

**ERROR CORRECTION/EDIT
AND
CERTIFICATION REQUESTS**

Learning Points

This Module introduces the basic concepts of:

Pending File Maintenance (HSBFM) CAPP Topic 50135

- Deleting invalid, erroneous, or duplicate transactions from the pending file to prevent their processing.
- Entering transactions in different ways or first-time transactions, to see how they will process.

Edit Requests (PYEDT) CAPP Topic 50810

- Ensuring validity of transactions.
- Providing gross dollar amounts required for certification.
- Providing an opportunity to correct erroneous data and to enter additional data prior to certification.

Certification Requests (PYCTF) CAPP Topic 50815

- Authorizing payrolls to be processed and agencies funds to be charged for the related expenditures.

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Pending File Reports

Report 1017 Updated Pending Transactions

CO. NO.	10011	ENTRY DATE	SEQ NUM	EMP NUM	TRN	3	4	5	6	7	8	9	0	1	2
		REPORT 1017 HR: M RUN ON 12/15/2004 AT 00:02:44 REL 12.00.54 PAGE 1													
		UPDATED PENDING TRANSACTIONS AS OF 12/31/2004													
12312004	308	IBC	1					1031350000			7070				
12312004	317	IBC	10					2105070000			7070				
12312004	324	IBC	12					7950230000			7070				
12312004	332	IBC	31			39200	3200	225454545			7171				
12312004	346	IBC	39				1400	331920000		1050000007070					
12312004	344	700700700	700							11064					
12312004	347	1010101000	700							22128					
12312004	352	1010101000	700						8000						
12312004	337	1111111100	700						800						
12312004	338	1111111100	700												
12312004	325	1212121200	9XX	947		2	538		458000						1
12312004	326	1212121200	9XX	1047		538			73523						1
12312004	330	1313131300	9XX	347		38			80000						1
12312004	331	1313131300	9XX	447		538			40000						1
12312004	311	1414141400	801						77873						+
12312004	294	1515151500	503	916932300091620010825200109082001P						6750					1
12312004	295	1515151500	500	47											+
12312004	295	1515151500	501	47											+
12312004	295	1515151500	502	47											+
12312004	295	1515151500	504	47											+
12312004	295	1515151500	505	47											+
12312004	297	1515151500	550	28		6750									+
12312004	310	1818181800	8XX	62											+
12312004	328	1818181800	9XX	2											+
12312004	329	1818181800	9XX	62											+
12312004	318	1919191900	9XX	347		5			60000						+
12312004	321	2222222200	9XX	947		538			30000						+
12312004	322	2222222200	9XX	1047		538			78532						+
12312004	312	2828282800	8XX	26					20000						+
12312004	338	27453865700	700						3450						+
12312004	340	27453865700	700						4114						+
12312004	341	27453865700	700			1									+
12312004	298	3333333300	503	916932300091620010825200109082001P		2									+
12312004	299	3333333300	500	47											+
12312004	299	3333333300	501	47											+
12312004	299	3333333300	502	47											+
12312004	299	3333333300	504	47											+
12312004	299	3333333300	505	47											+
12312004	300	3333333300	550	28		6750									+
12312004	301	3333333300	550												+
12312004	333	40812312500	700												+
12312004	334	40812312500	700												+
12312004	323	42252341700	9XX	147		1									+
12312004	345	42252341700	700			52			78525						+
12312004	308	4444444400	8XX	62					20000						+
12312004	335	5555555500	700						1500						+
12312004	335	5555555500	700												+
12312004	305	6666666600	503	916934500091620010825200109082001P											+
12312004	306	6666666600	500	47											+
12312004	306	6666666600	500												+

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Pending File Reports, Continued

**H1K01,
H1K02,
H1K03**

CIPPS provides an on-line view of the data in the Pending File. All CIPPS users who currently have display payroll or update payroll access have been granted display access to the on-line Pending File screens. Three separate screens are provided as follows:

Screen	Pending Transactions Displayed
H1K01	Listing of all transactions
H1K02	Listing of transactions for an employee by entry date
H1K03	Detailed transactions for specific employee

BFM Process

Maintain the pending file using batch file maintenance (BFM) transactions on HSBFM. BFM transactions can be used to delete the following:

- A single transaction for an employee.
- All transactions for a given employee.
- A range of transactions by sequence numbers. Dangerous, use caution!
- All transactions for a certain transaction code.

BFM transactions are entered by each agency. Security to use this screen may be limited to certain individuals within each agency. Refer to CAPP Topic 50210, *User Security*, for instructions.

NOTE: See the section 'Required Fields at a Glance' later in this topic for a quick reference of data elements required in entering BFM transactions.

*****NOTE:** Manual Pay Sets are **NEVER** to be deleted but reversed in the current year. Call DOA for help if you are questioning a delete.***

If Deleting:	EMP #	ENTRY DT	SEQ NO1	SEQ NO2
• All transactions for an employee	X			
• One transaction for an employee	X	X	X	X
• A range of sequence numbers			X	X

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Pending File Reports, Continued

HSBFM Using the information in the table below, complete the Pending File Maintenance screen HSBFM:

Employee #	Entry DT	SEQ NO1	SEQ NO2	TRC CD
01325486200				
	0309XXXX	0005957	0005960	
01874632900	0309XXXX	0005965	0005965	
				700*
				IBC

* All other trans codes (7XX, 800, 900) have to be deleted by range or by individual.
 NOTES: To delete - EE specific transactions enter EE#, Entry Date, Sequence 1 and 2
 A range requires EE# to be blank, Entry Date, Sequence 1 and 2 are required.

NOTE: **Manual Pay Sets MUST NOT be deleted using the BFM function.** These must be reversed in the system. Key exactly as originally entered but use the opposite indicator from the original entry in the '+' '-' field.

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Pending File Reports, Continued

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SNA
File Edit View Session Transfer Macro Settings Help
-----PENDING FILE MAINTENANCE-----
> GUH 10010 ON HSBFM
___ COMPANY--> 00000 PAGE NUMBER--> 00000

EMPLOYEE NO  TCD TRN  RELEASE EFF  REL  PRINT DATE
0000000000  _  REL   00000000  0   00000000

EMPLOYEE NO  TCD TRN  ENTRY DT  SEQ NO1  SEQ NO2  TRC CD  EFF DT
0000000000  _  BFM  00000000  0000000  0000000  _  00000000

A287W-NO RECORD/S FOUND
                                04/05/11  15:06:40  1 M3L1 CIP5  ___
4B  A                                                                    05/02
  
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Edit Requests

**Why edits
Won't Process**

The items below may help in determining why you did not receive an edit:

- Multiple pay frequencies are used
- Different check 'months' were used
- Number of days in the period exceeds the number of days allowed in the 'frequency'
- Request was entered for a 'regular' and a 'special' on the same night for different frequencies
- You did not 'ENTER' or the system did not accept the transaction
-

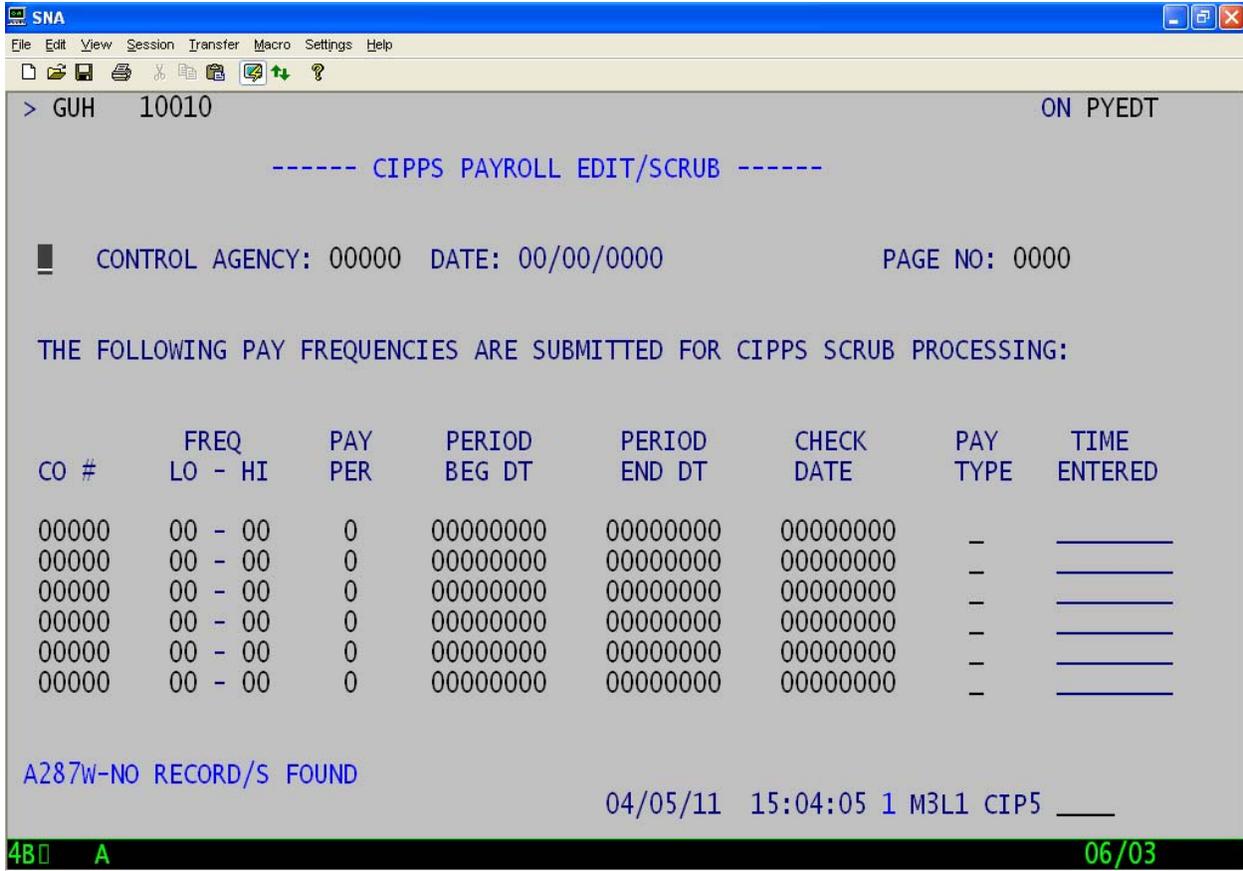
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Edit Requests, Continued

Requesting An Edit Using the information below, complete the CIPPS Payroll Edit/Scrub screen PYEDT:

Frequencies	Pay Period	Check Date	Type of Pay
70 to 72	May 10 – 24, 2001	May 31, XXXX	Regular
75	April 10 – 24, 2001	May 15, XXXX	Regular
90	April 1 – 30, 2001	May 16, XXXX	Special
49	May 11 – 24, 2001	May 24, XXXX	Regular



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Certification Requests

Certifying Payroll

When requesting Certification:

- Certify by individual frequency
- Assign a unique voucher number
- Enter gross pay on the first line

Using the information below, complete the CIPPS Payroll Certification screen PYCTF:

Frequencies	Voucher #	Pay Period	Check Date	Gross	Type of Pay
70	16660101	Mar. 10–24, XXXX	Mar. 31, XXXX	\$117,417.10	Regular
71	16660102	Mar. 1–15, XXXX	Mar. 31, XXXX		Regular
72	16660103	Mar. 1 – 15, XXXX	Mar. 31, XXXX		Regular

> GUH 10010 ON PYCTF

----- CIPPS PAYROLL CERTIFICATION -----

CONTROL AGENCY: 00000 DATE: 00/00/0000 PAGE NO: 0000

THE FOLLOWING PAYROLLS ARE APPROVED FOR PAYMENT:

CO #	PAY FREQ	VOUCHER NUMBER	PAY PER	PERIOD BEG DT	PERIOD END DT	CHECK DATE	CURRENT GROSS	PAY TYP	LOGON ID	TIME ENTERED
00000	00	_____	0	00000000	00000000	00000000	0000000.00	-	_____	_____
00000	00	_____	0	00000000	00000000	00000000	0000000.00	-	_____	_____
00000	00	_____	0	00000000	00000000	00000000	0000000.00	-	_____	_____
00000	00	_____	0	00000000	00000000	00000000	0000000.00	-	_____	_____
00000	00	_____	0	00000000	00000000	00000000	0000000.00	-	_____	_____
00000	00	_____	0	00000000	00000000	00000000	0000000.00	-	_____	_____

I CERTIFY THAT I HAVE REVIEWED THE REFERENCED PAYROLL DATA IN ACCORDANCE WITH PROCEDURES OUTLINED IN THE CAPP MANUAL, VOL 1, SECTION 50815, AND REASONABLY BELIEVE THAT THESE TRANSACTIONS ARE NECESSARY, ACCURATE AND APPROPRIATE.

A287W-NO RECORD/S FOUND

04/05/11 15:04:36 1 M3L1 CIP5 _____

4B A 05/03

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END OF MODULE 6