. D44 entry must be made prior to creating the Project Control entry.

P13 - PROJ TITLE BLANK

Explanation: Project Title must not be blank.

Suggestion: Enter a description in the Project Title field.

P14 - INVALID PROJ TYPE

Explanation: Project Type must be defined in the Project Type Descriptor Table (D41).

Suggestion Enter a Project Type Code, as defined in the Project Type Descriptor Table: Valid characters are:
0 = Agency Operating Project
1 = Federal Grants
2 = Capital Projects
3 – 7 = Agency Operating Projects
9 = Interagency Reimbursement

P15 - INVALID FED CAT

Explanation: Federal Catalogue Number must be defined in the Federal Catalogue Descriptor Table (D46).

Suggestion: Use a Federal Catalogue Number, as defined in the Federal Catalogue Descriptor Table or leave blank.

P16 - INVALID PROJ DATES

Explanation: When the Project Type is greater than zero, Project Start Date and Project End Date must not be blank and must be in the format MMDDYY. MM must be 01-12, DD must be 01-31, YY must be numeric. End Date must be later than Start Date.

Suggestion: Refer to the explanation of this error and make the appropriate corrections.

P17 - INVALID START DATE

Explanation: The Project Start Date is invalid. The format must be MMDDYY and the month must be a number 01-12, the day must be a number from 01-31 and year must be a number from 00 through 99.

Suggestion: Refer to the explanation of this error and make the appropriate corrections.

P18 - INVALID END DATE

Explanation: The Project End Date is invalid. The format must be MMDDYY, the month must be a number from 01-12, the day must be a number from 01-31 and year must be a number from 01-31 and year must be a number from 00 through 99.

Suggestion: Refer to the explanation of this error and make the appropriate corrections.

P19 - FED CAT NOT IN D46

Explanation: Federal Catalogue Number must be defined in the Federal Catalogue Descriptor Table (D46), if coded. If the Project Type is one, the Federal Catalogue Number must be coded.

Suggestion: Enter the correct Federal Catalogue Number, as defined in the Federal Catalogue Descriptor Table and if the Project Type is one. If not, the Federal Catalogue Number field can be left blank.

P20 - INVALID SUB GRANTEE

Explanation: An invalid character was entered in the four character Sub-Grant field. Valid characters are 0 to 9 and A to Z, as defined by the agency.

Suggestion: Enter a valid character in the Sub-Grantee field or leave blank.

P21- FEDERAL AGENCY INVALID

Explanation: Federal agency code not valid as defined in the D47 Table.

Suggestion

P22 - FED AGY NOT IN D47

Explanation: The Federal Agency Code must be defined in the Federal Agency Descriptor Table (D47), if coded. If Project Type is one (1), the Federal Agency must be coded.

Suggestion: Enter a valid four-digit Federal Agency Code, as defined in the Federal Agency Descriptor Table (D47).

P23- BILL DATA NOT ALLOW***Explanation:******Suggestion*****P24 - INVALID OBJ POST LVL*****Explanation:*** An invalid character was entered in the Object Posting Level Indicator.***Suggestion:*** Enter a valid character in the Object Posting Level Indicator field. Valid characters are numbers 0 through 2.**P25 - INVALID REV POST LVL*****Explanation:*** An invalid character was entered in the Revenue Posting Level Indicator.***Suggestion:*** Enter a valid character in the Revenue Posting Level Indicator field. Valid characters are numbers 0 through 2.**P26 - INVALID APPN CNTL*****Explanation:*** An invalid character was entered in the Appropriation Posting Level Indicator. Enter a valid character in the Appropriation Posting Level Indicator field.***Suggestion:*****P27 - INVALID CASH CNTL*****Explanation:*** An invalid character was entered in the Cash Control Type Indicator. Valid characters are numbers 0, 1 or 2.***Suggestion:*** Enter a valid character in the Cash Control Type Indicator field. Valid characters are numbers 0 through 2.**P28 - INVALID GL POST LVL*****Explanation:*** An invalid character was entered in the General Ledger Posting Level Indicator field. Valid characters are number 0 or 1.***Suggestion:*** Enter a valid character in the General Ledger Posting Level Indicator field. Valid characters are numbers 0 to 1.**P29- INVALID BILLING DATA*****Explanation:******Suggestion***

P30- INVALID CR SUB-SRCE

Explanation:

Suggestion

P31 - INDIRECT COST INFO REQ

Explanation: When Indirect Cost Rate, Indirect Limit or Reimbursement Method is entered, all three must be entered.

Suggestion: Refer to the explanation of the error and enter the appropriate information.

P32- INVALID BILL CYCLE

Explanation:

Suggestion

P33- INVALID BILL METHOD

Explanation:

Suggestion

P34- INVALID BILL RATE

Explanation:

Suggestion

P35- INVALID BILL OBJ-LOW

Explanation:

Suggestion

P36- INVALID BILL OBJ-HI

Explanation:

Suggestion

P37- VENDOR ID NOT IN VE

Explanation:

Suggestion

P38- CR AGY NOT IN D01*Explanation:**Suggestion***P39- INVALID CR INDEX***Explanation:**Suggestion***P40- INVALID CR BIENNIUM***Explanation:**Suggestion***P41- INVALID CR FUND***Explanation:**Suggestion***P42 - INVALID IND RATE**

Explanation: An invalid character was entered in the optional Indirect Cost Rate, which identifies the indirect rate of reimbursement of overhead for each grant. Valid characters are 001 to 999.

Suggestion: Enter a valid character in the Indirect Cost Rate field. Valid characters are 001 to 999.

P43 - INVALID IND LIMIT

Explanation: An invalid character was entered in the optional Indirect Limit, which identifies the Maximum amount of indirect overhead reimbursement allowed on the grant. Valid characters are 000001 to 999999.

Suggestion: Enter a valid character in the Indirect Cost Rate field. Valid characters are 000001 to 999999.

P44- INVALID CR FUND DET*Explanation:**Suggestion*

P45- INVALID CR S-S-OBJ

Explanation:

Suggestion

P46- INVALID CR SUB-OBJ

Explanation:

Suggestion

P47- INVALID CR MAJ GP

Explanation:

Suggestion

P48- INVALID CR MAJ-SRCE

Explanation:

Suggestion

P49- INVALID CR PGM INDEX

Explanation:

Suggestion

P50- INVALID CR TRAN CODE

Explanation:

Suggestion

P51 - RECORD EXISTS

Explanation:

There is an entry already in the system for the **PROGRAM INDEX** Control Key specified. All transactions must not find a matching record.

Suggestion:

Verify the Control Key information. If incorrect, input the correct data. It is recommended that once financial transactions have posted to the AFRS system for a program index, the informational elements not be changed for that index.

P52 - CHANGE/NO MATCH ERR

Explanation: There is no previous entry in the system for the Control Key specified. Change transactions must find a matching record.

Suggestion: Verify the Control Key information. If incorrect, input the correct data. It is recommended that once financial transaction have posted to the AFRS system for a program index, the informational elements not be changed for that index.

P53 - DELETE/NO MATCH ERR

Explanation: There is no previous entry in the system for the Control Key specified. Delete transactions must find a matching record.

Suggestion: Verify the Control Key information. If incorrect, input the correct data.

P54 - DELETE TRAN HAS DATA

Explanation:

Suggestion:

P55 - INVALID FUNCTION

Explanation: An invalid character was entered in the Function. Valid characters are the letters 'A' = Add; 'C' = Change; 'D' = Delete; 'V' = View; 'N' = Next; or 'P' = Print.

Suggestion: Use one of the valid functions to enter or correct the Program Index Table.

P56- INVALID RECORD NO

Explanation:

Suggestion

P58 - AGENCY NOT IN D01

Explanation: The agency code must be defined in the Agency Descriptor Table (D01) for the biennium specified.

Suggestion: Use an Agency Code which is defined in the Agency Code Descriptor Table (D01), or update the Descriptor Table to include the appropriate biennium.

P59 - BIENNIUM INVALID

Explanation: The biennium entered is invalid. The biennium must be equal to, ONE greater or ONE less than the Current Biennium, as defined in the System Management File.

Suggestion: Refer to the explanation of the error and enter the appropriate biennium.

P60 - PROG INDEX INVALID

Explanation: An invalid character was entered in the Program Index Code. Valid characters are alphanumeric and greater than zeros.

Suggestion: Refer to the explanation of the error and enter the appropriate Program Index Code.

P61 - TITLE BLANK

Explanation: Program Index Code Title must not be blank.

Suggestion: Input a Program Index Code Title on the Title line.

P62 - FUNCTION NOT IN D15

Explanation: Program Function must be defined in the Function Descriptor Table (D15).

Suggestion: Use a Function, as defined in the Function Descriptor Table.

P63 - PROGRAM NOT IN D16

Explanation: Program must be defined in the Program Descriptor Table (D16).

Suggestion: Use a Program Code, as defined in the Program Descriptor Table (D16).

P64 - SUB PROG NOT IN D17

Explanation: Sub-Program must be defined in the Sub-Program Descriptor Table (D17).

Suggestion: Use a Sub-Program Code, as defined in the Sub-Program Descriptor Table (D17).

P65 -ACTIVITY NOT IN D18

Explanation: Activity must be defined in the Activity Descriptor Table (D18).

Suggestion: Use an Activity Code, as defined in the Activity Descriptor Table (D18).

P66 - SUB-ACT NOT ON D19

Explanation: Sub-Activity must be defined in the Sub-Activity Descriptor Table (D19).

Suggestion: Use a Sub-Activity Code, as defined in the Sub-Activity Descriptor Table (D19).

P67 - TASK NOT ON D20

Explanation: Task must be defined in the Task Descriptor Table (D20).

Suggestion: Use a Task Code, as defined in the Task Descriptor Table (D20).

P68 - INVALID ALLOT-LVL

Explanation: An invalid character was entered in the Allotment Program Level Indicator.

Suggestion: Valid characters are "ZERO" or A thru G.

P69 - ALLOT PROG INVALID

Explanation: When the Allotment Program Level Indicator is equal to 'O', 'A', 'B', or 'C', Function and Program must not be blank; when 'D' Function, Program and Sub-Program must not be blank; when 'E', Function, Program, Sub-Program and Activity must not be blank; when 'F', Function, Program, Sub-Program, Activity and Sub-Activity must not be blank; when 'G', Function, Program, Sub-Program, Activity, Sub-Activity and Task must not be blank.

Suggestion: Refer to the explanation of the error and make the appropriate entries.

P70- GL PROG INVALID

Explanation: General Ledger Program Level is invalid.

Suggestion Valid codes are "ZERO" or A.

P71- PI RESTRICTOR INVALID

Explanation: PI Restrictor code is invalid.

Suggestion

Valid codes are:

1. "SPACE",
2. "A" = Allotment, or
3. "I" = Inactive (NOT allowed on new transactions).

SECTION R**JULY 2011 REV**

This section reflects the REJECTION code used during the daily process as a Batch Edit. The rejects are reported on the daily report DWP8001. The reason for the reject is reflected in the body of the report for each transaction / header.

NOTE: There is no provision to correct the record on line. The records are not retained in AFRS and the Agency will need to resubmit the Batch. Attention should be paid to the reason for the failure. Generally, rejections occur during a Batch Interface by an Agency.

R01 - INVALID DATA TYPE

Explanation: Column /field 1 of the record must be an "A" Data Type.

Suggestion:

R02 - BATCH HAS NO HEADER

Explanation: During initial evaluation of transactions in AFRS batch processing, the transactions need a Batch Header. This batch was rejected for lack of a valid header.

Suggestion: Evaluate circumstances and resubmits the Batch with the necessary corrections.

R03 - DUPLICATE HEADER

Explanation: Duplicate Headers were submitted to AFRS.

Suggestion: Evaluate circumstances and resubmit Batches.

R04 - INTERFACE VIOLATION

Explanation: The Batches were submitted in violation of internal check for the source.

Suggestion: Examine the basis for the original submission. Resubmit properly.

R05 - AGENCY NOT ON D53

Explanation: The D53 contains a listing of valid agencies. Agency entered is not on the table, which is maintained by OFM.

Suggestion: Review input for correct agency. If not on table, contact OFM-AFRS Help Desk. D53 is maintained from AD.1 screen by OFM.

R06 - JOB NAME INVALID

Explanation: Interface Job Name was incorrect. The Job Name is maintained by OFM on the AD.4 screen (D30 Table). Contact OFM for assistance.

Suggestion: Check the Descriptor Table D30 for correct and valid Job Name.

SECTION S	JULY 2011 REV
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SYSTEM SECURITY MAINTENANCE

Security File errors are detected, reported and corrected online (SS.1). Transactions must pass the online edits before they are added to the AFRS Security File.

KEY : Using 'V' (View) function: Agency and Logon ID

```

==== AFRS =(SS.1)===== SYSTEM SECURITY MAINTENANCE ===== C105P412
====
TR: _____ FUNCTION: _ (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)
AGENCY: 0000 LOGONID: _____ AFRS SECURITY: _ STOP USE DATE: _____
                        LAST MOD DATE: _____

NAME: _____ PHONE: _____

          BATCH INPUT RELEASE      BATCH INPUT RELEASE
FINANCIAL      _ _ _                _ _ _
TRANSACTIONS   _ _ _                _ _ _
BATCH          _ _ _                _ _ _
FLAGS          _ _ _                _ _ _
              _ _ _                _ _ _
PAY MAINT: 0   PROJECT PURGE: 0

TM FLAGS - DT: 0 OI: 0 AI: 0 PI: 0 PC: 0 VE: 0 SWVE: 0 OC: 0 TD: 0 MI: 0
MF FLAGS - APPN: 0 ALLOT: 0 GRANT PRJ: 0 OPERATING: 0 SUBSID: 0 GEN LGR/DOC : 0
RC FLAGS - MRS DESIGN: 0 MRS SUBMIT: 0 RPT REQ: 0 O-D DESIGN: 0 O-D SUBMIT: 0
DR FLAGS - DISB: 0 1099: 0 OMWBE: 0 PURGE: 0 TRAN SEL: 0 PROF: 0 JOBCARD: 0
SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0

F1 ON INPUT FIELD=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
    
```

S02 - USER UNAUTHORIZED TO USE THIS PROCESS

Explanation: User does not have the security level required to use this process.

Suggestion: Contact your agency's AFRS Security Administrator.

S03 – FUNCTION INVALID

Explanation: An invalid character was entered in the Function. Valid characters are letters 'A' = Add; 'C' = Change; 'D' = Delete; 'V' = View; and 'N' = Next

Suggestion: Enter one of the valid characters in the function field.

S04 - LOGONID INVALID

Explanation: When using screen function 'V' = VIEW to find LogonID, you must enter the specific LogonID that you are searching.
LogonID is a required field. This record cannot be added to the AFRS Security File unless the LogonID is entered and in the DIS security file.

Suggestion: Enter the correct LogonID.

S06 - SECURITY FLAG INVALID

Explanation: The AFRS Security field designates the level of security for this LogonID. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (update user records for respective agency) or 2 (update user records—all agencies). A 2 may only be assigned when Agency =ANY *and* LogonID = XXXX105.

Suggestion: Enter the valid security for this LogonID. It must be 0, 1 or 2.

S07 - NAME MUST BE ENTERED

Explanation: Name is a required field. It can be an individual's name or an organization name and is used as a contact point for emergencies.

Suggestion: Enter the appropriate name.

S08 - PHONE NUMBER REQUIRED – MUST BE NUMERIC

Explanation: Phone number, with Area Code, is a required field. It is used as a contact point for emergencies. Only numbers are acceptable for phone number.

Suggestion: Enter the appropriate telephone number. Area code can not be zero's.

S10 - DATE MUST BE YYMMDD

Explanation: The Stop Use Date is an optional field. It can be used to indicate the last date a user should have AFRS access. The system will only accept the date field in the format YYMMDD (all numeric) and a real valid date.

Suggestion: Enter the date in the format YYMMDD or clear field.

S11 - DT INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Descriptor Table field authorizes the user to update the agency's descriptor tables (TM.1). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

S12 - OI INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Organization Index field authorizes the user to update the agency's organization index table (TM.2). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

S13 - AI INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Appropriation Index field authorizes the user to update the agency's appropriation index table (TM.3). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

Suggestion: Enter the appropriate number. Valid numbers are 0,1, 2 or V.

S14 - PI INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Program Index field authorizes the user to update the agency's program index table (TM.4). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View Only).

Suggestion: Enter the appropriate number. Valid numbers 0, 1, 2 or V.

S15 - PC INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Project Control field authorizes the user to update the agency's project control table (TM.5). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

S16 - VE INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Vendor Edit field authorizes the user to update the agency's vendor table (TM.6). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports), 2 (update records) or V (View records only).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1, or 2.

S17 - SWVE INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Statewide Vendor Edit field authorizes the user to update the statewide vendor table (TM.D). It is numeric and must be entered. The only numbers acceptable for agencies are 0 (no access), 1 (view records and print reports) and 3 (View records only). For OFM, they are allowed to use 0,1,2 and V. The 2 is used to update the records.

Suggestion: Enter the appropriate number. Valid numbers are 0, 1,2 or 3.

S18 - ONLY OFM CAN HAVE SWVE = 2

Explanation: The Statewide Vendor Edit screen may only be viewed by agencies other than OFM. For agency users, a "2" (update records) is not allowed in this field.

Suggestion: Enter the appropriate number. Valid numbers are 0 or 1.

S19 - OC INDICATOR MUST BE 0, 1 OR 2

Explanation: The Organization Control field authorizes the user to update the agency's organization control table (TM.7). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S20 - TD INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Transaction Code Decision field authorizes the user to update the statewide transaction code decision table (TM.8). It is numeric and must be entered. The only numbers acceptable are: 0 (no access) or 1 (view records and print reports) for general agencies, V (View only) and 0, 1 or 2 (update records) for OFM.

Suggestion: Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

S21 - ONLY OFM CAN HAVE TD = 2

Explanation: The Transaction Code Decision table may only be viewed by agencies other than OFM. For agency users, a “2” (update records) is not allowed in this field.

Suggestion: Enter the appropriate number. Valid numbers are 0 or 1.

S22 - MI INDICATOR MUST BE 0, 1, 2 OR V

Explanation: The Master Index field authorizes the user to update the agency’s master index table (TM.9). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports), 2 (update records) or V (View only; print not allowed).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

S23 - TRANS INPUT INDICATOR MUST BE 0, 1 OR 2

Explanation: The Transaction Input field authorizes the user to input and edit initial accounting transactions and batch headers. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S24 - BATCH REL INDICATOR MUST BE 0, 1, 2 OR 3

Explanation: The Batch Release field authorizes the user to change the status of batches on the IN.1.5 screen. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records), 2 (release records) or 3 (release records with errors).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1, 2 or 3.

S26 - PAY MAINT INDICATOR MUST BE 0, 1 OR 2

Explanation: The Pay Maint field authorizes the user to enter transactions on the PAYMENT MAINTENANCE screen (IN.2). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S27 - PROJECT PURGE INDICATOR MUST BE 0, 1 OR 2

Explanation: The Project Purge field authorizes the user to purge projects from their files. The purge is initiated on screen TM.P. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S28 - APPN INQUIRY INDICATOR MUST BE 0 OR 1

Explanation: This field authorizes the viewing of current records on the Agency's Appropriation Master File (MI.1). It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

Suggestion: Enter the appropriate number. Valid numbers are 0 or 1.

S29 - ALLOT INQUIRY INDICATOR MUST BE 0 OR 1

Explanation: This field authorizes the viewing of current records on the Agency's Allotment Master File (MI.2). It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

Suggestion: Enter the appropriate number. Valid numbers are 0 or 1.

S30 - GRANT PROJ INQUIRY INDICATOR MUST BE 0 OR 1

Explanation: This field authorizes the viewing of current records on the Agency's Grant Project Master File. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view records). *It is not currently active.*

Suggestion: Enter 0 for this field.

S31 - OPERATING FILE INQUIRY INDICATOR MUST BE 0 OR 1

Explanation: This field authorizes the viewing of current records on the Agency's Operating File. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view records). *It is not currently active.*

Suggestion: Enter 0 for this field.

S32 - SUBSIDIARY INQUIRY INDICATOR MUST BE 0 OR 1

Explanation: This field authorizes the viewing of current records on the Subsidiary Ledger Master File (MI.4). It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

Suggestion: Enter the appropriate number. Valid numbers are 0 or 1.

S33 - GEN LEDGER/ DOC INQUIRY INDICATOR MUST BE 0 OR 1

Explanation: This field authorizes the viewing of current records on the General Ledger Master File (MI.3) and the Document File (MI.5). It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

Suggestion: Enter the appropriate number. Valid numbers are 0 or 1.

S34 - MRS DESIGN INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the design of a report format in the Management Reporting System (MR.1). It is a numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S35 - MRS SUBMIT INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the submission of one or more MRS reports (MR.2). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records and submit reports).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S36 - REPORT REQ INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the user to establish requests for daily, weekly and monthly AFRS reports on the Report Request Screen (RR.1) and allows the user to update mailing labels for reports (RR.3). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S37 - ON-DEMAND DESIGN INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the user to design a report format in the On-Demand Reporting System (RD.1). It is a numeric and must be entered. The only

numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S38 - ON-DEMAND SUBMIT INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the user to submit one or more On-Demand reports (RD.3). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S39 - DISB MAINT INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the user to maintain the Disbursement Reporting records in the DRS system. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S40 - 1099 MAINT INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the user to maintain the 1099 information on the DRS system. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S41 - OMWBE MAINT INDICATOR MUST BE 0, 1 OR 2

Explanation: This field authorizes the user to maintain the OMWBE information on the DRS system. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S42 - DRS PURGE INDICATOR = 0, 1 OR 2

Explanation: This field authorizes the user to purge agency disbursement records on Screen DS.4. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S43 - TRAN SELECT INDICATOR = 0, 1 OR 2

Explanation: This field authorizes the user to update the Extract Transaction Maintenance screen (DS.3) which determines the transactions to post to the Disbursement Reporting System. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S44 - PROFILE INDICATOR = 0, 1 OR 2

Explanation: This field authorizes the user to change the Agency Profile on Screen DS.1, including the number of months of data to be retained, the \$600 floor on the IRS 1099 information and whether the DRS information should be extracted from AFRS nightly. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view record) or 2 (update record).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S45 - DRS JOB CARD INDICATOR = 0, 1 OR 2

Explanation: This field authorizes the user to update the Disbursement Reporting System Job Card on Screen DS.2. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide System** security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S46 - BROADCAST MSG INDICATOR = 0, 1 OR 2

Explanation: This field authorizes the user to write a broadcast message on the Broadcast Message Screen. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide System** security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S47 - ACTION MSG INDICATOR = 0, 1 OR 2

Explanation: This field authorizes the writing of an Action Message on the screen. For **General Agencies**, this field is set to 0 (no access) and is protected. For

Statewide System security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S48 - JOB CARD INDICATOR = 0, 1 OR 2

Explanation: This field authorizes the user to add or update the Agency Job Card on Screen SC.3. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S49 - TRAN RESTRICT INDICATOR INVALID

Explanation: The Transaction Restrict field controls the use of restricted transaction codes. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide Systems** security administrator (ASEC=2), this field is required and must be 0 (may use non-restricted transaction codes), 1 (may use transaction codes restricted to State Treasurer ONLY) or 2 (may use transaction codes restricted to OFM ONLY).

Suggestion: Enter the appropriate number. Valid numbers are 0, 1 or 2.

S50 - SYSTEM MANAGEMENT INDICATOR INVALID

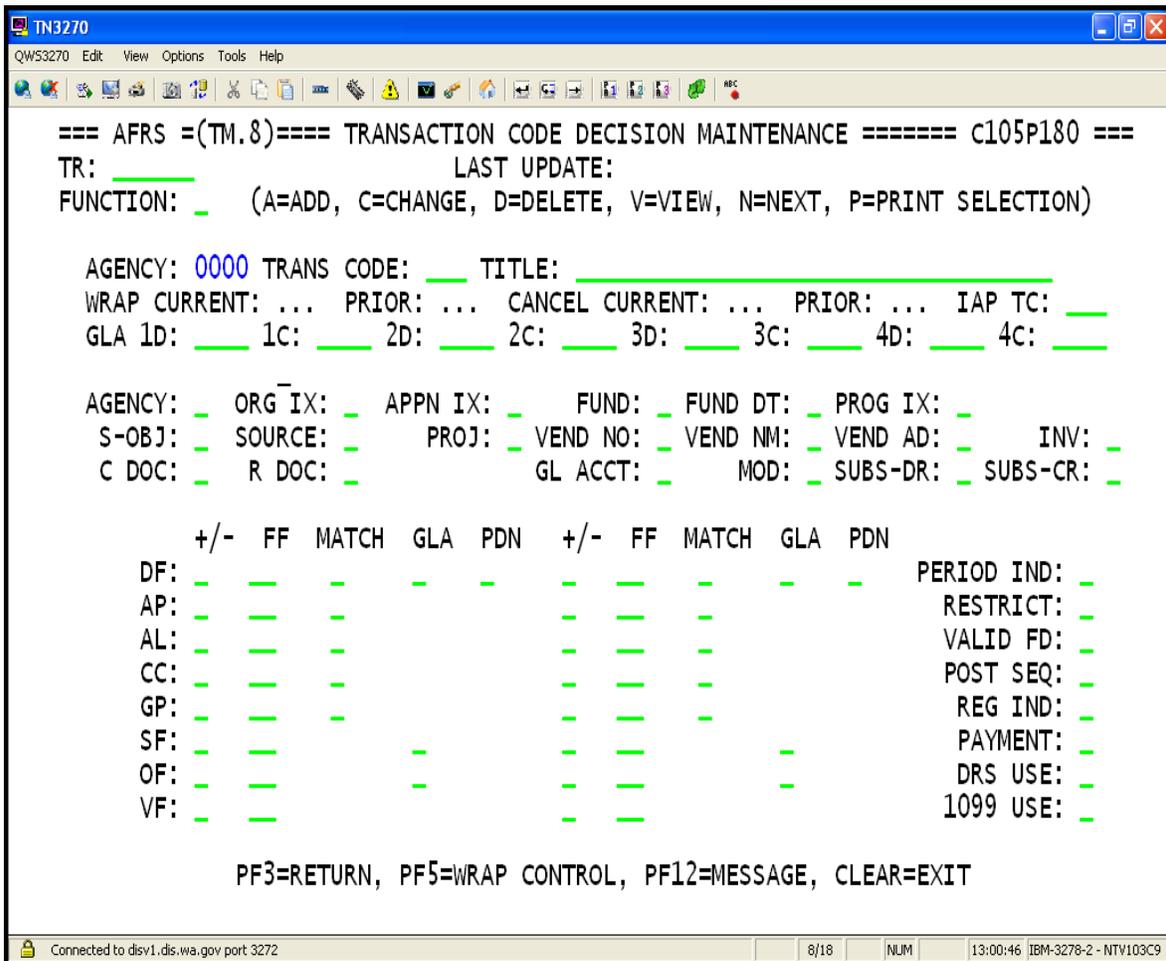
Explanation: This field authorizes the user to update the System Management (SM) record on Screen SC.4. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide Systems**, the security administrator (ASEC=2) is authorized to set up OFM personnel with an ANY security record to have the following: 0 (no access) or 2 (update record).

Suggestion: Enter the appropriate valid number.

SECTION T **DECEMBER 2008 REV**

Transaction Code Decision Table maintenance transactions are entered and edited directly online on the TM.8 Screen. Transaction codes must pass the online edits before they are added to the Transaction Code Decision Table. The online maintenance of the Decision Table is the responsibility of the Office of Financial Management (OFM). All changes, additions or deletions must be input by OFM personnel.

KEY: Agency (0000), Transaction Code



T01 - INVALID TRAN CODE

Explanation: An invalid character was entered in the Transaction Code.

Suggestion: Valid characters are numbers 001 through 999.

T02 - TITLE BLANK

Explanation: Transaction Code Title must be entered.

Suggestion: Valid characters are numbers 001 through 999

T03 - INVALID FUNCTION

Explanation: An invalid character was entered in the Function. .

Suggestion: Valid characters are: 'A' =Add; 'C' = Change; 'D' = Delete; 'V' = View; 'N' = Next; and 'P'= Print character which are numbers 001 through 999.

T04 - RECORD EXISTS

Explanation: There is an entry already in the system for the control key specified. Add transactions must not find a matching record.

T05 - RECORD NOT FOUND

Explanation: There is no previous entry in the system for the control key specified. Delete transactions must find a matching record.

T06 - RECORD NOT FOUND

Explanation: There is no previous entry in the system for the control key specified. Change transactions must find a matching record.

T07 - GL ACCTS NOT PAIRED

Explanation: When the General Ledger Account Number Transaction Edit Indicator is equal to 'N' or blank, the General Ledger Accounts must be paired (i.e., if General Ledger Account Debit-2 contains an entry.

T08 - GL DR-1 INVALID

Explanation: General Ledger Account Debt-1 must be defined in the General Ledger Account Table D31 or D33.

T09 - GL CR-1 INVALID

Explanation: General Ledger Account Debit-1 must be defined in the General Ledger Account Table (Descriptor Table D31 or D33).

T10 - GL DR-2 INVALID

Explanation: General Ledger Account Debit-2 must be defined in the General Ledger Account Table (Descriptor Table D31 or D33).

T11 - GL CR-2 INVALID

Explanation: General Ledger Account Credit-2 must be defined in the General Ledger Account Table (Descriptor D31 or D33).

T12 - GL DR-3 INVALID

Explanation: General Ledger Account Debit-3 must be defined in the General Ledger Account Table (Descriptor Table D31 or D33).

T13 - GL CR-3 INVALID

Explanation: General Ledger Account Credit-3 must be defined in the General Ledger Account Table (Descriptor Table D31 or D33).

T14 - GL DR-4 INVALID

Explanation: General Ledger Account Debit-4 must be defined in the General Ledger Account Table (Descriptor Table D31 or D33).

T15 - GL CR-4 INVALID

Explanation: General Ledger Account Credit-4 must be defined in the General Ledger Account Table (Descriptor Table D31 or D33).

T16 - POST SEQ IND INVALID

Explanation: An invalid character was entered in the Posting Sequence Indicator.

Suggestion: Valid characters are numbers 1 through 9.

T17 - REGISTER IND INVALID

Explanation: An Invalid character was entered in the Register Indicator.

Suggestion: Valid characters are numbers 1 through 9.

T18 - DR PDN INVALID

Explanation: An invalid character was entered in the Debit Posting Document Number Indicator (PDN).

Suggestion: Valid characters are numbers 1 and 2 or blank. When posting Document Number Indicator, set one is used and set two may not have the same value.

T19 - CURR DOC INVALID

Explanation: When the Posting Document Number Indicator is equal to 1, the Current Document Number Transaction Edit Indicator must be equal to 'R'.

T20 - REF DOC INVALID

Explanation: When the Posting Document Number Indicator is equal to 2, the Reference Document Number Transaction Edit Indicator must be equal to 'R'.

T21 - PERIOD INDICATOR INVALID

Explanation: An invalid character was entered for the Period Indicator.

Suggestion: Valid values are: A, B, C, D, E, F, G, H, OR I

T22 - RESTRICT CODE INVALID

Explanation: An invalid character was entered for the Restrict Indicator.

Suggestion: Valid values are: T (Treasurer Only), 'O' (OFM Only) or Blank (no restriction).

T23 - ALTERNATIVE IAP TRAN CODE INVALID

Explanation: A display is provided for the Alternative Transaction Code to be used to make a payment to another state agency (EJV). A vendor payment TC (eg; TC210) will be converted to an EJV transaction code as defined in this field.

Suggestion: The TC Payment switch defines a Valid EJV TC, a 7 or an 8 can be used.

T24 - FUND TYPE INVALID

Explanation: An invalid character was entered in the Fund Indicator.

Suggestion: Valid characters are 1,2,3, or Blank.

T25 - WARRANT WRIT INVALID

Explanation: An invalid character was entered in the Warrant Writing Indicator.

Suggestion: Valid characters are numbers 0 through 8, C & D.

T26 - TRAN EDIT INVALID

Explanation: An invalid character was entered in at least one of the 21 Transaction Edit Indicators (TEI).

Suggestion: Valid characters are; R = Required; N = Not Allowed; or Blank = Optional.

T27 – MODIFIER INDICATOR MUST BE “N”

Explanation: When the transaction includes a Debit to GLA 6410 (Encumbrance) or no Encumbrance is involved, Transaction Edit Indicator (TEI) for the Modifier (MOD) must be N. Modifier codes in AFRS are: P for Partial or F for Full liquidation of the encumbrance. A Credit to an encumbrance may be R or Blank

Suggestion: Valid characters are; R = Required; N = Not Allowed; or Blank = Optional.

T28 - VENDOR NAME & ADDRESS INDICATOR MUST BE "R"

Explanation: When the Warrant Writing Indicator is not equal to zero, the Transaction Edit Indicator (TEI) for both Vendor Name and Vendor Address must be 'R'.

Suggestion: Valid character is: R = Required

T30 - RECORD MISSING

Explanation: One or more of the three records of an add transaction are missing. Records are contained in the GLA, TEI, or FPI sections of the screen.

Suggestion:

T31 - DELETE TRAN HAS DATA

Explanation: The Control Key is the only data allowed for a Delete transaction.

T33 - INVALID GL ACCT-1

Explanation: When the General Ledger Account Number Transaction Edit Indicator (TEI) is equal to 'R', there must be an entry in either General Ledger Account Number pairs must be blank.

T34 - INVALID GL-ACCT

Explanation: An invalid character was entered in the General Ledger Account field.

Suggestion: Valid characters are 0001 to 9999 and must be defined in the General Ledger Descriptor Table (D31 or D33).

T35 - DRS USE INVALID

Explanation: An invalid character was entered in the "DRS USE" field.

Suggestion: Valid characters are Blank, 0 or 1. Only a "1" will extract a Disbursement Transaction to DRS from AFRS.

T36 - 1099 USE INVALID

Explanation: An invalid Character was entered in the "1099 USE" field.

Suggestion: Valid characters are Blank, 0 or 1. Only a "1" will be extracted from DRS to the 1099 file.

T40 - GL MUST BE MEMO

Explanation: When updating General Ledger Account fields and if one general ledger is a Memorandum Account (D33), all other general ledgers must be Memorandum Account.

T41 - DF IND REQUIRED

Explanation: When updating a set of Document File Posting Indicators (FPI), all fields are required except Match, which is optional.

T42 - AP INDS REQUIRED

Explanation: When updating a set of Appropriation File Posting Indicators (FPI), all fields are required except Match, which is optional.

T43 - AL INDS REQUIRED

Explanation: When updating a set of Allotment Field Posting Indicators (FPI), all fields are required except Match, which is optional.

T44 - CC INDS REQUIRED

Explanation: When updating a set of Cash Control File Posting Indicators (FPI), all fields are required except Match, which is optional.

T45 - GP INDS REQUIRED

Explanation: When updating a set of Grant Project File Posting Indicators (FPI), all fields are required except Match, which is optional.

T46 - SF INDS REQUIRED

Explanation: When updating a set of Subsidiary File Posting Indicators (FPI), all fields are required.

T47 - OF INDS REQUIRED

Explanation: When updating a set of Operating File Posting Indicators (FPI), all fields are required.

T48 - VF INDS REQUIRED

Explanation: When updating a set of Vendor Financial File Posting Indicators (FPI), all fields are required.

T52 - INVALID DF ADD-SUB

Explanation: An invalid character was entered in the Document File Add-Sub Posting Indicator.

Suggestion: Valid characters are '+' or '-'.

T53 - INVALID DF INDEX

Explanation: An invalid character was entered in the Document File Index Posting Indicator (FF).

Suggestion: Valid Characters are numbers 01 through 07.

T54 - INVALID DF MATCH

Explanation: An invalid character was entered in the Document File Match Control Posting Indicator.

Suggestion: Valid characters are letters 'M' (Matching record), 'N' (No matching record, or blank (No file control).

T55 - DF GL INDEX INVALID

Explanation: The Document File General Ledger Account Index Posting Indicator (GLA) is invalid.

Suggestion: Valid characters are numbers 1 through 8; the corresponding General Ledger Account must not be blank.

T56 - INVALID AP ADD-SUB

Explanation: An invalid character was entered in the Appropriation File Add-Sub Posting Indicator.

Suggestion: Valid characters are '+' or '-'.

T57 - INVALID AP INDEX

Explanation: An invalid character was entered in the Appropriation File index Posting Indicator (FF).

Suggestion: Valid characters are numbers 01 through 09 and 11 through 15.

T58 - INVALID AP MATCH

Explanation: An invalid character was entered in the Appropriation File Match Control Posting Indicator.

Suggestion: Valid characters are letters 'M,' 'N' or blank.

T59 - INVALID AL ADD-SUB

Explanation: An invalid character was entered in the Allotment File Add-Sub Posting Indicator.

Suggestion: Valid characters are '+' or '-'.

T60 - INVALID AL INDEX

Explanation: An invalid character was entered in the Allotment File Index Posting Indicator (FF).

Suggestion: Valid characters are numbers 01 through 11.

T61 - INVALID AL MATCH

Explanation: An invalid character was entered in the Allotment File Match Control Posting Indicator.

Suggestion: Valid characters are letters 'M', 'N' or blank.

T62 - INVALID CC ADD-SUB

Explanation: An invalid character was entered in the Cash Control File Add-Sub Posting Indicator.

Suggestion: Valid characters are '+' or '-'.

T63 - INVALID CC INDEX

Explanation: This field authorizes the user to maintain the OMWBE information on the DRS system.

Suggestion: Valid numbers are 0, 1 or 2.

T64 - INVALID CC MATCH

Explanation: An invalid character was entered in the Cash Control File Match Control Posting Indicator.

Suggestion: Valid characters are letters 'M' 'N' or blank.

T65 - INVALID GP ADD-SUB

Explanation: An invalid character was entered in the Grant Project File Add-Sub Posting Indicator.

Suggestion: Valid characters are '=' or '-'.

T66 - INVALID GP INDEX

Explanation: An invalid character was entered in the Grant Project File Index Posting Indicator (FF).

Suggestion: Valid characters are numbers 01 through 12.

T67 - INVALID GP MATCH

Explanation: An invalid character was entered in the Grant Project File Match Control Posting Indicator.

Suggestion: Valid characters are letters 'M', 'N' or blank.

T68 - INVALID SF ADD-SUB

Explanation: An invalid character was entered in the Subsidiary File Add-Sub Posting Indicator.

Suggestion: Valid characters are '+' or '-'.

T69 - INVALID SF INDEX

Explanation: An invalid character was entered in the Subsidiary File Index Posting Indicator (FF).

Suggestion: Valid characters are numbers 01 through 04.

T70 - INVALID SF GL INDEX

Explanation: The Subsidiary File General Ledger Account Index Posting Indicator (GLA) is invalid. Valid characters are numbers 01 through 08; the corresponding General Ledger Account must not be blank.

T71 - INVALID OF ADD-SUB

Explanation: An invalid character was entered in the Operating File Add-Sub Posting Indicator.

Suggestion: Valid characters are '+' or '-'.

T72 - INVALID OF INDEX

Explanation: An invalid character was entered in the Operating File Index Posting Indicator (FF).

Suggestion: Valid character is 01.

T73 - INVALID OF GL INDEX

Explanation: The Operating File General Ledger Account Index Posting Indicator (GLA) is invalid.

Suggestion: Valid characters are numbers 01 through 08; the corresponding General Ledger Account must not be blank.

T74 - INVALID VF ADD-SUB

Explanation: An invalid character was entered in the Vendor File Add-Sub Posting Indicator.

Suggestion: Valid characters are '+' or '-'.

T75 - INVALID VF INDEX

Explanation: An invalid character was entered in the Vendor File Index Posting Indicator (FF).

Suggestion: The only valid characters are numbers 01, 02 or blanks.

T76 - DF GLA 1&2

Explanation: When updating both sets of Document File Posting Indicators (FPI), General Ledger Account (GLA) cannot contain the same value.

T77 - APPN INDEX = R

Explanation: When the Transaction Edit indicator (TEI) for the Appropriation Index Code is equal to an 'R', at least one set of File Posting Indicators (FPI) is required for each of the following files: Appropriation (AP), Allotment (AL) and Operating (OF).

T78 - PPN INDEX = N OR BLANK

Explanation: When the Transaction Edit Indicator (TEI) for the Appropriation Index Code is equal to an 'N' or space, the File Posting Indicators (FPI) for the Appropriation File (AP) or the Allotment File (AL) are not allowed.

T79 - PROJECT = R

Explanation: When the Transaction Edit Indicator (TEI) for Project Code is equal to an 'R' at least one set of file Posting Indicators (FPI) is required for the Project/Grant Project Files (GP).

T80 - PROJECT = N

Explanation: When the Transaction Edit Indicator (TEI) for Project Code is equal to an 'N', File Posting Indicators (FPI) are not allowed for the Project/Grant Project Files (GP).

T81 - SF GLA 1&2

Explanation: When updating both sets of Subsidiary File Posting Indicators (FPI), General Ledger Account (GLA) cannot contain the same value.

T82 - SUBSID = R OR BLANK

Explanation: When the Transaction Edit Indicator (TEI) for Subsidiary is equal to an 'R' or space, at least one set of File Posting Indicators (FPI) is required for the Subsidiary File (SF).

T83 - SUBSID = N

Explanation: When the Transaction Edit Indicator (TEI) for the Subsidiary is equal to an 'N', the File Posting Indicators (FPI) for the Subsidiary File (AP) are not allowed.

T84 - OF GLA 1&2

Explanation: When updating both sets of Operating File Posting Indicators (FPI), General Ledger Account (GLA) cannot contain the same value.

T90 - INVALID GL ACCT-4

Explanation: The fourth pair of General Ledger Accounts is used only to record automatic liquidation of encumbrances. When used, GL DR-4 must be '9510' and GL CR-4 must be '6410' or '6420'.

T91 - INVALID GL ACCT-4

Explanation: When both sets of Document File Posting Indicators (FPI) are entered, both of the Posting Document Number Indicators must be the same, both of the General Ledger Account Index Posting Indicators must be the same and neither of the Index Posting Indicators may be equal to 3.

T92 - INVALID DF INDEX 1&2

Explanation: When both sets of Document File Posting Indicator (FPI) are entered, the Index Posting Indicators must not be the same.

T93 - DF INDS REQ

Explanation: When General Ledger Accounts (GLA) 7 or 8 are entered, at least one set of Document File posting Indicators must be entered (relates to automatic liquidation of encumbrances only).

T94 - INVALID AP INDS 1&2

Explanation: When liquidating an encumbrance or obligation, only one liquidation posting to the Appropriation File is allowed. When both sets of Appropriation File Posting Indicators are entered, the first set must not be a liquidation.

T95 - INVALID AL INDS 1&2

Explanation: When liquidating an encumbrance or obligation, only one liquidation posting to the Allotment File is allowed. When both sets of allotment File Posting Indicators are entered, the first set must not be a liquidation.

T96 - INVALID GP INDS 1&2

Explanation: When liquidating an encumbrance or obligation, only one liquidation posting to the Grant/Project File is allowed. When both sets of Grant/Project File Posting Indicators are entered, the first must not be a liquidation.

T97 - INVALID OF INDS 1&2

Explanation: When liquidating an encumbrance or obligation, only one liquidation posting to the Operating File is allowed. When both sets of Operating File Posting Indicators are entered, the first set must not be a liquidation.

T98 - GL REQ

Explanation: When updating the Transaction code Decision Table, at least one General Ledger Account must be entered.

SECTION V	December 2008 REV
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Vendor Edit maintenance transactions are entered and edited directly online at:

- VE.2 - AGENCY VENDOR
- VE.3 - STATEWIDE VENDOR (SWV); or
- IN.1.4 - VENDOR ACCOUNTING TRANSACTION INPUT

Transactions must pass the online edits before they are added to the Vendor Edit (VE) Table and to transactions. Some codes are applicable only to the Statewide Vendor (SWV) Table (VE.3). These edits are also performed during batch edit process each evening to assure the accuracy of Vendor data.

KEY: Agency, Statewide Vendor Number.

Alternate index key: TIN, Statewide Vendor Number

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=== AFRS =(VE.3)===== STATEWIDE VENDOR MAINTENANCE ===== C105P146 ===
TR: _____ ORIGINAL ADD: __/__/__ LAST UPDATED: 12/06/07 USER AGENCY: 0000
      LAST ACCOUNT CHANGE: __/__/__ LAST USED: __/__/__
      TRANSFER: _ (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: C (A=ADD, C=CHG, D=DEL, V=VIEW, N=NXT, B=BCK, P=PRT, G=GEN, X=GLB CHG)

      VENDOR NO: SWV9999999 99          BLOCKED
      VENDOR NAME: NEW_NAME_26JAN02_____          PHONE: 360 664 7712
      ADD1: TEST_____          FAX: _____
      ADD2: TEST_____          VENDOR TYPE: W
      ADD3: TEST_____          VENDOR STATUS: B
      CITY/ST/ZIP: TEST_____ WA 985043123          US/FOREIGN ADDR: U (U OR F)
      E-MAIL ADDR: EMAILADDRESS@OFM.WA.GOV_____          PROVIDER: _____
      TIN: 99-9999911_          TAX TYPE: T          IRS BOX: 0
      CONTRACT NO: _____          OMWBE PAY FLAG: _          W9 ON FILE: N
      REMARKS: _____          EFT AVAILABLE: N
      CCD/TX-LAYOUT: _ _          VENDOR RA PRINT: E          PAYMENT TYPE: I
      ABA ROUTING: _____          ABA ACCOUNT: _____          DUNS: _____
      PAYMENT DAY: _          ACCOUNT TYPE: _          SPECIAL USE: _
      VENDOR ACCT: _____          REVERSAL ALLOWED: N
      BILLING AGCY: _____          FUND: _____          MULTI-FUND: _____          BLOCK AGENCY VNDR: N
      PRENOTE SEND: N          STATUS: _          DATE SENT: _ / _ / _____
      F1=HELP, F2=EMAIL, F3=RETURN, F4=LAST VE VIEW, F12=MESSAGE, PAUSE/BREAK=EXIT
      VENDOR EDIT RECORD CHANGED
    
```

V01 - RECORD EXISTS

Explanation: There is an entry already on the VE or SWV Table for this vendor identification number and suffix. Add transactions must not find a matching record.

Suggestion:

1. If the vendor is unique, use a different vendor number; or
2. Make no entry, since the Vendor Number is already on the file.

V02 - SSN MATCHES VENDOR #, NOT ALLOWED

Explanation: This message will appear on the Agency Vendor Maintenance (VE.2) screen when an attempt is made to add or change a vendor record where the Social Security Number (SSN) matches the vendor number.

Suggestion:

1. If you are adding a new vendor you will need to construct a vendor number that does not include the SSN. You can use one of the following criteria:
 - a. For employees use the Employee Personnel Identification number, vendor type 1.
 - b. For outside vendors use alpha and/or numeric
2. If you are changing an existing record to include the SSN and it matches the vendor number you will need to create a new vendor number. You will also need to create a global change to update the vendor number in the associated document file, warrant write file, and disbursement history records.

V10 - PREFIX MUST BE SWV FOR A STATEWIDE VENDOR #

Explanation: 1. The characters entered for the Vendor Number are invalid. Vendor Number must start with the prefix: SWV.

Suggestion: Refer to the explanation of this error. Input the SWVt vendor number prefix.

V11 - VENDOR NUMBER INVALID

Explanation:

1. The characters entered for the Vendor Number are invalid. Vendor Number must be twelve (12) alphanumeric characters; it cannot be all zeros or spaces or contain any special characters.
2. The Vendor No. could NOT be found on the VE or SWV file.

Suggestion: Refer to the explanation of this error. Input the correct vendor number for the vendor.

V12 - PSEUDO VENDOR NO. INVALID

Explanation: Use of the pseudo Vendor Numbers 'V0D0' or 'V0D1' are NOT allowed as a Vendor Record.

Suggestion: When creating an agency or SWV vendor record, use a non-pseudo vendor number.

V13 - VENDOR TYPE INVALID

Explanation: Vendor Type must be one of the following:

0 = Vendor
 1 = Employee
 2 = Federal Agency
 3 = State Agency
 4 = Local Government
 A = Attorney
 C = Corporation
 M = Corp receiving medical payments
 P = Partnership
 S = Sole Proprietorship
 U = LLC – Sole Proprietorship
 V = LLC – Partnership
 W = LLC - Corporation
 X = Other

Suggestion: Input a valid Vendor Type.

V14 – ‘SWV’ USED FOR STATEWIDE VENDORS ONLY

Explanation: Use of SWV prefix in a VE Table for an Agency Vendor Number is NOT allowed.

Suggestion: The SWV prefix is used for Statewide Vendors only.

V15 – BLOCKED SWV VENDOR SWITCH INVALID

Explanation: The valid values for this switch are Y = Yes or N = No.

Suggestion: Enter valid values.

V17 - VENDOR ADDRESS INVALID

Explanation: Vendor Address Lines 1, 2 or 3 are invalid. Vendor address formatting (ADD1, ADD2, ADD3, CITY, STATE, ZIP+4) is controlled by the US/FOREIGN ADDR field.

Suggestion: If US/FOREIGN ADDR FIELD IS ‘U’: the following edits are enforced for fields in Address Lines 1, 2 and 3 (ADD1, ADD2, ADD3), City, State and ZIP.

1. ADD1: must not be blank and a valid letter or number must be in position 1 and also in either position 2 or 3. (If DBA is used - see V18 error). For example if there is a letter or number in the first position, position 2 may be blank only if position 3 is used.

2. ADD2: at least one position of the field must be a letter, a number, or a special character if the first position of ADD3 is not blank.
3. ADD3: any position of the field is optional for a letter, a number, or a special character but must be blank if ADD2 is blank.
4. CITY: the first position of the field must be a letter, a number, or a special character.
5. STATE: the standard two letter state abbreviation (eg. WA=Washington) per US Postal Service national five digit zip code and post office directory.
6. ZIP+4: the first 5 positions must be numbers; the last 4 positions must be either numbers or blanks.
7. Although it is not enforced by an edit, the last address line used must be the mailing address according to US Postal guidelines.

NOTE:

A valid deliverable address is essential for satisfactory mail delivery. US Postal Service addressing standards may be found in the US Postal Service website.

If US/FOREIGN ADDR FIELD IS 'F' for foreign vendor the edits are relieved for fields in Address Lines 1, 2 and 3, City, State and ZIP.

1. ADD1 – the first position in the field must be a letter, a number, or a special character.
2. ADD2 –at least one position of the field must be a letter, a number, or a special character if the first position of ADD 3 is not blank.
3. ADD3 – any position of the field is optional for a letter, a number, or special character.
4. CITY – optional; however, if any position of the field is not blank, the first position must be a letter, a number, or a special character.
5. STATE – optional, either or both positions of the field can be blank, a letter, a number, or a special character.
6. ZIP+4 – optional, both positions of the field may be blank, alphanumeric, or a special character.
7. It is suggested to enter the city, providence and zip code on line 3 with the name of the country on the last line.

For Example:

<p>ADD1: DBA_ABC _MARKETING _____</p> <p>ADD2: 1234_MERCHANT_RD _____</p> <p>ADD3: BRENTWOOD_BAY_BC _V8M_IG5 _____</p> <p>CITY/ST/ZIP: CANADA _____</p>

V18 – DBA NAME INVALID

Explanation: If the name in Address line 1 (ADD1) is a Doing Business As (DBA) name, the initials 'DBA' must begin in position one through three of the ADD1 field, followed by a space, then the DBA name must begin in position 5. The following is an example: DBA_JONES BAKERY”.

Suggestion: Enter valid name as shown above.

V20 - VENDOR CITY INVALID

Explanation: Vendor City must not be blank for a U.S. vendor and a valid character must be in field 1. Valid characters are Alphanumeric and the Special characters identified in the Note to V34 and a \$ sign.

Suggestion: Enter the Vendor City in the Vendor City field.

V21 - VENDOR STATE INVALID

Explanation: Vendor State must not be blank for a U.S. vendor and a valid state must be entered. If United States address switch is set to “U”, then state entered must be an IRS approved abbreviation. If set to “F”, the state can be anything.

Suggestion: Enter the Vendor State in the Vendor State field.

V22 - VENDOR ZIP INVALID

Explanation: Vendor Zip must not be blank for U.S. vendors. Requires 5 or 9 numeric characters, greater than all ZERO's and a valid character must be in field 1. If the switch is set to Foreign vendor, anything can be entered in the field.

Suggestion:

1. Enter the Vendor Zip in the Vendor Zip field using the numeric characters.
2. Check existing Vendor record to fix, OR if no vendor record, use error correction process.

V24 - VENDOR PHONE INVALID

Explanation: Vendor Phone must be a number or blank. Requires 10 characters. Must be greater than all zero's. First field of area code must be greater than zero.

Suggestion: Enter the correct Vendor Phone(including Area Code) in the Vendor Phone field or leave blank.

V25 - VENDOR STATUS INVALID

Explanation: An invalid character was entered in the Vendor Status. Valid characters are the letters: 'A' = Active or 'B' = Blocked, 'I' = IRS Payroll payments,

Suggestion: 'S' = Savings Bonds Payroll payments, or 'V' = Third Party payroll payments. Enter a valid character in the Vendor Status field. A Blocked vendor can NOT be used in a new transaction.

V26 - LAYOUT INDICATOR INVALID

Explanation: (SWV file only) The layout indicator defines the format that will be used for an addenda record (an addenda record provides detail about the payment) on a formatted ACH file. Type the appropriate function character in the field:

Suggestion: CCD/TX-LAYOUT box is controlled by the Office of Financial Management Statewide vendor group.

1. 'C' for CCD - does not allow an addenda* record

1. 'D' for CCD+ - allows one addenda record of 70 characters max for each entry detail record.

V27 - LAYOUT INDICATOR NOT ALLOWED

Explanation: (SWV file only) The layout indicator defines the format that will be used for an addenda record on a CCD+ formatted ACH file. This field can only have a value entered if the CCD/TX indicator is D (CCD+ format).

Suggestion: Ensure the CCD/TX indicator is correct by checking the vendor information to find out if this vendor is to receive CCD or CCD+ ACH files. If CCD (CCD/TX indicator = C), leave this field blank. If CCD+, correct the CCD/TX indicator and enter a valid layout indicator.

V33 - VENDOR NAME REQUIRED

Explanation: A valid vendor name maybe required by the Transaction Code.

Suggestion: Enter valid characters in the Vendor Name field. A broad set of standard characters are allowed.

V34 - VENDOR NAME INVALID

Explanation: Invalid characters were entered in Vendor Name. Position 1 must be alphanumeric, no special characters. Position 2 must be alphanumeric, space or certain special characters such as a period. Position 3 must be non-space, if position 2 is a space.

Suggestion: Refer to the explanation for this error. Enter the correct information in the Vendor Name field.

NOTE: SPECIAL CHARACTERS ALLOWED. Period, Quote, '@', '#', '&', '*', '-', '_', ':', '+', and '/'.

V36 - US/FOREIGN ADDRESS SWITCH INVALID

Explanation: The US/Foreign address switch must be entered. The only valid values are 'U' for US address or 'F' for foreign address.

Suggestion: Enter the correct US or foreign address code.

V38 - FED ID AND TAX TYPE MUST BE ENTERED TOGETHER

Explanation: If either FED ID or TAX TYPE is entered, both must be entered.

Suggestion: Enter both the Fed ID and Tax Type, if one of these fields is entered.

V39 - TAX TYPE MUST BE S, T OR R

Explanation: If TAX TYPE is entered, valid values are 'S' for social security number, 'T' for federal ID number AND 'R' for individual taxpayer. A "Blank" maybe entered only if the "W-9" is N = NO.

Suggestion: Enter the correct Tax Type character.

V40 – TIN FORMAT INVALID

Explanation: If TAX TYPE is equal to 'T', TIN must be in an approved federal ID format of 'nn-nnnnnnnn' or 'nnnnnnnnn'. If TAX TYPE is equal to 'S' or 'R', FED ID must be in an approved social security format of 'nnn-nn-nnnn' or 'nnnnnnnnn'. Enter without the dash; the Tax Type will format the TIN.

Suggestion: Refer to the explanation for this error code and enter the correct TIN.

V41 - UBI INVALID

Explanation: If entered, UBI must be 10 or 12 CHARACTER numeric for prefix & suffix.

Suggestion: Enter the correct numeric UBI prefix/suffix or leave blank.

V42 – AGENCY FLAG INVALID

Explanation: If entered, the valid code edits would be made against the D94 table maintained by agencies. A valid flag is '0-9', 'A-Z' and "BLANK".

Suggestion: Enter valid data on the D94 table.

V43 - IRS CROP MUST BE Y OR N

Explanation: IRS crop insurance, if entered, must be 'Y' = Yes ; 'N' = No. or Blank.

Suggestion: Enter the correct code for the IRS crop insurance or leave blank.

V44 - IRS RESALE MUST BE Y OR N

Explanation: IRS resale, if entered, must be 'Y' = Yes or 'N' = No. or Blank.

Suggestion: Enter the correct IRS resale information or leave blank.

V45 - W-9 INDICATOR INVALID

Explanation: VE ONLY: W-9 indicator field must be Y, N, 1 or 2. Valid codes are:
 Y = IRS FORM W-9 has been obtained by agency and is on file.
 N = Form not on file.
 1 = First IRS required annual solicitation completed or first 'B' backup withholding notice completed.
 2 = Second IRS required annual solicitation completed or second 'B' backup withholding notice completed.
SWV ONLY: Allows Y = YES or N = NO.

Suggestion: Enter the correct IRS W-9 information.

V46 – W-9 NOT ON FILE

Explanation: If W-9 = NO; then the EFT AVAILABLE cannot be YES.
Suggestion: Set EFT AVAILABLE to NO. (SWV ONLY)

V48 - IRS BOX INVALID

Explanation: An invalid values for the IRS box has been used.
Suggestion: Enter the correct IRS Box information .
 1' RENTS
 2' ROYALTIES
 3' OTHER INCOME
 4' FEDERAL INCOME TAX WITHHELD
 5' FISHING BOAT PROCEEDS
 6' MEDICAL AND HEALTH CARE PAYMENTS
 7' NON-EMPLOYEE COMPENSATION
 8' SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS OR INTEREST
 A' (WHICH DESIGNATES BOX 10) CROP INSURANCE PROCEEDS
 C' (WHICH DESIGNATES BOX 14) GROSS PROCEEDS PAID TO AN ATTORNEY

V49 - FED ID REQ FOR PAY FLAG

Explanation: When an OMWBE PAY FLAG has an E, S, N or K, you are required to enter a valid FED ID.
Suggestion:

V50 - USE TAX INVALID

Explanation: Valid values for the USE TAX box are:

1. "Blank" = not used; or
2. "T" = Use Tax applied.

V51 - IRS SWV OVERRIDE INVALID

Explanation: Provision has been made during the 1099 Summarization Process to default to the SWV FED ID when at least one record exists. An override of this default has been supplied in this field. Valid values for the IRS SWV OVERRIDE field are:

1. Y = Yes; the default to the SWV will be ignored for this Vendor; or
2. N = No; the default to the SWV will be used.

V52 - OMWBE PAY FLAG INVALID

Explanation: The OMWBE PAY FLAG used on the transaction is invalid. The valid code is "Blank"; A-Z; and 0-9. Only the characters E, S, N, and K will influence the OMWBE reporting exceptions to the reporting base.

Suggestion: Determine correct code and input.

V53 - VENDOR CONTRACT NO. INVALID

Explanation: The Vendor Contract No. used is NOT alpha/numeric. A Contract is required when the OMWBE PAY Flag is equal to "K".

Suggestion: Enter a valid alpha/numeric Contract Number.

V54 – DRS GENERATED INVALID

Explanation: The DRS GENERATED field is automatically created by the System. HOWEVER, the change function on TM.6 allows an agency to over ride the value in the field. Caution is advised.

Suggestion: The valid values are: Y = YES, generated by the DRS system; and N = NO, not generated by DRS.

V55 – PERCENT “%” INVALID IN SORT SEQ

Explanation: The “%” is NOT valid in the Sort Seq. field.

Suggestion: Enter other values.

V6 – VENDOR TYPE MUST BE 1 IF EMPLOYEE EFT IS Y

Explanation: The EMPLOYEE EFT field is only used for agency employee’s payments by EFT. The EMPLOYEE TYPE field should be “1” for employees.

Suggestion: If this is an employee vendor record, enter “1” in the EMPLOYEE TYPE field. If this is NOT an employee vendor record, enter “N” = NO in the EMPLOYEE EFT field.

V61 – SSN MUST BE ENTERED IF EMPLOYEE EFT IS Y

Explanation: The SSN of the employee is required for the employee to receive EFT payments, as noted in the EMPLOYEE EFT field.

Suggestion: If the employee has requested payment by EFT, enter the employee’s SSN in the Federal ID field and enter ‘S’ in the TAX TYPE field.

V62 – EMPLOYEE EFT INFO NOT FOUND

Explanation: Employees who wish to have AFRS payments made by EFT must also receive their payroll by EFT (direct deposit). EMPLOYEE EFT field cannot be ‘Y’ if employee’s banking information cannot be found in the employee banking file.

Suggestion: There are three possible causes for this error:

1. The SSN on the vendor record could be entered incorrectly so the employee’s payroll record cannot be located. Check the entered SSN against the employee authorization form. If vendor file SSN is incorrect, update it. If vendor file SSN matches the authorization form, verify SSN with employee or your agency payroll office.
2. The employee is not currently set up to receive EFT for payroll – either because employee has chosen not to be paid by direct deposit or the employee’s bank account is in a prenote status (verification process which takes approximately 2 weeks). Check with the employee or your agency payroll office to see if employee currently receives or has requested to receive paycheck by EFT. If not, employee cannot receive AFRS reimbursements by EFT.
3. If employee recently requested payroll EFT or recently changed banks, the account is probably in a prenote status. Wait a few days and try again. It takes one business day to build an AFRS file for an Employee EFT, after creating a valid vendor employee record with a vendor type ‘1’.

V64 – EMPLOYEE EFT INVALID

Explanation: The only acceptable entries for the EMPLOYEE EFT field are:

- Y = Yes, pay by EFT
- N = No, do not pay by EFT

Suggestion: Change the entry in this field to one of the above valid options.

V71 - ABA ROUTING INVALID

Explanation: ABA ROUTING field has invalid data.

Suggestion: The routing number must have a 0, 1, 2 or 3 in the first field, be numeric and have no spaces. The full field must be filled (NINE CHARACTERS) to have a valid number.

V72 - ABA ACCOUNT INVALID

Explanation: ABA ACCOUNT field has invalid data.

Suggestion: The account number must be alphanumeric, left justified, and dashes are allowed. Spaces are allowed at the end of the valid record. This is a seventeen-character field.

V73 – E-MAIL ADDRESS INVALID

Explanation: An edit is supplied to assure valid data is entered. The edit covers the use of a single “@” at sign and that data exists just before the sign.

Suggestion: Review input to assure the validity of the E-Mail address.

V74 - EFT AVAILABLE INVALID

Explanation: The EFT AVAILABLE indicator can be marked N=No or Y=Yes when entering a new statewide vendor. If ‘N’ is entered, the switch will be changed to Y=Yes by an automated Prenotification process; EFT is then available for payment. If STATUS = E, then EFT AVAILABLE will automatically be set to NO unless Prenote Send = O (Override).

Suggestion: The indicator can start with the NO or a YES. The automated process will release the record for use in the EFT PAYMENT PROCESS when approval is received from the Bank.

If the RDFI sends a return with an incorrect return code, an automated process may set the pre-note status to E=Error and EFT Available to N=No. In these cases, where the account is valid and EFT Available needs to be reset to Yes without sending another pre-note, enter O (Override) in the Pre-note Send field and enter Y (Yes) in the EFT Available field.

V75 - CCD/CTX MUST BE C OR D

Explanation: (SWV file only) The valid indicators for the CCD/CTX field are C (ACH file will be sent in CCD format with no addenda record) or D (ACH file will be sent in CCD+ format with a single addenda record).

Suggestion: Determine the correct format and enter that value. The standard value is C.

V76 - VENDOR RA INVALID

Explanation: This field will be designated: P = Paper if the Vendor is to receive a paper Remittance Advice in the mail; E = Remittance Advice is sent by E- Mail (EFT & IAP) and N = No Remittance Advice is sent.

Suggestion: Mark the field accordingly.

V77 – EFT REVERSAL INVALID

Explanation: Only the SWV screen permits the entry of an EFT Payment Reversal to an entry.

Suggestion: Currently, the system does NOT accept a reversal. Only an “N” = NO can be entered.

V78 - PAYMENT DAY INVALID

Explanation: This field is optional, but should be left blank at this time.

Suggestion: Expectation for a future use is the prospect of a negotiated payment plan for each SWV to allow a monthly payment on a certain date. Valid values are “01-31”.

V79 – ACCOUNT TYPE FLAG INVALID

Explanation: The valid values for this field are C, G, L, S or blank.

Suggestion: Change the value in the field to C = Checking, G = General Ledger, L = Loan, or S = Savings. If EFT = Y or Pre-Note Send = Y, THEN Account Type must be one of these 4 values. Otherwise, blank is valid.

V80 – PRENOTE FLAG INVALID

Explanation: The valid values for this field are Y, N or O.

Suggestion: Change the value in the field to Y = Yes, N = No or O = Override. Override is only allowed if the Status = E.

V81 - ABA ROUTING CHECK DIGIT INVALID

Explanation: Check digit is used to assure the accuracy of the ABA routing number.

Suggestion: Review vendor documentation, contact vendor or contact bank to assure an accurate number.

V82 - CANNOT SEND PRENOTE

Explanation: A prenote will not be sent when:

1. Vendor status is B (blocked)
2. Banking information is not complete

- Suggestion:**
- a. Verify that you need to send a prenote for this vendor. If so, change VENDOR STATUS to A (active) and/or be sure you have complete banking information.
 - b. If you determine that you do not want to send a prenote for this vendor, change SEND PRENOTE to N (no).

V83 - PAYMENT TYPE INVALID

Explanation: PAYMENT TYPE field is used to determine payment type when vendor is not paid by EFT. Valid codes are:

1. SWV "I" = Inserted Warrant; "J" = Inter Agency Payment; "R" = Regular Warrant; or "N" = NO Payment. If EFT AVAILABLE = Y, Payment Type cannot be "J."
2. VE (agency) – "I" = Inserted Warrant; "R" = Regular Warrant; or Blank.

Suggestion: Enter the appropriate value.

V84 - DUNNS NO. INVALID

Explanation: DUNNS NO. is being used to further identify SWV vendors for use with TUPS. Valid values are nine (9) numeric characters or Blank.

Suggestion:

V85 - SPECIAL USE INVALID

Explanation: The values entered in the Special Use field are invalid. Valid values used on the SWV record are:

1. Y = Yes
2. N = NO

Suggestion:

V86 - PRENOTE IN PROCESS- CHANGES INVALID

Explanation: If Prenote Status = I and Prenote Send = N, changes can not be made to the fields below. These fields are used to automatically update the EFT Available flag and changing them will prevent this update.

1. Vendor Name
2. Routing Number
3. Account Number

Suggestion: Wait for completion of the Prenote process before changing any of the 3 fields noted above. Or, change the Prenote Send to Yes and make the changes. The latter alternative will delay the completion of the prenote process because the ten days allowed for the RDFI to respond to the prenote starts over.

V87 - VENDOR NO. FORMAT INVALID

Explanation: The Vendor Number format is incorrect.
Correct format is “SWVnnnnnnnn nn” for SWV table.

Suggestion:

V88 - TIN REQ FOR IRS BOX

Explanation: The entry in the IRS BOX will require the input of a valid TIN and Tax Type for this vendor. This requirement is provided to support 1099 Reporting.

Suggestion:

V89 - EMAIL ADDRESS REQUIRED

Explanation: An EMAIL address is required when the “VENDOR RA PRINT” field is set to ‘E = Email’ for SWV records only.

Suggestion: Obtain vendor EMAIL address and enter; OR change VENDOR RA PRINT to N = NO.

V90 - IAP INFORMATION INVALID OR MISSING

Explanation: When entering a statewide vendor for an Inter Agency Payment (Payment Type = J), a valid Billing (IAP) Agency, a valid Billing Fund / Multi-Fund and a valid email address are required.

Suggestion: Enter the required fields as noted above.

V91 - BILLING AGENCY INVALID

Explanation: The agency entered is NOT an active agency on the D53 table. An Inter Agency Payment requires a valid agency.

Suggestion: Examine the D53 table to assure an active agency is selected.

V92 - BILLING FUND INVALID

Explanation: The Billing Fund is NOT valid for an Inter Agency Payment. The fund must be Cash Type 1 or 2 (Treasury or Treasury Trust) as noted on the D22 table.

Suggestion: Examine the D22 to determine eligibility for IAP.

V93 - EITHER ABA OR BILLING PER PAY TYPE, NOT BOTH

Explanation: The information on the SWV record must be consistent with the type of payment the vendor will receive. An SWV cannot be set up to receive both EFT and IAP; therefore, both ABA information AND Billing Agency/Fund information cannot be present on the same SWV.

Suggestion: Check the type of payment this vendor should be receiving and enter the applicable fields. For EFT enter ABA Routing and Account; For IAP enter Billing Agency and Fund/Multi-Fund. If vendor will be paid only by warrant, these fields should all be blank.

V94 - BOTH FUND AND MULTI-FUND NOT ALLOWED

Explanation: When creating a SWV for an IAP vendor, do not enter both a Billing fund and a Billing Multi-fund.

Suggestion: Determine whether agency uses a single fund or multiple funds to receive IAP payments and enter in appropriate field.

V95 - MULTI-FUND RECORD NOT FOUND ON D48

Explanation: The Multi-fund entered on the SWV record is invalid because it is not found on the D48 table. The vendor agency will need to update the D48 table (IAP Multi-fund breakout using AFRS screen TM.B) before a SWV can be established.

SECTION W**JULY 2011 REV**

These error codes are Warning Codes for accounting transactions. They are non-fatal field and data element errors, as noted on the "SEVERITY INDICATORS for Data in the Organization Control Table (TM.7).

WK5 - MWB MISSING TIN*Explanation:**Suggestion:***WS3 - SUB ACCT NOT IN D32***Explanation:**Suggestion:***WT3 - IMPROPER GL FOR FUND***Explanation:**Suggestion:***WT4 - IMPROPER GL FOR TC***Explanation:**Suggestion:***WT5 - MEMORANDUM GL INVALID***Explanation:**Suggestion:***WT6 - IMPROPER SRCE FOR FUND***Explanation:**Suggestion:***WT7 - IMPROPER SOBJ FOR FUND***Explanation:**Suggestion:*

WT8 -AGCY SUBSID INVALID

Explanation:

Suggestion:

WT9 - FUND SUBSID INVALID

Explanation:

Suggestion:

WW0 - GL 3213 USES SRC 0418

Explanation:

Suggestion:

WW1 -1 GL 3213 USES SRC 0485

Explanation:

Suggestion:

WW2 -2GL 3213 USES SRC 0460

Explanation:

Suggestion:

WW3 - GL 3213 USES SRC 0709

Explanation:

Suggestion:

WW4 - GL 3213 USES SRC 0999

Explanation:

Suggestion:

WW5 - GL 3213 USES SOBJ WA

Explanation:

Suggestion:

WW6 - GL3213 USES SOBJ WB

Explanation:

Suggestion:

WW7 - GL 3213 USES SOBJ JC

Explanation:

Suggestion:

WW8 - GL 3213 USES SOBJ WC

Explanation:

Suggestion:

WW9 - GL 3213 USES SOBJ PA

Explanation:

Suggestion:

W07 - COUNTIES NOT IN D37

Explanation: The county code input must match an entry in the County Descriptor Table (D37).

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, input a county code defined in the County Descriptor Table (D37).

W10 - WORK CLASS NOT IN D40

Explanation:

Suggestion:

W13 - SUB-SUB-OBJ NOT IN D12

Explanation: The Sub-sub-object code input must match an entry in the Sub-sub-object Descriptor Table (D12).

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use a Sub-Sub-Object Code defined in the D12 table.

W14 - CITIES NOT IN D38

Explanation: The city code input must match an entry in the City/Town Descriptor Table (D38).

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use a City Code defined in the D38 table.

W16 - SUB-SRCE NOT IN D36

Explanation: The Sub-source code input must match an entry in the Sub-source Descriptor Table (D36).

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use a Sub-Source Code, as defined in the D36 table.

W35 - SUBS ACCT NOT IN D32

Explanation: The subsidiary account input must match an entry in the Subsidiary Account Descriptor Table.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use a Subsidiary Account in the D32 table.

W38 - ORG INDEX REQUIRED

Explanation: The input transaction does not contain an Organization Index Code and the appropriation level indicator equals 1.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use an Organization Index Code.

W45 - ORG INDEX NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction an Organization Index Code should not be input.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, do not use the Organization Index Code.

W46 - OPT ORG INDEX NOT IN OI

Explanation: The Optional Organization Index Code does not match an entry in the Organization Index Table.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use an Organization Index defined in the Organization Index Table or leave blank.

W47 - ORG INDEX CODE REQUIRED

Explanation: The Transaction Code used indicates that this transaction requires an Organization Index Code.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition.

W48 - REQ ORG INDEX NOT IN OI

Explanation: The organization index code used does not match an entry in the Organization Index Table.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. Action should be taken to correct the condition that created the warning so that future warning errors are eliminated.

W50 - PSEUDO VENDOR NOT RECOMMENDED

Explanation: .

Suggestion: .

W58 - FUND DET INVALID

Explanation: .

Suggestion: .

W59 - OPT F DET NOT IN D23

Explanation: .

Suggestion: .

W60 - FUND DET IS REQUIRED

Explanation: .

Suggestion: .

W61 - REQ F DET NOT IN D23

Explanation: .

Suggestion: .

W67 - OPT S-OBJ NOT IN D11

Explanation: .

Suggestion: .

W67 - OPT SUB-OBJ NOT IN D11

Explanation: The optional Sub-object code input does not match an entry in the Sub-object Descriptor Table (D11).

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use a Sub-Object Code defined in the Sub-Object Descriptor Table (D11).

W71 – DOC FILE FILE NO MATCH

Explanation: This is a warning message only that happens when trying to liquidate an encumbrance and the document number does not match the original encumbrance document number.

Suggestion: Check your document number to see that you have it entered the same as you original transaction. If liquidating an encumbrance enter the encumbrance document number in the Ref Doc field.

W75 - OPT PROJ NOT IN PC

Explanation: The optional project number used does not match an entry in the Project Control Table.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use a Project Number defined in the Project Control Table.

W76 – PROJECT REQUIRED

Explanation:

Suggestion:

W77 - REQ PROJ NOT IN PC

Explanation: The project number used does not match an entry in the Project Control Table.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. Action should be taken to correct the condition that created the warning so that future warning errors are eliminated.

W78 - VENDOR NUMBER NOT ALLOWED

Explanation: The Transaction Code used indicates that for this transaction the vendor number and suffix should not be input.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. Action should be taken to correct the condition that created the warning so that future warning errors are eliminated.

W79 - OPT VEN NUMBER NOT IN VE

Explanation: The optional vendor number input does not match an entry in the Vendor Edit Table.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. To correct, use a Vendor Number defined in the Vendor Edit Table.

W81 - REQ VEN NUMBER NOT IN VE

Explanation: The vendor number used does not match an entry in the Vendor Edit Table.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. Action should be taken to correct the condition that created the warning so that future warning errors are eliminated.

W91 - INVOICE NUMBER IS REQ

Explanation: The Transaction Code used indicates that for this transaction the invoice number is required.

Suggestion: No action is required unless the user determines to correct the transaction creating the warning condition. Action should be taken to correct the condition, which created the warning so that future warning errors are eliminated.

SECTION X**JULY 2011 REV**

Master File Inquiry transactions are entered and edited directly online. Transactions must pass the online edit to find the information on the Master File screen.

X01 - FUNCTION INVALID

Explanation: An invalid character was entered in the screen function field.
Suggestion: Use a valid character in the function field to complete the inquiry.
Valid characters are: 'S' = Start; 'N' = Next; 'P' = Previous; or 'A' = Accumulation.

X02 - BIENNIUM REQUIRED

Explanation: An entry in the Biennium field is required to complete the inquiry.
Suggestion: Enter Biennium of data to be viewed. Normally, only Current Biennium is available. However, during the transition between Biennium's, data from both the Current and Previous Biennium's can be viewed.

X03 - FUNCTION & PROG REQ

Explanation: Account Code Function and Program are required.
Suggestion: Enter both an Account Code Function (two-digit numeric field) and a Program Code, which is defined on the agency's Program Descriptor Table.

X04 - FUNCTION REQUIRED

Explanation: Account Code Function is required.
Suggestion: Enter an Account Code Function.

X05 - APPN-TYPE NOT AVAIL

Explanation: The Appropriation Type option is not available
Suggestion: On both the Allotment and Appropriation File Inquiry, the Appropriation Type cannot be accumulated (function A).

X06 - CHAR NOT AVAIL

Explanation: Appropriation Character option is not available.
Suggestion: On both the Allotment and Appropriation Inquiry screens, the Appropriation Character field cannot be accumulated (function A).

X07 - FUND DET NOT AVAIL

Explanation: Fund Detail option is not available.

Suggestion: Do not use the Fund Detail field.

X08 - BIEN MUST BE NUMERIC

Explanation: The Biennium entered must be numeric. Normally only Current Biennium is available. However, during the transition between Biennium's, data from both the Current and Previous Biennium's can be viewed.

Suggestion: Refer to the explanation of the error and enter the correct biennium.

X09 - OBJ MUST BE NUMERIC

Explanation: Object entered must use a valid numeric Object Code from the Object Descriptor Table (D10).

Suggestion: Enter a valid Object Code, as described on the Object Descriptor Table (D10).

X10 - CURR/PRIOR MUST=1,2

Explanation: Enter either 1 for Current Month or 2 for Prior Month.

Suggestion: Enter the month code, either 1 or 2.

X11 - ENTER CURR/PRIOR IND

Explanation: Current/Prior Indicator required. Valid values are 1 for Current, 2 for Prior.

Suggestion: Enter the Current/Prior Month indicator, either 1 or 2.

X12 - ALLOT FILE NOT OPEN

Explanation: Allotment File is closed.

Suggestion: Contact the AFRS Help Line to determine the availability or refer to the Broadcast Message when you log on to AFRS.

X13 - SUB OBJECT REJECTED

Explanation: The Sub-object Code used must be a valid Sub-Object code consisting of two-letters from the Sub-Object Descriptor Table (D11).

Suggestion: Use a Sub-Object Code as defined in the Sub-Object Descriptor Table.

X14 - DIV, BR, SEC, UN = REQ

Explanation: If AI Table indicators are set to post data to this file at Unit level, then Division, Branch, Section and Unit are required.

Suggestion: Input the Division, Branch, Section and Unit Codes.

X15 - DIV, BR, SEC = REQ

Explanation: If AI Table indicators are set to post data to this file at Section level, then Division, Branch and Section are required.

Suggestion: Input the Division, Branch and Section codes.

X16 - DIV & BR = REQ

Explanation: If AI Table indicators are set to post data to this file at Branch level, then Division and Branch are required.

Suggestion: Input the Division and Branch codes.

X17 - DIVISION REQUIRED

Explanation: If AI Table indicators are set to post data to this file at Division level, then the Division is required.

Suggestion: Input the Division code.

X18 - FUNCT MUST = NUMERIC

Explanation: Account code Function must be numeric and must be a valid code on the Function Descriptor Table (D15).

Suggestion: Use a valid Account Code Function as defined, on the Function Descriptor Table (D15).

X19 - RECORD DISPLAYED

Explanation: When using screen function 'S' for Start and if system cannot find a record identical to that requested, it will display the next, closest record.

Suggestion: No correction necessary. The inquiry has located the closest record to the one requested.

SECTION Y**JULY 2011 REV**

Management Reporting System transactions are entered and edited directly online. Entry is accomplished on screens MR.1, REPORT DESIGN; and MR.2, JOB SUBMISSION. Transactions must pass the online edits before they are added to the Management Reporting System Report Design.

Y01 - FUNCTION INVALID

Explanation: An invalid character was entered in the screen function field.

Suggestion: Valid functions are letters 'A' (add), 'C' (change), 'D' (delete), 'V' (view), 'N' (next), or 'S' (submit).

Y02 - REPORT NUMBER NOT FOUND

Explanation: Report number not found because symbols were used or no entry was made.

Suggestion: Enter a four-digit alphanumeric report number.

Y03 - CURRENT BIEN INVALID W/MO

Explanation: Current biennium may be used with the following month codes: CM = current month; 99 = 99th month (when current fiscal month is greater than 12); and PM = prior month (when current fiscal month is greater than 1).

Suggestion: Refer to the explanation of this error code and enter a valid month code for the current biennium or change the biennium.

Y04 - PRIOR BIEN INVALID W/MO

Explanation: Prior biennium may be used with the following month codes: 25 = 25th month (when the current fiscal month is less than 13); and PM = prior month (when the current fiscal month is equal to 01).

Suggestion: Refer to the explanation of this error code for the prior biennium or change the biennium.

Y05 - BIEN MUST = C OR P

Explanation: A biennium code is required.

Suggestion: Valid characters are 'C' (current) or 'P' (prior).

Y06 - PRIMARY VIEW INVALID

Explanation: Only one through nine are valid codes for primary view.

Suggestion: Enter a valid Primary View Code (numbers 1-9).

Y07 - SECOND VIEW INVALID

Explanation: One through eight are only valid codes for secondary view.

Suggestion: Enter a valid Secondary View Code (numbers 1-8).

Y08 - DATA TYPE MUST = 1,2

Explanation: The only valid data type codes are 1 for expenditure or 2 for revenue.

Suggestion: Enter a valid Data Type code, either a 1 or 2.

Y09 - IF VIEW= 7 DATA T=1

Explanation: Only Data Type 1 (expenditure) is allowed with object of expenditure View 7.

Suggestion: Enter Data Type 1 with View 7, Object of Expenditure.

Y10 - IF VIEW=8, DATA T=2

Explanation: Only Data Type 2 (Revenue) is allowed with View 8, Revenue Source.

Suggestion: Enter Data Type 2 with View 8.

Y11 - ESTI T MUST = 0, 1, 2

Explanation: Valid codes for estimate type.

Suggestion: Enter one of the valid codes for the Estimate Type.

Y12 - STAFF = v, IF DATA T=1

Explanation: Staffing is available only with expenditure Data Type 1.

Suggestion: When Staffing Summary is requested, Expenditure Data Type must equal 1.

Y13 - IF ESTI = 0, VAR = N

Explanation: If estimate type is zero, variance must be N.

Suggestion: Enter a variance of N, if estimate type is 0 (no estimate).

Y14 - CENTS MUST = Y or N

Explanation: The Print Cents field requires a Y(yes) or N (no).

Suggestion: Enter a Y or N in the Print Cents field.

Y15 - LEVEL CODE IN ERROR

Explanation: Valid levels are 1-6 (0if view = 9).

Suggestion: Enter a level code, as described in the AFRS Online User Documentation, Management Reporting System instructions.

Y16 - LEVEL INVAL W/VIEW

Explanation: The level entered is invalid with the view entered.

Suggestion: Check documentation to see which levels are valid with each view.

Y17 - SPEC DET > VIEW

Explanation: More specific data was entered than was with view.

Suggestion: Refer to the documentation to determine the allowable data.

Y18 - SPEC DET > LEVEL

Explanation: Specific detail entered is at a lower level than valid with view/level selected.

Suggestion: Refer to the documentation to determine the allowable data.

Y19 - LEVEL MUST BE 0-6

Explanation: Valid level codes are 0-6.

Suggestion: Enter a level code between 0 and 6.

Y20 - SECOND NOT ALLOWED

Explanation: Secondary view is not allowed, if primary view is agency (9).

Suggestion: Do not enter a secondary view, since the primary view is agency (9). Secondary view must be "blank" and may not be "zero", if the primary view is agency (9).

Y21 - INVAL LEV W/SEC

Explanation: Level selected is invalid with secondary view.

Suggestion: Change the level selected for the secondary view.

Y22 - SPEC DET > SEC VIEW

Explanation: Specific detail selected is not valid with secondary view.

Suggestion: Refer to the documentation to determine the allowable data.

Y23 - SPEC DET > LEVEL

Explanation: Specific detail selected is at a lower level of detail than level code selected.

Suggestion: Refer to the documentation to determine the allowable data.

Y24 - MISSING SPEC DETAIL

Explanation: Specific detail is missing which is required.

Suggestion: Check documentation to see entries.

Y25 - FUNCTION NOT ON D15

Explanation: Account Code Function not on Function Descriptor Table.

Suggestion: Enter a valid account code Function as defined on the Function Descriptor Table (9).

Y26 - PROGRAM NOT ON D16

Explanation: Program not on Program Descriptor Table (D16).

Suggestion: Enter a valid Program Code, as defined on the Program Descriptor Table (D16).

Y27 - SUB-PROGRAM NOT ON D15

Explanation: Sub-Program not on Sub-Program Descriptor Table.

Suggestion: Enter a valid Sub-Program Code, as defined on the Sub-Program Descriptor Table (D17).

Y28 - ACTIVITY NOT ON D18

Explanation: Activity not on Activity Descriptor Table (D18).

Suggestion: Enter a valid Activity Code, as defined on the Activity Descriptor Table (D18).

Y29 - SUB-ACTIV NOT ON D19

Explanation: Sub-Activity not on Sub-Activity Descriptor Table (D19).

Suggestion: Enter a valid Sub-Activity Code, as defined on the Sub-Activity Descriptor Table (D19).

Y30 - TASK NOT ON D20

Explanation: Task not on Task Descriptor Table (D20).

Suggestion: Enter a valid Task Code, as defined on the Task Descriptor Table (D20).

Y31 - DIVISION NOT ON D02

Explanation: Division not on Division Descriptor Table (D02).

Suggestion: Enter a valid Division Code, as defined on the Division Descriptor Table (D02).

Y32 - BRANCH NOT ON D03

Explanation: Branch on Branch Descriptor Table (D03).

Suggestion: Enter a valid Branch Code, as defined on the Branch Descriptor Table (D03).

Y33 - SECTION NOT ON D04

Explanation: Section not on Section Descriptor Table (D04).

Suggestion: Enter a valid Section Code, as defined on the Section Descriptor Table (D04).

Y34 - UNIT NOT ON D05

Explanation: Unit not on Unit Descriptor Table (D05).

Suggestion: Enter a valid Unit Code, as defined on the Unit Descriptor Table (D05).

Y35 - COST CTR NOT ON D06

Explanation: Cost Center not on Cost Center Descriptor Table (D06).

Suggestion: Enter a valid Cost Center Code, as defined on the Cost Center Descriptor Table (D06).

Y36 - PROJ TYPE NOT ON D41

Explanation: Project Type not on Project Type Descriptor Table (D41).

Suggestion: Enter a valid Project Type Code, as defined on the Project Type Descriptor Table (D41).

Y37 - PROJECT NOT ON D42

Explanation: Project number not on Project Descriptor Table (D42).

Suggestion: Enter a valid Project Code, as defined on the Project Descriptor Table (D42).

Y38 - SUB-PROJ NOT ON D43

Explanation: Sub-Project number not on Sub-Project Descriptor Table (D43).

Suggestion: Enter a valid Program Code, as defined on the Program Descriptor Table (D16).

Y39 - PROJ PHASE NOT = D44

Explanation: Project Phase not on Project Phase Descriptor Table (D44).

Suggestion: Enter a valid Project Phase Code, as defined on the Program Descriptor Table (D44).

Y40 - FUND NOT ON D22

Explanation: Fund not on Fund Descriptor Table (D22).

Suggestion: Enter a valid Fund Code, as defined on the Fund Descriptor Table (D22).

Y41 - APPN NOT ON D07

Explanation: Appropriation not on Appropriation Descriptor Table (D07).

Suggestion: Enter a valid Appropriation Code, as defined on the Appropriation Descriptor Table (D07).

Y42 - APPN TYPE NOT ON D08

Explanation: Appropriation Type not on Appropriation Type Descriptor Table (D08).

Suggestion: Enter a valid Appropriation Type Code, as defined on the Appropriation Type Descriptor Table (D08).

Y43 - APPN CHAR NOT ON D09

Explanation: Appropriation Character not on Appropriation Character Descriptor Table (D09).

Suggestion: Enter a valid Appropriation Character Code, as defined on the Appropriation Character Descriptor Table (D09).

Y44 - OBJECT NOT ON D10

Explanation: Object not on Object Descriptor Table (D10).

Suggestion: Enter a valid Object Code, as defined on the Object Descriptor Table (D10).

Y45 - SUB-OBJ NOT ON D11

Explanation: Sub-Object not on Sub-Object Descriptor Table (D11).

Suggestion: Enter a valid Sub-Object Code, as defined on the Sub-Object Descriptor Table (D11).

Y46 - S-S-OBJ NOT ON D12

Explanation: Sub-Sub-Object not on Sub-Sub-Object Descriptor Table (D12).

Suggestion: Enter a valid Sub-Sub-Object Code, as defined on the Sub-Sub-Object Descriptor Table (D12).

Y47 - MAJOR-GRP NOT ON D34

Explanation: Major Group not on Major Group Descriptor Table (D34).

Suggestion: Enter a valid Major Group Code, as defined on the Major Group Descriptor Table (D34).

Y48 - MAJOR-SCE NOT ON D35

Explanation: Major Source not on Major Source Descriptor Table (D35).

Suggestion: Enter a valid Major Source Code, as defined on the Major Source Descriptor Table (D35).

Y49 - SUB-SCE NOT ON D36

Explanation: Sub-Source not on Sub-Source Descriptor Table (D36).

Suggestion: Enter a valid Sub-Source Code, as defined on the Sub-Source Descriptor Table (D36).

Y50 - SELECT VERT FORMAT

Explanation: A vertical format must be selected.

Suggestion: Select a vertical format. Use the AFRS Online Documentation to determine the entry.

Y51 - ONLY 1 VERT FORMAT

Explanation: Only one vertical format may be selected.

Suggestion: Select one vertical format for input.

Y52 - VIEW OR LEVEL REQ

Explanation: When selecting Vertical Format 2, both a view and level must be selected.

Suggestion: Select both a view and level, when using Vertical Format 2.

Y53 - FUND=1, 2; OBJ=1,2,OR 3

Explanation: Sub-Source not on Sub-Source Descriptor Table (D36).

Suggestion: Enter a valid Sub-Source Code, as defined on the Sub-Source Descriptor Table (D36).

Y54 - INVALID VIEW OR LEVEL

Explanation: Valid codes for Vertical Format 2 are: View = 1 through 8, Level = 1 through 6.

Suggestion: Refer to the explanation of this error and enter the appropriate information.

Y55 - LEVEL INVALID

Explanation: The report level is invalid with the view selected.

Suggestion: Check documentation for level codes valid with view selected.

Y56 - IF DATA T 2; V,FMT=2

Explanation: Vertical Format 1 is not allowed with revenue Data Type 2.

Suggestion: Refer to the explanation of this error and enter the appropriate information.

Y57 - FMT 2 LEVEL ERROR

Explanation: If format 2 is the same view as the primary or secondary, the level in Vertical Format 2 must be lower than the level used for primary/secondary level.

Suggestion: Refer to the explanation of this error and enter the appropriate information.

Y58 - NEED SECOND SP DT

Explanation: Specific detail is required for secondary view when using Vertical Format 2.

Suggestion: Refer to the explanation of this error and enter the appropriate information.

Y59 - NEED HOR FMT

Explanation: Horizontal format must be selected. Valid values entered in the period X, Y or Z fields must be 1 through 9.

Suggestion: Refer to the explanation of this error and enter the appropriate information.

Y60 - IF PER. = 4, 8; VIEW=3

Explanation: Sub-Source not on Sub-Source Descriptor Table (D36).

Suggestion: Refer to the explanation of this error and enter the appropriate information.

Y61 - SM RECORD NOT FOUND

Explanation: System Management record not found.

Suggestion: Call AFRS Help Line for assistance.

Y62 - SMFILE NOT OPEN

Explanation: System Management File is not open.

Suggestion: Call AFRS Help Line for assistance.

Y63 - DT FILE NOT OPEN

Explanation: Descriptor Table File is not open.

Suggestion: Call AFRS Help Line for assistance.

Y64 - DESIGN FILE NOT OPEN

Explanation: Report number entered is not in the file.

Suggestion: Determine the correct Report Number for input.

Y65 - END AGY RPT DESIGNS

Explanation: Report Design File is not open.
Suggestion: Call AFRS Help Line for assistance.

Y66 - END OF AGY DESIGNS

Explanation: Report design number on screen is the last one in agency's file.
Suggestion: Determine the correct Report Number for input.

Y67 - RPT # ALREADY EXISTS

Explanation: Cannot add a duplicate report number. This report number already exists in the design file.
Suggestion: Use a different report number in the design file.

Y68 - INVALID FUNCTION

Explanation: Invalid function. Only 'A' (add), 'C' (change), 'D' (delete), 'V' (view) or 'N' (next) are valid.
Suggestion: Enter a valid character in the function field.

Y69 - JOB REQ NOT FOUND

Explanation: Job submission request is not in agency file.
Suggestion: Determine the correct Job submission request for input.

Y70 - JOB REQ FILE CLOSED

Explanation: Job request file is not open.
Suggestion: Call the AFRS Help Line for assistance.

Y71 - ADDED NOT SUBMITTED

Explanation: If you wish to submit job, use change function and put a Y in SUBMIT NOW field.
Suggestion: Refer to the explanation of this error and input the correct data.

Y72 - YOU = NOT AUTHORIZED

Explanation: You are not authorized for the activity you are attempting.
Suggestion: Contact your AFRS System Manager.

Y73 - REQ # ALREADY EXISTS

Explanation: This run request number is already in file. To change it, use Function C. To add a new run request, select a run request number not already in file.

Suggestion: Refer to the explanation of this error and input the correct data.

Y74 - CHANGED NOT SUBMITTED

Explanation: The report you are requesting was changed rather than submitted.

Suggestion: If you wish to submit the job now, put a Y in the SUBMIT NOW field.

Y75 - YOU = NOT AUTHORIZED

Explanation: You are not authorized for the activity you are attempting.

Suggestion: Contact your AFRS System Manager.

Y76 - RECORD DELETED

Explanation: Run request number has been deleted from file.

Suggestion: Since the run request number has been deleted from the file, it must be added back by designing the report again.

Y77 - NO SUBMIT ON DELTE

Explanation: Jobs may be submitted on ADD, CHANGE, or VIEW.

Suggestion: Submit job using ADD, CHANGE, or VIEW.

Y78 - YOU = NOT AUTHORIZED

Explanation: You are not authorized for the activity you are attempting.

Suggestion: Contact your AFRS System Manager.

Y79 - RUN REQ MUST=NUMERIC

Explanation: Alpha is not allowed for run request number.

Suggestion: Input run request using an alphanumeric request number.

Y80 - JOB CLASS INVALID

Explanation: Must use a valid job run code. The valid codes are 'H' (hot, 'A' (two hour turnaround), 'D' (during day), 'E' (overnight) or 'S' (weekend).

Suggestion: Enter a valid Job Class code.

Y81 - NO DESIGN # ENTERED

Explanation: Report request number is required.

Suggestion: Enter a report request number.

Y82 - COPIES MUST= NUMERIC

Explanation: An alpha character is not allowed in 'copies' field.

Suggestion: Enter the number of copies that you want printed.

Y83 - IOF MUST = Y OR N

Explanation: To view report in IOF, enter Y

Suggestion: Enter a 'Y' (yes) or 'N' (no) in the Interactive/Output Facility Field.

Y84 - NOTIFY REQ W/IOF = Y

Explanation: If IOF = Y, logonid must be entered in notify field.

Suggestion: Enter the logonid in the notify field.

Y85 - TYPE NOT ON FILE

Explanation: Design type selected does not exist in agency file.

Suggestion: Enter a design type which is in the agency file.

Y86 - DESIGN FILE NOT OPEN

Explanation: The Design File is not open.

Suggestion: Call the AFRS Help Line.

Y87 - DUPLIC REPORT TYPE

Explanation: Report types may not be duplicated.

Suggestion: Enter a different report type.

Y88 - RPT # NOT ON FILE

Explanation: Report design requested does not exist in agency file.

Suggestion: Refer to the Agency report designs available. Choose one of them or design a new report.

Y89 - DUPLIC RPT #

Explanation: Duplicate report number requested.

Suggestion: Use a different report number.

Y90 - RPT TYPE DUPLIC RPT #

Explanation: May not request a report by both type and number in the same run request.

Suggestion: Request either a report by type or number.

Y91 - JOB CARD NOT FOUND

Explanation: Job card not found.

Suggestion: Call the AFRS Help Line

Y92 - JOB CARD FILE CLOSED

Explanation: The Job card File is closed.

Suggestion: Call the AFRS Help Line.

Y93 - RPT #'S NOT FOUND

Explanation: Report request number selected not on agency file.

Suggestion: Enter a report request number which is on the agency file.

Y94 - END OF DESIGN FILE

Explanation: This is the last record of last agency in Report Design File.

Suggestion: No correction necessary.