

CHAPTER 7. ERRORS

7-1. GENERAL.

- a. There are three basic types of errors which are automatically detected in the PAS System. The first type concerns batch control totals. This type of error and the method of correcting it are discussed in paragraph 7-2. The second type of error concerns the unacceptability of the format and/or content of an input transaction (edit error). The third type concerns the inability to post a transaction (even though edit criteria are met) because a precedent condition or a referenced record does not exist on the system file (update error). These two types of errors and methods to dispose of them are discussed in paragraph 7-3.
- b. A fourth type of error (not detected by the system) relates to the unintentional entry of erroneous data which meets edit and update criteria, e.g., a valid but incorrect program code, a valid but incorrect Regional or Field Office code, an incorrect amount, etc. This type of error and the method of correcting it is discussed in paragraph 7-4.
- c. In paragraphs 7-5 and 7-6, the report relating to the entry of transactions (the valid and erroneous transaction registers) are explained and illustrated.

7-2. BATCH CONTROL ERRORS.

- a. Financial transactions, name and address transactions, and special report requests are processed in batches. The procedure used in batching is explained in Chapter 3. Three check sums are calculated from the input transactions. These sums are: (1) the total number of transactions in the batch (including the batch header), (2) total of initial dollar amounts, if any, and (3) total of second dollar amounts, if any.
- b. The first step the system performs on receiving a batch is to calculate the sums mentioned above and compare them with the sums shown on the batch header. If there is any difference between the calculated sum and those on the batch header, the

whole batch is rejected and listed in total on the Erroneous Transaction Registers, A96AQCA (see paragraph 7-5) for the current update run.

However, before the batch is printed on the register, the individual transactions are edited as described in paragraph 7-3. Any discrepancies disclosed by these edits are shown on the erroneous register, along with the batch control total discrepancy.

- c. If batch control totals agree with calculated sums, only those transactions in the batch having edit or update errors (see paragraph 7-3) will appear on the Erroneous Transaction Register. The other transactions in the batch will be posted to the system files and listed on the Valid Transaction Register (see paragraph 7-6).
- d. If batch control totals do not agree (with calculated sums), each transaction in the batch must be compared manually with data on the related source document and/or manual control sums must be recalculated. If the out-of-balance condition is caused by discrepancy between the calculated dollar amounts and the batch header dollar amounts, the erroneous dollar amounts on the batch header and/or the transaction(s) in the batch must be corrected using the procedures explained in paragraph 7-3e. However, if the out-of-balance condition is caused by a difference between the calculated number of transactions and the number of transactions coded in the batch header, the entire batch can be recoded and re-entered using a new batch number and the correct transaction count or the batch header count can be adjusted (see paragraph 7-3e).

7-3. EDIT AND UPDATE ERRORS.

- a. On every transaction, including batch header, the system checks each input data field for acceptable format and content. These checks for format and content are called edits. All the edits that are performed are listed in Appendix 23. A transaction is rejected if fatal errors are detected during editing.
- b. If the edit check is successful (or even not in the case of accounting transactions), the transaction is checked for update capability, e.g., that all precedent conditions necessary to record the input

- transaction are present in the files. Any discrepancies discovered by this check would be printed on the erroneous transaction register (see paragraph 7-5) along with the edit errors, if any.
- c. If a transaction has no edit or update discrepancies, it is posted to the system files and printed on a valid transaction register (see paragraph 7-6).
 - d. On the erroneous transaction register, the field in error will be identified and a message will explain the error or discrepancy. A list of error messages within the system is presented in Appendix 23. Except for the financial transactions (see next paragraph), erroneous transactions are not stored by the system. Any errors on Name, Address, special request, or table update transactions cannot be corrected. A new corrected input must be prepared.
 - e. All financial transaction with edit and update errors will be stored within the system in an error recycle file. The accounting office must then determine what is necessary to dispose of the error or discrepancy by referring to the source document, getting additional information, etc. A financial transaction edit or update error may be disposed of in one of the several ways.
 - (1) Delete the Transaction from Recycle File. This method would be used for the following situations:
 - a. Duplicate Batches are reflected in the Change and Deletion Register (A96ACCA) see paragraph 7-7. These are not put on the Error Recycle File but are automatically dropped from the system. A duplicate batch error exists when the batch number of the current batch was cited on a previous batch and all the transactions on the previous batch have not been valid or deleted from the system for 10 days or more.
 - b. When the error exists in the first 8 positions of the input, the transaction will have to be deleted and included on another batch. For example, if the

Transaction Code, which is in position 4-8, is invalid the transaction has to be deleted and re-entered with the correct code.

- (2) Correct The Erroneous Field on Transaction Stored in the Recycle File. See Appendix 24.
- (3) Put in a Normal TAC which will accomplish an action which is needed before the transaction on the recycle file can be processed. For example; a disbursement transaction (TAC 301) has an erroneous message "Name and Address Record missing." By entering a name and address for the project, the disbursement transaction (TAC 301) would go valid.

The most advantageous method should be selected for error correction. Properly coded inputs for these methods are shown in Appendix 25. The appendix shows the situations to be corrected and their correction.

7-4. CORRECTION OF ERRORS NOTED AFTER UPDATE.

a. Financial Transactions.

- (1) If a financial (dollar) error is found in a financial transaction after it has been accepted by the system and recorded, a reversing (R) TAC must be entered for the amount of the decrease. For example: a reservation, 126N, was entered for \$1,000,000 should have been for \$500,000. A decrease to the reservation, 126RF would be entered. If the recorded amount is understated, a normal TAC must be entered for the amount of increase. If the transaction is in error, an "R" TAC for the transaction must be entered to reverse the transaction from the system.
- (2) If the error is of a non-financial nature, e.g., a wrong program code was use an "R" TAC must be entered for the initial transaction and a correctly coded transaction must be entered under a normal TAC.
- (3) The method of coding normal and reversing (R) TAC's is shown in Chapter 3.

b. Other Transactions. When name and address data, or

table data is found to be in error after update, one of two methods of correction may be used. First, the erroneous data can be deleted from the files completely and new data entered, if required. Second, individual data elements in a file can be changed. The procedures for name and address corrections are discussed in detail in Chapter 4. The procedures for table entry and correction are not covered in this handbook.

7-5. ERRONEOUS TRANSACTION REGISTER, A96AQCA.

a. Financial Transactions.

- (1) Invalid Transaction Code and Modifier. The invalid entry is not retained on a recycle file because the system does not know if the transaction is financial or not. The line transaction is included in the Batch Count Total but not in the Batch Amount Total. This error should always cause your batch to be invalid because the amount on batch header differs from the Batch Control Amount computed.
- (2) Invalid Items Other than Transaction Code and Modifier.
 - a. The erroneous transaction register is a Regions level register that is automatically produced, if required, at the end of each update run. It informs the accounting offices of edit or update errors. The erroneous transactions on this register include fatal errors entered on previous days not yet corrected, as well as fatal errors generated by the current input transactions. The register is used in taking steps to dispose of the errors. Entries with fatal errors must be corrected as described in paragraph 7-3.
 - b. The register is printed by batch number. Each rejected transaction is listed by batch. The transaction is shown in two ways - formatted according to the register's headings (for ease of reading) and as entered into the system (for use in error correction). The fields in error and the message describing the error or discrepancy are printed next.

c. At the end of each batch, a comparison of entered and computed batch control totals is shown along with the number and dollar amount of transactions having fatal errors. If entered and computed batch control totals do not agree, all transactions in the batch will be listed on this report, even though the transactions themselves may not contain errors.

b. Name and Address Transactions.

(1) The Erroneous Transaction Register - Name and Address Transactions is a Regional level register produced, if it informs the accounting offices of fatal edit or update errors which must be corrected (see Appendix 23) and assists them in this process. All erroneous transactions of name and address must be recoded and re-entered into the system using a new batch number since these transactions are not retained in the recycle file. An example of an erroneous register is shown in Appendix 24.

NOTE: If name and addresses are entered via the on-line function, the erroneous register for name and addresses and would not be produced.

(2) The register is printed by batch number. Each rejected transaction is listed in batch order. The transaction is shown in two ways : formatted according to the register's headings (for ease of reading) and as entered into the system (for use in error correction). The fields in error and the messages describing the error are printed next.

(3) At the end of each batch, a comparison of entered computed batch control totals is shown along with the number of transactions having fatal errors. If entered and computed batch control totals do not agree, all transactions in the batch will be listed on this report, even though the transactions themselves may not contain errors.

a. Financial Transactions.

- (1) The Valid Transaction Register - Financial Transactions is a Regional level register produced at the end of each update run. It informs the accounting offices of the transactions accepted and used to update the system files. The register is used primarily for reference purposes in connection with questions that may later arise with respect to a transaction. An example of a valid transaction register is shown in Appendix 27.
- (2) The report shows, in batch order, the batch header and each transaction which was accepted. The transaction is shown in two ways - formatted according to the register's heading (for ease of reading) and as entered into the system.
- (3) At the end of each batch, a comparison of entered computed batch control totals is shown along with the number and dollar amount of transactions accepted. If one Headquarters enters a transaction against another Region's assignment, the accepted transaction will be shown in the registers for both offices.

b. Name and Address Transactions.

- (1) The Valid Transaction Register - Name and Address Transactions is a Regional level register produced, if required, at the end of each update run. It informs the accounting offices of the transactions accepted and used to update the system files. The register is used primarily for reference purposes in connection with questions that may later arise with respect to a transaction.

NOTE: If name and addresses are entered via on-line function, the erroneous register for name and addresses would not be produced.

- (2) The report shows, batch order, the batch header and each transact on which was accepted. The transaction is shown in two

ways - formatted according to the register's heading (for ease of reading) and as entered into the system.

- (3) At the end of each batch, a comparison of entered computed batch control totals is shown along with the number and dollar amount of transactions accepted.

c. Special Request Transactions.

- (1) The Erroneous Transaction Register - Name and Address Transactions is a Regional level register produced, if required, at the end of each name and address update run. It informs the accounting offices of fatal edit or update errors which must be corrected (see Appendix 23) and assists them in this process. All erroneous transactions of name and address must be recoded and re-entered into the system using a new batch number since these transactions are not retained in the recycle file. An example of an erroneous register is shown in Appendix 24.
- (2) The report shows, batch order, the batch header and each transaction which was accepted. The transaction is shown in two ways - formatted according to the register's heading (for ease of reading) and as entered into the system.
- (3) At the end of each batch, a comparison of entered and computed batch control totals is shown along with the number of transactions accepted.

7-7. CHANGE AND DELETION REGISTER (A96ACCA).

- a. The Change and Deletion Register is a Headquarters an Regional level register produced at the end of each update run. Only items on the Error cycle file can be deleted or changed using the all purpose format. It informs the accounting office of change and delete transactions that were entered. It also lists all transactions that were in a batch that were rejected because of a duplicate batch number.

9/88

7-8

1970.33 REV-2

- b. The report shows in batch order, transactions that were either changed (c) or deleted (d). Transactions that were changed are shown in two ways, before the change and after the change. The report also reflects a minimum of error messages.

- c. Example of Change and Deletion Registers.
Appendix 26 contains examples of change and deletion registers.