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Overview

Introduction   The Commonwealth Accounting and Reporting System (CARS) provides the capability to view transactions on the error file via on-line terminals. Error correction capability is provided solely to Department of Accounts' personnel. Agency personnel should research transactions with errors using the Error Suspense Transaction Display Screen and provide the necessary corrections via the fax machine to DOA (see "Researching and Resolving Error Transactions.")

Error Suspense Transaction Display

Purpose   The Error Suspense Transaction Display Screen (S450) is part of the on-line error correction process. This screen allows you to view the financial transaction and associated error messages. No data changes are allowed on this screen.

Access   Access the **Error Suspense Transaction Display Screen** from the
- Master Menu by entering function "45" or
- Batch System Status Screen by pressing the PF21 key.

If accessed from the Master Menu, select the "S" (Start Read) function. To see the first transaction in error for your agency, press the "ENTER" key. To view a particular batch, enter the Batch-ID information and press the "ENTER" key. (For a particular transaction, include the sequence number.) The transaction as originally entered displays along with the error messages for that record. Select "N" (Next Record) to scroll through the remaining transactions on the error file for your agency.

If accessed from the Batch System Status Screen (S460) select a batch (place an "X" in the SEL column) which posted to the Error File (Status 7 or 9). Press the PF21 key (Error Suspense). The Error Suspense Transaction Display Screen shows Batch-ID, transaction data, and related error messages for the first error transaction in the specified batch. Select "N" (Next Record) to scroll through the remaining transactions on the error file for your agency.

Error Suspense Transaction Display, Continued

Screen Format

```
ACTL0450          C A R S - ERROR SUSPENSE TRANSACTION DISPLAY       S450

     ENTER FUNCTION:    (S=START READ, N=NEXT RECORD, PF13=MENU,
                        PF19=BATCH STATUS, PF20=ERROR CORRECTION)

   B-AGY:    B-DATE:           B-TYPE:    B-NO:     SEQ:

   VENDOR INV-NO:               INV-DATE:          DUE-DATE:
        ID:                  SFX:      CERTIFIED AMOUNT:
        NAME:
        ADDR-1:
        ADDR-2:
        CITY:                                STATE:    ZIP:
   DESCRIPTION:                          1099 IND:
   CUSTOMER ACCOUNT:
   TC:    RC:    MOD:    GLA:    AGY:    CT:     FUND:    FDET:    FFY:    FM:
   PGM:    SPGM:    ELE:    OBJ:     REV-SRC:       REF-DOC:
   AMOUNT:              PROJ:        TASK:    PHASE:    MULTI:
   CUR-DOC:              DOC-DATE:          AGY-VOUCH:          AV-DATE:
   SUBSID:        CR-AGY:    DR-AGY:    AGY-REF:           FIPS:     PSD:
   BANK CODE:      CHK-TYPE:    CHK-NO:          CHK-DATE:          FCO:
```

Screen Function

FUNCTION	ACTION
S = Start Read	Display the first transaction in the error suspense file based on the specified Batch-ID. (If the Batch-ID is left blank, CARS will start with the first transaction in error for your agency.)
N = Next Record	Display the next transaction based on the specified Batch-ID.
PF13 = Menu	Return to the Master Menu.
PF19 = Batch status	Shift to the Batch System Status Screen (S460).
PF20 = Error Correction	Shift to the Error Correction Screen (S440)— available only to DOA personnel.

Error Suspense Transaction Display, Continued

Data Element Descriptions

The data elements contained on the Error Suspense Transaction Display Screen are the same as those on the Standard Accounting Transaction Input Screen. Descriptions of these elements can be found in CAPP Topic No. 70255, *Data Elements*.

ABBREVIATION	ELEMENT
B-AGY	Batch Agency
B-DATE	Batch Date
B-TYPE	Batch Type
B-NO	Batch Number
SEQ	Sequence Number
VENDOR INV-NO	Vendor Invoice Number
INV-DATE	Invoice Date
DUE-DATE	Due Date
ID	Vendor Indicator and Identification Number
SFX	Vendor Identification Number Suffix
CERTIFIED AMOUNT	Certified Amount
NAME	Vendor Name
ADDR-1	Vendor Address 1
ADDR-2	Vendor Address 2
CITY	Vendor City
STATE	Vendor State
ZIP	Vendor Zip
DESCRIPTION	Description
1099 IND	1099 Indicator
CUSTOMER ACCOUNT	Customer Account Number
TC	Transaction Code
RC	Reverse Code
MOD	Modifier
GLA	General Ledger Account
AGY	Agency
CT	Cost Code
FUND	Fund Group
FDET	Fund Detail
FFY	Funding Fiscal Year
FM	Fiscal Month

Error Suspense Transaction Display, Continued

Data Element Descriptions (continued)

ABBREVIATIONS	ELEMENT
PGM	Program
SPGM	Sub-Program
ELE	Element
OBJ	Object Code
REV-SRC	Revenue Source Code
REF-DOC	Reference Document Number and Suffix
AMOUNT	Transaction Amount
PROJ	Project
TASK	Task
PHASE	Phase
MULTI	Multi-purpose
CUR-DOC	Current Document Number and Suffix
DOC-DATE	Current Document Date
AGY-VOUCH	Agency Voucher Number
AV-DATE	Agency Voucher Date
SUBSID	Subsidiary Account (Not available in CARS at this time)
CR-AGY	Credit Agency
DR-AGY	Debit Agency
AGY-REF	Agency Reference
FIPS	FIPS
PSD	PSD
BANK CODE	Bank Code
CHK-TYPE	Check Type
CHK-NO	Check Number
CHK-DATE	Check Date
FCO	Fund Control Override

Error Codes and Messages   Refer to CAPP Topic No. 70250, *Error Messages*, for a description of the error code and messages associated with each transaction on the error file.

Researching and Resolving Error Transactions

Purpose

Agencies are given inquiry capability to the Error Suspense Transaction Display to ensure the timely posting of all CARS transactions. Agencies should use this screen to research errors and report the corrections to DOA by faxing or E-mailing the corrections to General Accounting. **Errors remaining on the CARS Error File for over 10 days are subject to deletion.**

Identifying Sequences with Error Messages

Agencies should review the Batch Status Screen on a daily basis to identify batches that did not pass all of the CARS edits (Status 7 or 9). Once the batches have been identified, you should access the Error Suspense Transaction Display Screen. See "Error Codes and Messages" for instructions.

Using the "N" function, scroll through the batch until all sequences with errors have been identified. Make notes of the errors or screen print the sequences with errors.

Researching Error Transactions

Use the information obtained to review the error messages. A description of error messages is be found in CAPP Topic No. 70250, *Error Messages*. The descriptions should give you an idea which field(s) in the transaction is causing the problem.

Research the errors by reviewing the coding on the original documentation. Viewing the following screens via on-line CARS may also assist in this process: Cash Control, Appropriation Control, Document File.

Error Correcting Process: FAX or E-Mail

Agencies can fax correction requests to DOA's General Accounting Section using the Error Correction forms provided (**See Exhibits A and B**). The fax number and cutoff time appear on the form. Additionally, agencies can provide the required data (Batch ID, Sequence Number, and Correction) via E-mail to gacct@doa.virginia.gov. **All error correction requests received by 3:30 PM will be entered into CARS the same day.**

DOA is not responsible for delays in transactions clearing the error file due to incomplete, illegible, or invalid corrections.

Researching and Resolving Error Transactions, Continued

Follow-up to Error Corrections: FAX or E-Mail

When reviewing the batch status screen the next work day, check the batch status of all batches for which error correction requests were faxed. If the correction was submitted prior to the cutoff time and the batch is still on the error file, follow the prior procedures again to determine if there were additional problems with the batch. Fax or E-mail the additional correction(s).

Contacts

DOA Contact

Director, General Accounting

☎   (804) 225-2244

Fax: (804)225-4250

✉   gacct@doa.virginia.gov

Subject Cross References

References

CAPP Topic No. 70255, *Data Elements*

CAPP Topic No. 70250, *Error Messages*

EXHIBIT A

<div align="center">

DEPARTMENT OF ACCOUNTS
ERROR CORRECTION - GENERAL ACCOUNTING
Fax Number (804) 225-4250 - Daily Cutoff - 3:30 p.m.

</div>

FROM:_____ **AGENCY:**_____

PHONE NUMBER:_____ **NUMBER OF PAGES:**_____

****

BATCH ID (Batch Agency, Date, Type, and Number):

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

_____

_____

BATCH ID (Batch Agency, Date, Type and Number):_____

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

_____

_____

BATCH ID (Batch Agency, Date, Type and Number):_____

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

_____

_____

BATCH ID (Batch Agency, Date, Type and Number):_____

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

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<div align="center">

* * * * * DOA USE ONLY * * * * *

</div>

Corrections Entered By:_____ **Date:**_____

EXHIBIT B

ERROR CORRECTION   **FAX NUMBER: (804) 225-4250**

CONTINUATION SHEET   **PAGE _____ OF _____**

- -

BATCH ID (Batch Agency, Date, Type and Number):__

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

_____

_____

BATCH ID (Batch Agency, Date, Type and Number):_____

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

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BATCH ID (Batch Agency, Date, Type and Number):_____

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

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BATCH ID (Batch Agency, Date, Type and Number):_____

SEQUENCE NUMBER(S):_____

CORRECTION(S):_____

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* * * * * DOA USE ONLY * * * * *

Corrections Entered By:_____   Date:_____