

STATE OF HAWAII

Accounting Manual

SECTION 186: ERROR LIST, REPORT 020

1. Purpose. This report, which may serve as a turnaround form for correcting errors, reflects erroneous transactions detected by the accounting system during the edit process for correction.
2. Two Types Of Errors. There are two general types of errors, each requiring a separate set of instructions for correction, reflected in the report.
  - (a) Batch Control Errors. Batch control errors occur when control totals submitted by the departments are not identical with the totals accumulated from the processed transactions. All transactions within the out-of-balance batch are reflected on this report. When a batch is out-of-balance, all transactions within the erroneous batch are rejected and maintained on a suspended error file by the system.
  - (b) Edit Errors. Edit errors occur when transactions fail to pass the edit criteria established in the system. Transactions are edited for internal consistency (i.e., code acceptability, alpha or numeric data, etc.) and external matching (i.e. existence of ledgers, accounts, etc.). The source document is rejected and reflected on the ERROR LIST if any line entry within it contains an error detected by the system. When the edit error is detected in a transaction, the system rejects the source document containing the erroneous data. Unlike the batch control errors, the rejected source document is not maintained on a suspended error file; it is completely dropped from the system.
3. Frequency. Daily.
4. Distribution. Copies #1 and #2 - DAGS Accounting Division or department, whichever is responsible for correcting the error.
5. Organization of the Report. The sequence of the report is:
  - (a) Department Code on DAILY CONTROL, SAFORM A-42. The report begins a new page whenever the department code changes.
  - (b) Batch Number.
  - (c) Document Number.
  - (d) Entry Letter.
6. Procedure for Correcting Batch Control Errors.

Batch control errors, whose source is determined by the user department, are categorized into two types for the purpose of correcting the errors.

SECTION 186: ERROR LIST, REPORT 020

- (a) Keypunching errors. Keypunching errors are corrected through the use of the ERROR LIST as a turnaround form. The turnaround form must be resubmitted with a BATCH CONTROL, SAFORM A-41. The BATCH CONTROL must reflect the same information as the original BATCH CONTROL in columns 1 through 20. The actual amount to be entered on this SAFORM A-41 must equal the arithmetic total of the batch amounts as corrected. The corrections may be entered on the report as follows:
- (1) Circle in red the BATCH NUMBER (Item ④) of the erroneously keypunched line entry to be corrected.
  - (2) Line out in red the erroneously keypunched data within the ERROR CARD IMAGE area (Item ⑦).
  - (3) Enter in red the new data above the lined-out data.
  - (4) If the erroneous line entry is to be deleted, line out in red the entire line within the ERROR CARD IMAGE area (Item ⑦) and write the word "DELETE" immediately above the beginning of the lined-out entry.
  - (5) Additional line entries may be submitted through the turnaround media. The BATCH NUMBER (Item ④), the DOCUMENT NUMBER (Item ⑤) and the ENTRY LETTER (Item ⑥) are mandatory in addition to whatever data that must be entered in the ERROR CARD IMAGE area (Item ⑦).
  - (6) If the entire batch is to be deleted, write the word "DELETE".
- (2) Source Document Errors. Errors in source document preparation can be adjusted only through the correction of the batch control total on the BATCH CONTROL. To correct errors committed by the preparer:
- (1) Change the amount on the original BATCH CONTROL to coincide with the total accumulated from the processed transactions to cause the acceptance of the batch.
  - (2) Resubmit the original BATCH CONTROL.
  - (3) If the transaction rather than the BATCH CONTROL was in error, the adjustment must be accomplished subsequently via the resubmission of another document such as a JOURNAL VOUCHER or a new PURCHASE ORDER, etc.

SECTION 186: ERROR LIST, REPORT 020

6. Procedure for Correcting Edit Errors. The ERROR LIST cannot be used as a turnaround form to correct the error; instead, the original corrected source document must be resubmitted for the first time. Unlike the batch control errors, the rejected source document is not maintained on a suspended error file; it is completely dropped from the system.

STATE OF HAWAII

Accounting Manual

SECTION 186: ERROR LIST, REPORT 020

ITEM NO.	DATA AND DATA INSTRUCTIONS
①	REPORT 020 - The number assigned to the report.
②	ERROR LIST FOR 06/13/77 - The title of the report and the date covered by the report.
③	DAGS ACCOUNTING DIVISION - The name of the department regarding whose information the report is prepared and the name of the expending agency when there are more than one expending agency in a department.
④	BATCH - The number of the batch in which the erroneous transaction is included.
⑤	DOCUMENT - The number of the document in which the error is found.
⑥	ENTRY - The entry letter assigned to the erroneous transaction (line entry).
⑦	ERROR CARD IMAGE - The data entered on the line entry. (The image of the keypunched card.)
⑧	ERROR CODES - The error code identifying the type of error. (Refer to Appendix, Description of Error Code, for the meaning of each error code.)
⑨	PGM ID - The computer program identification assigned by the data processing center.

SECTION 186: ERROR LIST, REPORT 020

PAGE 1

① REPORT 020

STATE OF HAWAII  
STATENIDE ACCOUNTING SYSTEM

② ERROR LIST FOR 06/13/77

③ DALS ACCOUNTING DIVISION

④ BATH ⑤ DOCUMENT ENTRY ⑥

⑦ ERROR CARD IMAGE

⑧ ERROR CODES

⑨ FGM ID

XX 10001

H09868

A

XX16001H09868060BAG1UECKA

M 86848

SERVCO PACIFIC, INC.

K301

MBK313

AX 10001

H09868

B

AX16001H098680603B103 KAM HWY.

WAIANA

R156786

K301

MBK313