FINANCIAL INFORMATION SYSTEM

Correcting Batch Input Errors

UNIVERSITY OF TORONTO

Topics

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Graduate Awards: Some things to know

Graduate students may be eligible for many different financial awards. Their eligibility can depend on a number of factors. Some awards are available to:

- all students (regardless of area of study);
- students in humanities and social sciences;
- students in mathematics, sciences and engineering.

Many of the awards do not require an application because students are either automatically considered at the point of admission *or* they are nominated by their department. Additionally, award amounts can vary from year-to-year.

Once it has been decided to which student the award has been granted, the information, which includes FIS funding sources and accounts, is entered into ROSI. ROSI stores the data in a file known as a "batch job". ROSI and FIS interface weekly, at which time, the ROSI batch jobs are downloaded to FIS.

This presentation will cover the FIS process *after* the interface. It is your responsibility to follow these procedures. We recommend you do this as part of your monthend reconciliation process. However, your departmental timing may be different (i.e. more often or less often).

For information regarding ROSI, please go to the following URL:
http://ngsis.utoronto.ca/

Correction Overview

To ensure you have corrected all of your batch errors, you will need to know the following:

- The "session" name
- The date the session was run
- How many errors it has
- The type of errors (i.e. wrong G/L account, budget exceeded, etc.)

The **Batch Input: Session Overview** will show you the session **name**, **date** it was run and how many **errors** it has.

The **Reject Listing – for Batch Errors** report will display the **type of errors**. It will also show you how many errors are in the session; however, you can't run this report without first knowing the session name and date it was run. Additionally, it will provide you with the funding source, G/L accounts and the dollar amount of the award.

The following slides will guide you through the correction process; including different options required for correcting the different types of errors. To help you execute this process, a "Correction Guidelines Checklist" has been included on slide 25 of this presentation.
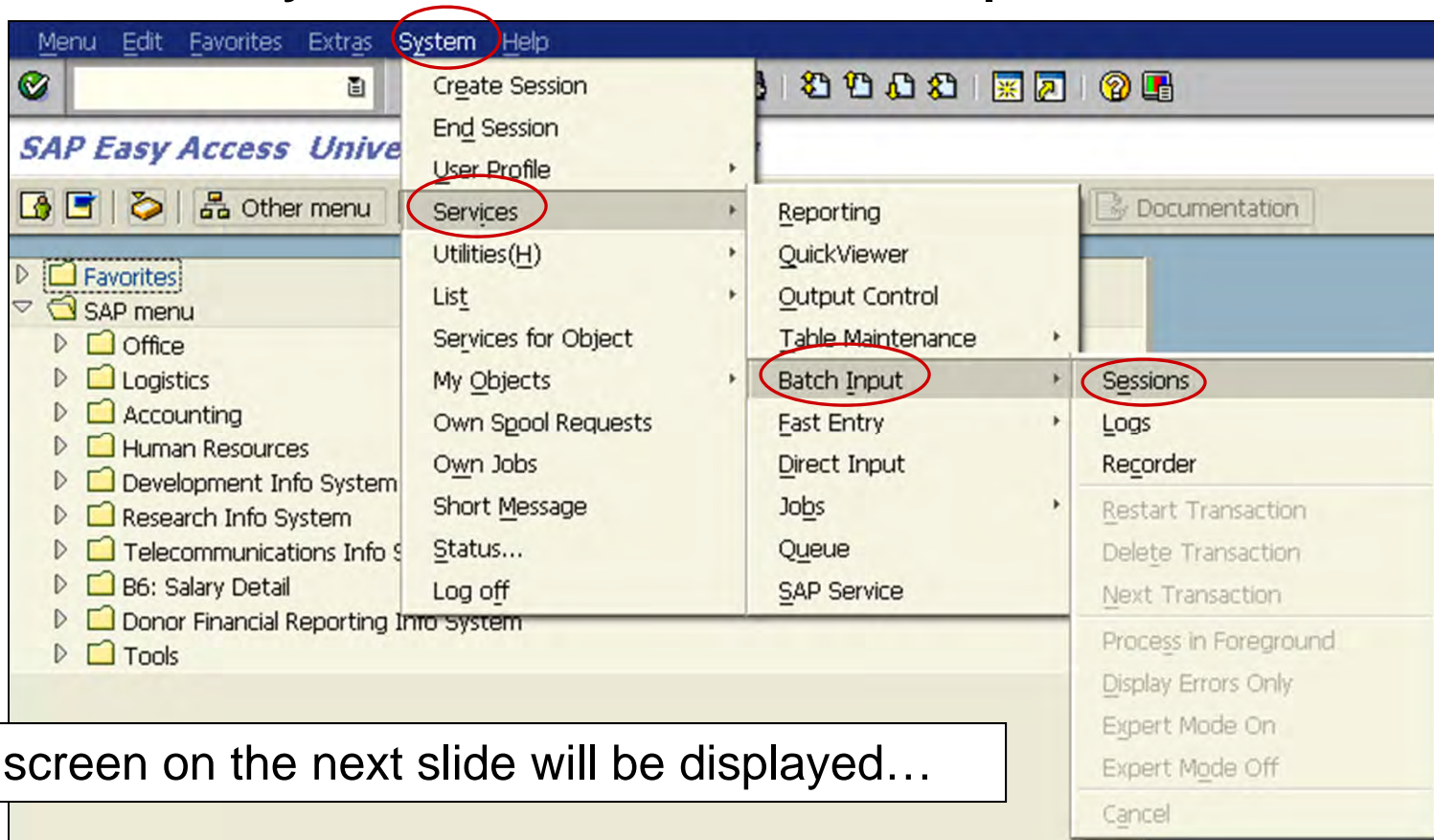
Running Batch Input: Session Overview

Display the **Batch Input: Session Overview** to:
- verify that your batch has run
- display the **Session Name** and **Date**
- determine if there are any errors (and how many there are)

This is achieved by doing the following from the toolbar at the top of the screen: Click on **System >> Services >> Batch Input >> Sessions**

The screen on the next slide will be displayed…

Running Batch Input: Session Overview

There are different naming conventions for the Batch Sessions, depending on the name of your department, such as **DENT**, **MED**, **LAW**, etc. or **AWD-your parent FC** (if your parent funds center is 100458, then it would display as "AWD-100458"). However, you should only have access to your own batch files.

To view a specific session, enter its name in the "Sess." field. Leave the "From" and "To" date fields blank (to view **all** of your awards batches) or enter specific dates to narrow your search.

Selection criteria

Sess.: * From: To : Created by: *

Example Session Overview screen:

Batch Input: Session Overview

Analysis   Process   Statistics   Log   Recording

Selection criteria

Sess.: *   From: To :   Created by: *

New | Incorrect | Processed | In Process | In Background | Being Created | Locked

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Σ Trans.	⑤	☑	Σ Screens	D...	Qu
AWD-100458	⑤	PROCNTL	22.05.2009	08:48:54	RFBIBL01		PROCNTL	1	1	0	5	✓	09

Running Batch Input: Session Overview

Once your batch is displayed, determine its Status…

📄 = New   ⬛ = **Incorrect**   = Pr☑ssed   = In P⏱cess

The **"Incorrect" Status** is the one about which you need to be concerned.

In this example, the status is "incorrect" and breaks down as follows:

Σ Trans. (the number of transactions in the batch) = 1

⬛ (the number of errors in the batch) = 1

☑ (the number of transactions processed) = 0

If you determine that there are batch errors, the next step would be to run a "**Reject listing – for batch errors**" report to get the Error Data details (i.e. reason for the error, funding source, G/L accounts, dollar amount, etc.).

Running "Reject listing – for batch errors" Report

Menu Path: Accounting >> Funds Management >> Information Systems >> Funds Management Section (U of T Reports) >> Special Purpose Reports >> Reject listing – for batch errors

Transaction Code: ZFIR050
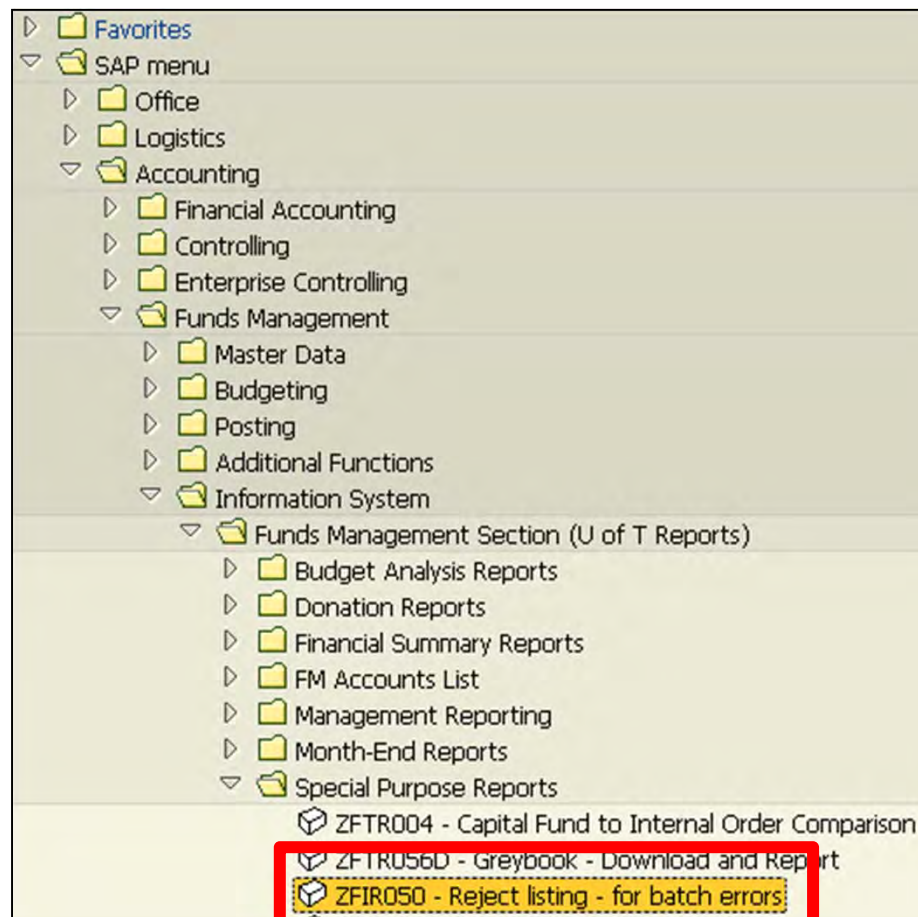
Running "Reject listing – for batch errors" Report

The following screen will be displayed:

Populate the "Session Name" field with **AWD-** followed by your parent funds center (i.e. AWD-100458).

EXAMPLE

Populate the "Processing Date" field with date(s) you wish to capture. Again, it is recommended that this report be run as part of the monthend process. It is possible to run the report for one specific date (i.e. 22.05.2009), or for a longer period of time (i.e. for the whole month: 01.05.2009 to 31.05.2009). To execute the report, click on the icon.

Running "Reject listing – for batch errors" Report

The report will be displayed in a generic view. The FAST Team has created a special display variant that contains the information you will need to process your corrections. To view that variant, click on
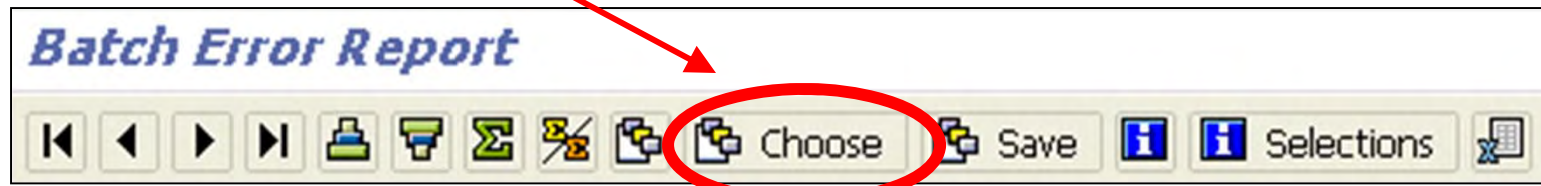
The following window will be displayed.

Click on the Layout named **/AWARDS**
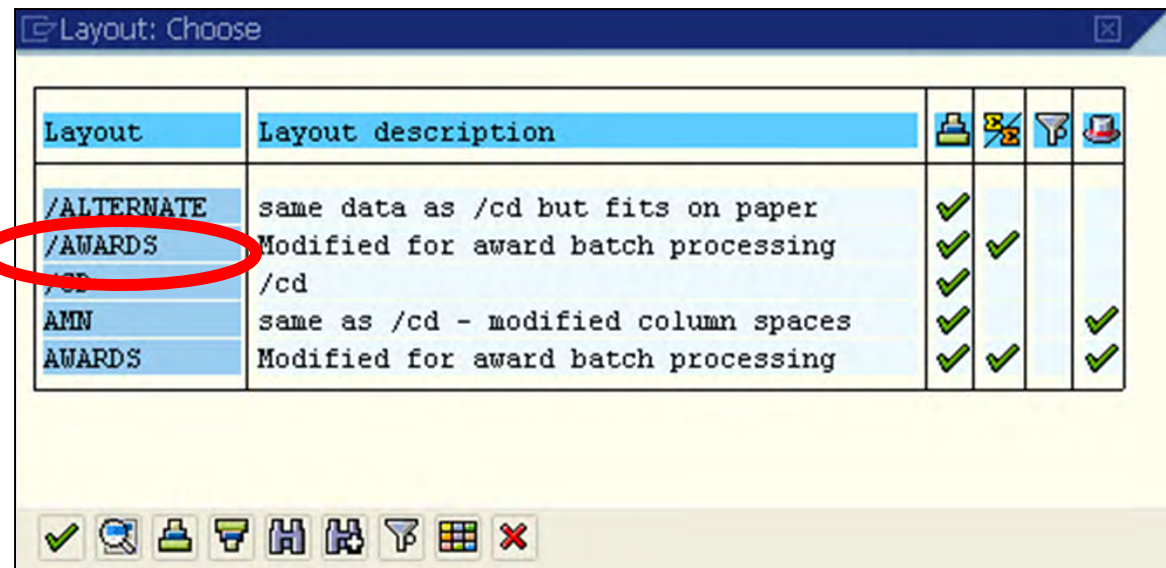
Running "Reject listing – for batch errors" Report

The **Reject Listing** report data* is comprehensive. The modified view will display all the data needed to research and resolve the error(s). There will be at least two lines for each transaction; a debit line for G/L acct. 880010 (graduate awards) and a credit line for G/L acct. 318000 (Student Fees Receivables clearing account). The 318000 line will have the funding source attached to it. The transaction amount is equal to the amount on the 880010 line only (i.e. the example shows a total of $10,000.00; however, the amt. of the award was only $5,000.00).

Batch Error Report

The **corrections** are done within the batch process and **are processed against G/L acct. 880010 and the funding source** listed in the transaction.

15.06.2009   Batch Error Report - AWD-100458

Batch date	GL account	Amount	Error Message	Fund end date
22.05.2009	880010	5,000.00	Annual budget exceeded by 4,999.82 CAD (FM PB Availability Contro	
22.05.2009	318000	5,000.00	Annual budget exceeded by 4,999.82 CAD (FM PB Availability Contro	
* Trans# 00001		10,000.00		

Cost center	Internal or	Fund center	Fund center name	Fund	Post	Document header text	Line item text	Batch time
					40	SGS AWARD PAYMENT	SGS220520090000008	08:48:54
15314		102200	APSC-OGSST		50	SGS AWARD PAYMENT	SGS220520090000008	08:48:54

*NOTE: *When you execute the report, all of the data will appear on one continuous line, on which you can scroll right and left. The display, above, is for presentation purposes only.*

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Running "Reject listing – for batch errors" Report

The following list is an example of some of the more common error messages. Remember, in addition to the "Error Message" you will be shown the transaction dollar amount, Fund End date, CC, IO, FC, Fund, etc.

Error Message	EXAMPLES
* Annual budget exceeded by 61.96 CAD (FM PB Availability Control)	
* Overall budget exceeded by 92.98 CAD (FM PB Availability Control)	
Funds center 105477 does not exist in FM area UOFT and fiscal yea	
Cost center UOFT/158620 does not exist on 08.06.2009.	
* "FI: Postings" is not allowed (FM 201408 /SUPPLIES /458792 /2010	
* Fund 453319 in FM area UOFT is not valid for 10.06.2009 0	
G/L account 821100 UOFT does not exist	

* **NOTE:** All of the above errors can be corrected within the batch correction process by changing the funding source or FIS accounts. However, by taking action on the ones with the asterisks **outside** of the batch correction process (i.e. adding budget to the funding source, having the "no posting" removed, having the fund re-opened) and then reprocessing the batch in the "**background**", no additional data entry is needed.

Batch Input: Session Overview – Processing the Corrections
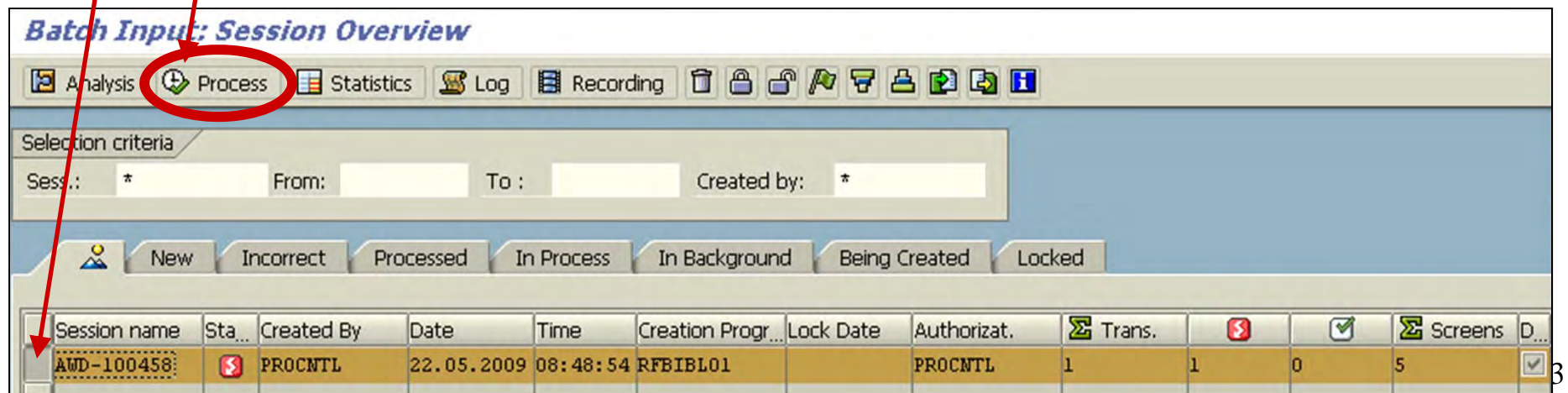
The way in which you resolve the error depends on the actual messages you receive. As mentioned on the previous slide, in some cases, you'll need to take action "**outside**" of the batch correction process before the batch can be reprocessed (i.e. add budget to funding source or contact the fund accountant to re-open the fund). In other cases, the errors need to be researched before they can be physically corrected within the batch correction process (i.e. locate the correct funding source or G/L account).

In either case, once you're ready to process corrections, the first step is to click on **System >> Services >> Batch Input >> Sessions** (see slide 5).

Highlight the batch you wish to reprocess, by clicking in the far left column. Click on ⊕ Process to start the reprocessing action.

Batch Input: Session Overview – Processing the Corrections

The following window will be displayed. ("**Dynpro standard size**" defaults, no need to unchecked.)

Process the batch as "**Display errors only**" and "**Expert mode**" if the batch includes errors that need to be manually corrected (i.e. G/L acct. needs to be changed). Only errors that can't be processed in the background will be displayed.

Process the batch in the "**Background**", if any actions to resolve errors was taken outside the batch correction process or if you just want to see if any transactions will automatically be resolved.

OPTION 1

Process Session MASTERC

Processing Mode
- Process/foreground
- ● Display errors only
- Background
  Target host

Additional Functions
- ☐ Extended log
- ☑ Expert mode
- ☑ Dynpro standard size
- ☐ Cancel if Log Error Occurs
- ☐ Simulate Background Mode

Process ✖

OPTION 2

Process Session MASTERCA

Processing Mode
- Process/foreground
- Display errors only
- ● Background
  Target host

Additional Functions
- ☐ Extended log
- ☐ Expert mode
- ☑ Dynpro standard size
- ☐ Cancel if Log Error Occurs
- ☐ Simulate Background Mode

Process ✖

Click on Process to continue...

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Batch Input: Session Overview – Processing the Corrections

If you chose **Option 1** (i.e. "**Display errors only**" and "**Expert mode**"), only the windows for the transactions that need to be corrected will display.

Option 1 Example A
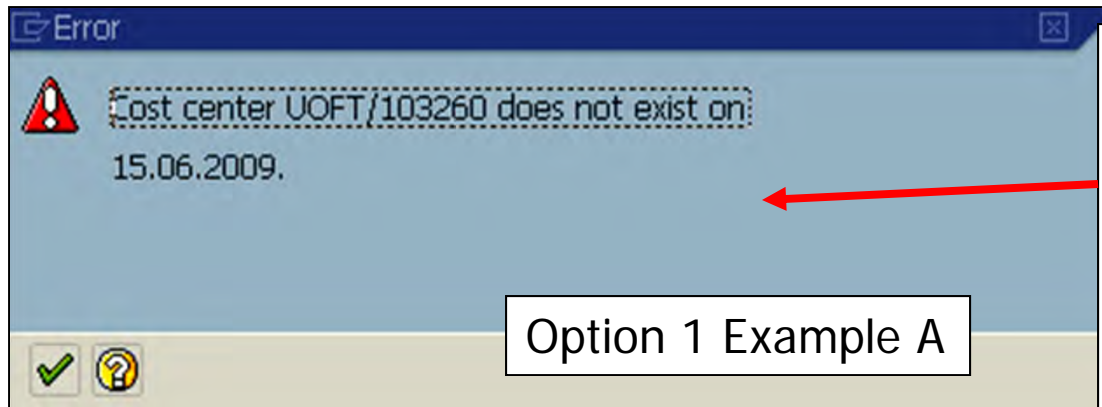
The actual error message will display in either a pop-up window (as in Example A) or at the bottom of the screen (see next slides).
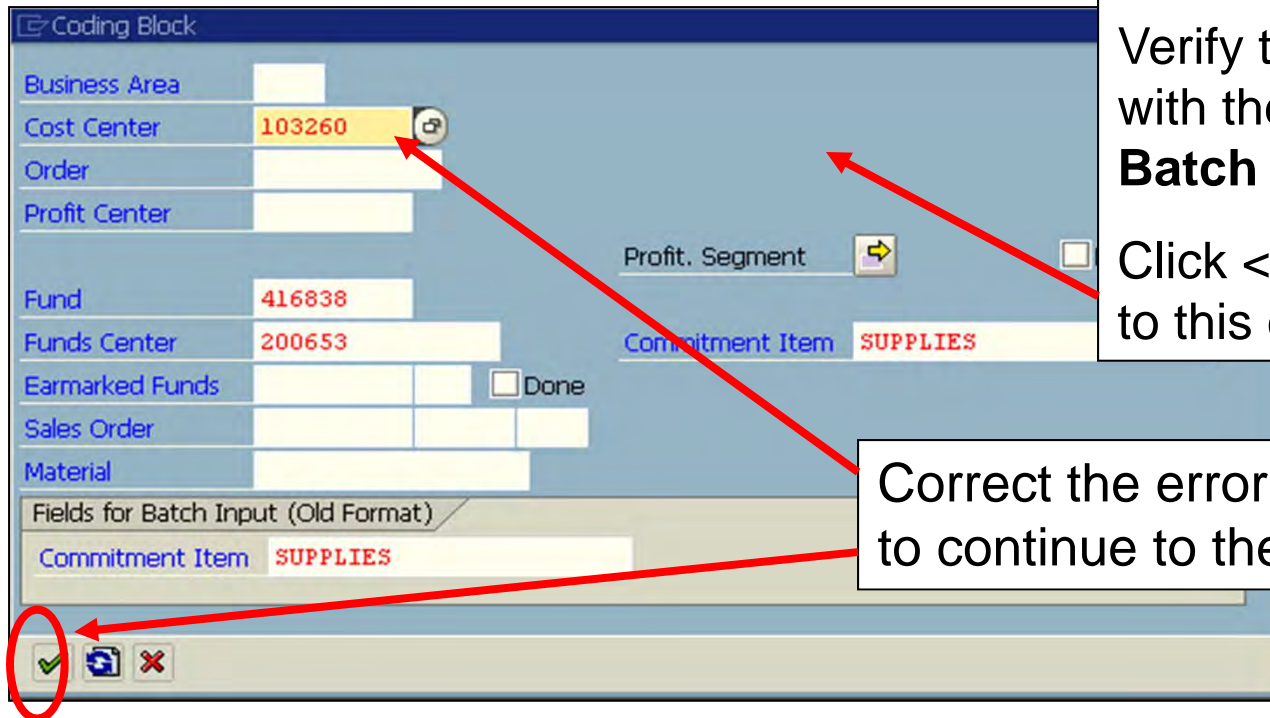
Verify the error message with the printout of the **Batch Error Report**.

Click <**enter**> to proceed to this correction screen.

Correct the error and click on ✔ to continue to the next error.

Batch Input: Session Overview – Processing the Corrections

Option 1 Example B:
In this example the error message is at the bottom of the screen; the error can be corrected by entering the correct G/L account in the Account field of the same screen.

Again, verify the error with the printout of the **Batch Error Report**.

Click <**enter**> to continue to the next screen. Continue to make appropriate corrections until all line items for the transaction are corrected.

Post Document: Header Data

| Held document | Acct model | Fast Data Entry | Post with reference | Editing Options |

Document Date	05052009	Type	YR	Company Code	UOFT
Posting Date	16.06.2009	Period	2	Currency/Rate	CAD
Document Number				Translatn Date	
Reference	5550000001235863			Cross-CC no.	
Doc.Header Text	5863MOGRIDGE, JEREMY			Branch number	
Trading Part.BA				Number of Pages	
Card type			Card no.	Request Number	

Document origin details
Reference Transact.
Reference Key
Logical System

Batch input barcode entry
Document type   *   Doc. ID
Reference Doc.

First line item
PstKy 40 count 825555   SGL Ind   TType

❌ G/L account 825555 UOFT does not exist

Batch Input: Session Overview – Processing the Corrections

Option 1 Example C: In this example the error message is also at the bottom of the screen ("budget exceeded"); however, in this case, to make the correction*, you must double click on the line with G/L acct. 880010.

Enter YN:SGS interface: Display Overview

Display Currency | Park document | Acct model | Fast Data Entry | Taxes

Document Date	05.06.2009	Type	YN	Company Code	UOFT
Posting Date	10.07.2009	Period	3	Currency	CAD
Document Number	INTERNAL	Fiscal Year	2010	Translatn Date	10.07.2009
Reference	00:24:49.0			Cross-CC no.	
Doc.Header Text	SGS AWARD PAYMENT			Trading Part.BA	
Branch number		Number of Pages			

Items in document currency

PK	BusA	Acct		CAD Amount	Tax amnt
001 40	1000	0000880010	Graduate:sch/fell/p	6,666.00	J9
002 50	1000	0000318000	Auto:FeesPaymntCntr	6,666.00-	

NOTE: The only time a "budget exceeded" error would be corrected manually, is if you needed to change the funding source. Otherwise, this type of error would be corrected by increasing the budget and correcting it in the background.

D 6,666.00   C 6,666.00   0.00 *   2 Line items

Other line item

PstKy | Account | | SGL Ind | TType | New co.code |

⊗ Overall budget exceeded by 3,029.00 CAD (FM PB Availability Control) for document item 00001

Batch Input: Session Overview – Processing the Corrections

Option 1 Example C (cont'd): After double clicking on the G/L acct. 880010 line (on the previous slide) the message at the bottom of the screen will change to:
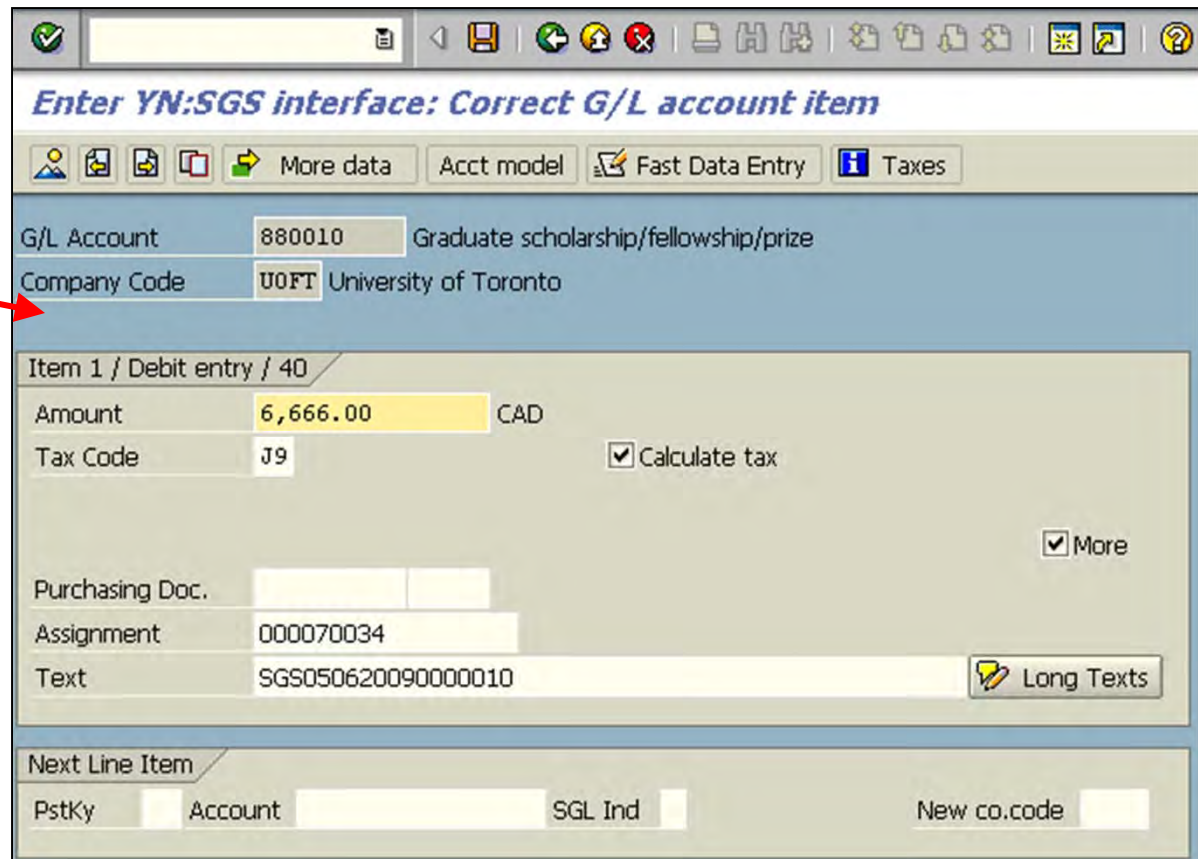
✅ Incorrect automatic postings are cancelled

After you receive the above message, double click on the same G/L acct. 880010 line shown on the previous slide, again.

A window similar to this will be displayed.

You won't need to change anything on this window. However, to continue to the next screen you will need to...

Click on <**enter**> or the

Enter YN:SGS interface: Correct G/L account item

| More data | Acct model | Fast Data Entry | Taxes |

G/L Account   880010   Graduate scholarship/fellowship/prize
Company Code   UOFT University of Toronto

Item 1 / Debit entry / 40

Amount   6,666.00   CAD
Tax Code   J9   ☑ Calculate tax

☑ More

Purchasing Doc.
Assignment   000070034
Text   SGS050620090000010   📝 Long Texts

Next Line Item

PstKy   Account   SGL Ind   New co.code

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Batch Input: Session Overview – Processing the Corrections

Option 1 Example C (cont'd): Next, a window similar to this one will display. Any changes to the funding source (or Commitment Item) can be made on this screen. Once the correction has been entered, click on ✅ .
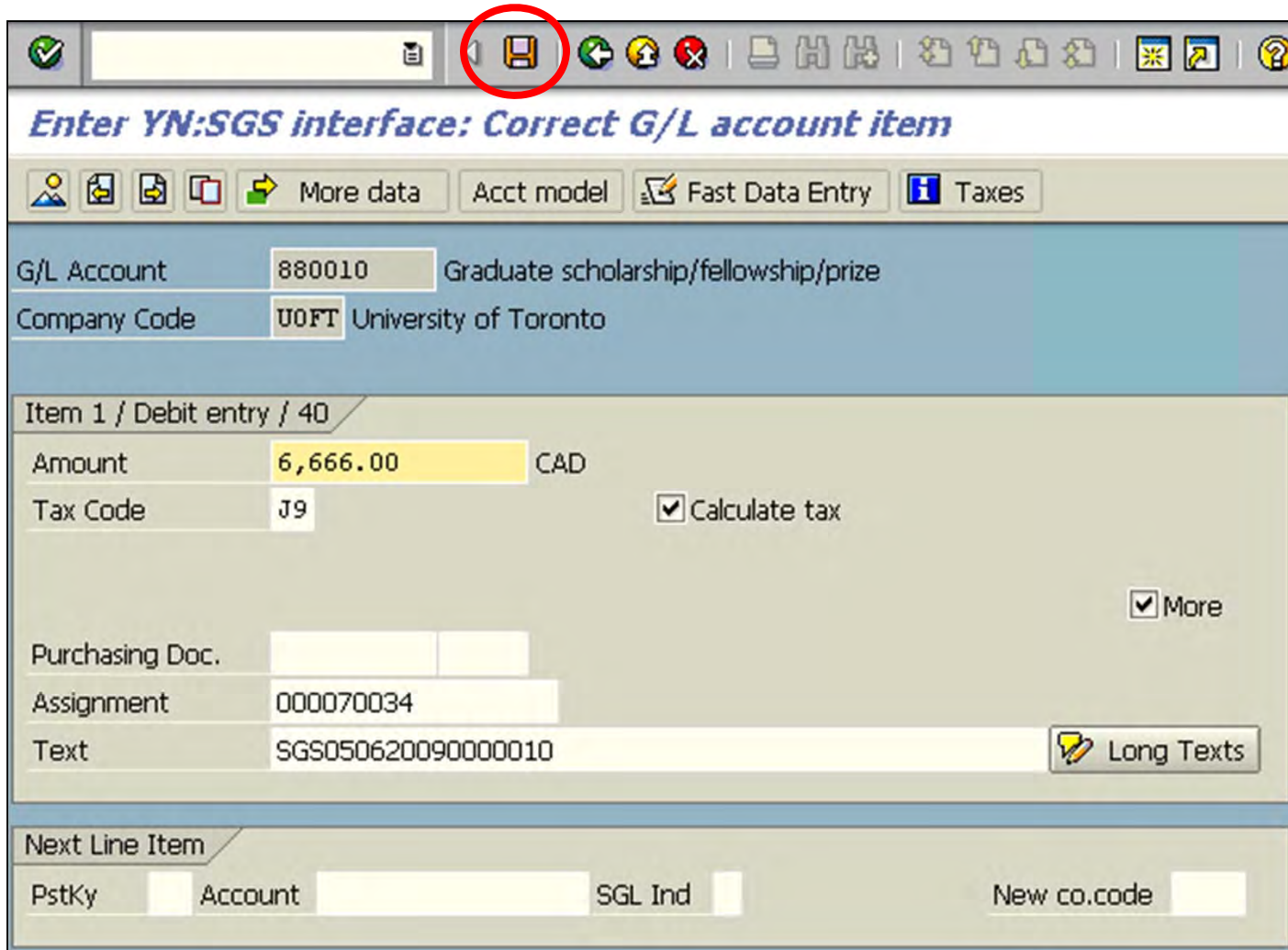
Batch Input: Session Overview – Processing the Corrections

Option 1 Example C (cont'd): You will be brought back to the same screen as was on slide 18. If the corrections for that transaction are complete, click on the icon 🖫 to "post" it.

Batch Input: Session Overview – Processing the Corrections

Option 1 Example C (cont'd): You will be brought back to the same screen as was on slide 19. Click on ✔ to continue to the next error.

Batch Input: Session Overview – Option 1, Ex. C Summary

The way to correct Option 1, Example C is more complicated than the other options. For that reason, the following summary has been provided. It follows the same steps as the previous slides but without the screen shots:

1) Double click on the line with the 880010 GL account

2) Double click on the line with the 880010 GL account again

3) Click on <**Enter**> or the

4) Make correction on the screen that is displayed

5) Click on the

6) Click on the

7) Click on the

Batch Input: Session Overview – Processing the Corrections

Continue to make corrections with whichever option is required until the following screen/messages appear:

SAP

Start SAP Easy Access

Information

Processing of batch input session completed

Session overview   Exit batch input
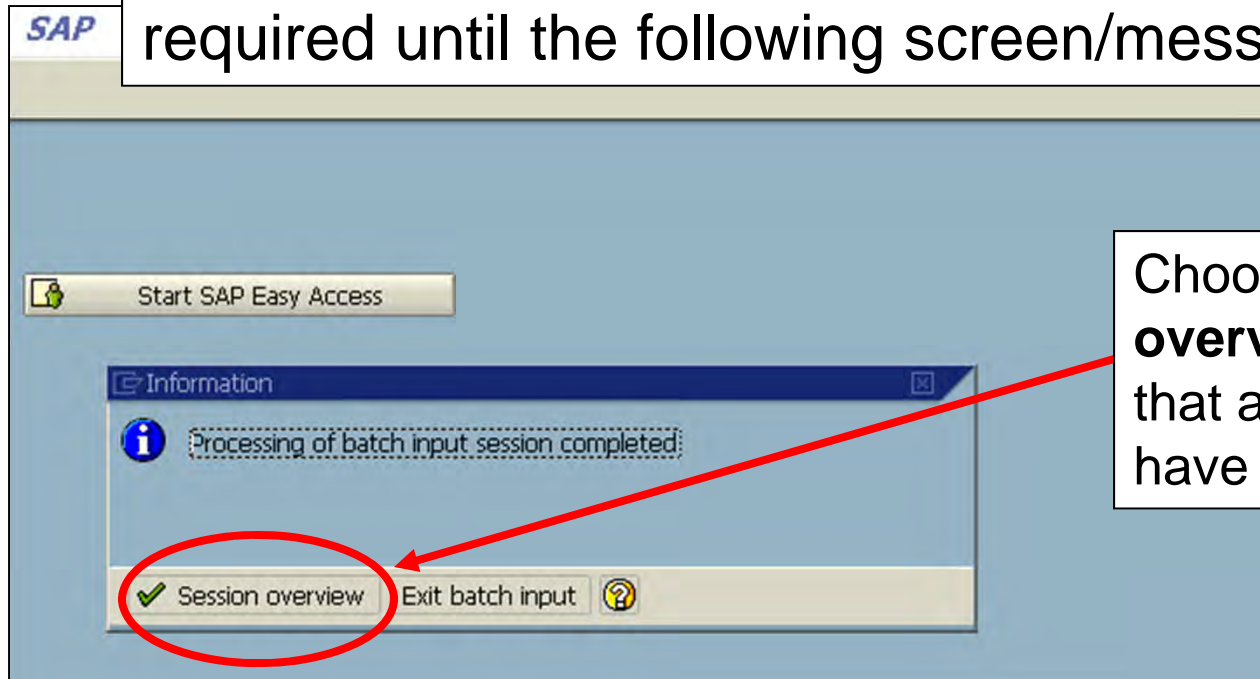
Choose **Session overview** to verify that all of the errors have been corrected.

If the batch no longer displays, the process is complete!

Batch Input: Session Overview

Analysis   Process   Statistics   Log   Recording

Selection criteria

Sess.: *   From: To :   Created by: *

New   Incorrect   Processed   In Process   In Background   Being Created   Locked

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Σ Trans.			Σ Screens

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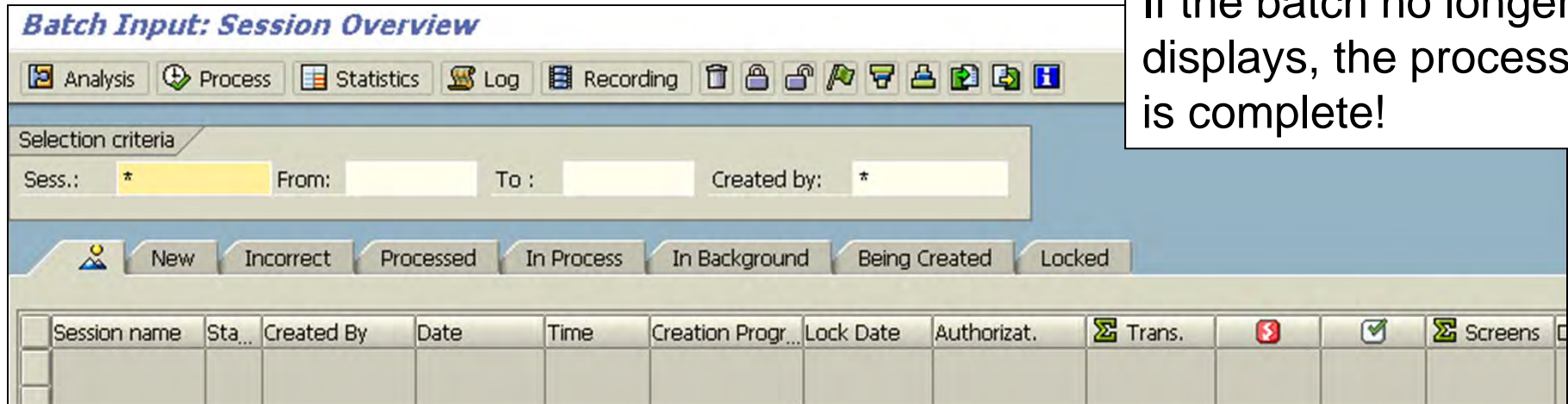
Batch Input: Session Overview – Processing the Corrections

If you chose **Option 2** (i.e. run in "Background"), the batch will look unchanged after processing. However, the following message will display at the bottom of the screen:

✓ 1 session(s) transferred to background processing
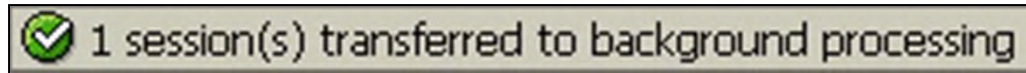
Exit to the main menu via the 🔙 and re-access the Batch Input: Session Overview (System >> Services >> Batch Input >> Sessions). If all of the errors were processed, the batch will no longer be displayed (see example below).
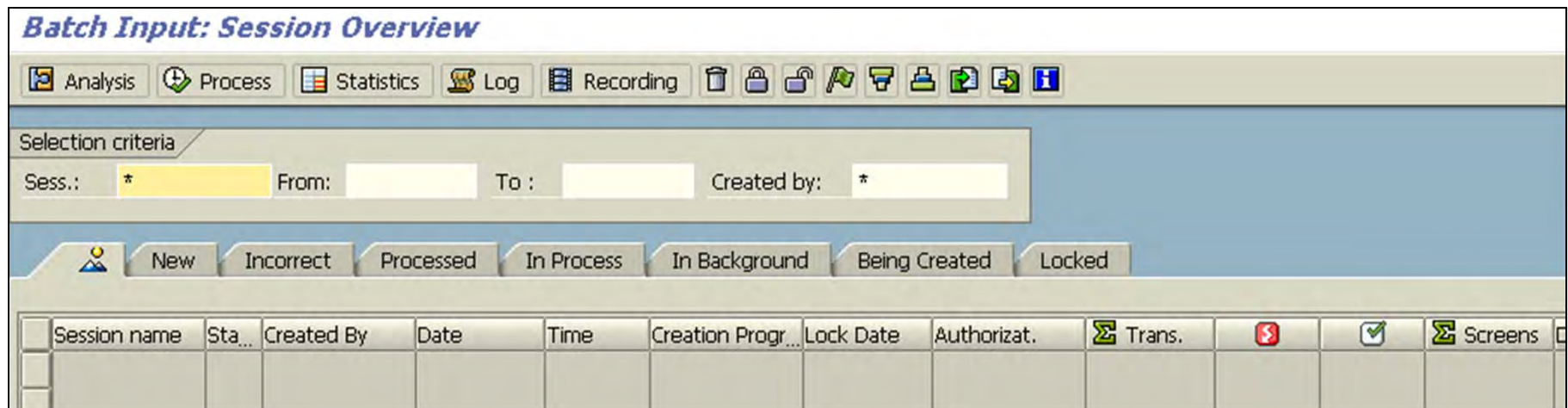
Once the batch no longer displays, the process is completed!

Correction Guidelines Checklist

The following "best practice" correction guidelines are recommended:

❑ **1)** Run "**Batch Input: Session Overview**" to determine if your batch has any errors; if so, continue to step 2

❑ **2)** Run and print "**Reject listing - for batch errors**" report; this will allow you to view the error messages and decide course of action

❑ **3)** **(optional)** Reprocess "**Batch Input: Session Overview**" in the "**Background**"; it is possible that some entries will now automatically clear (i.e. budget previously exceeded now has sufficient budget). If, after reprocessing the batch, the number of errors decreases, go to step 4, if not, skip to step 5

❑ **4)** **(optional)** Re-run "**Reject listing - for batch errors**" report to retrieve remaining errors only

❑ **5)** Review the existing Error Messages

❑ **6a)** Determine which errors must be dealt with **outside** of the "process" and follow thru on course of action* (i.e. add money to the budget, ask research accountant to re-open fund, etc.)

❑ **6b)** Determine which errors must be corrected **inside** the "process" (i.e. FC or CC does not exist, therefore, a different account must be entered to process the transaction)

❑ **7)** Process "**Batch Input: Session Overview**" showing "**Display errors only**" in "**Expert mode**"; enter corrections

❑ **8)** Re-run "**Batch Input: Session Overview**" to ensure all errors have been processed; if not, repeat step 2 **(optional)** and steps 5 thru 8

❑ **9)** Verify your **manual** corrections by running a "**Document List Display**" of your "**own documents**" by "**Session Name**"

***NOTE:** If the budget has been exceeded, run the **Funding: FC or Fund** report for the funding source to view the actual funds available and determine how much budget needs to be added.* 25

Screen Commands

➤ To skip to the **next transaction**, enter **/n** in the Transaction Code field and click on ✅ :

➤ To **skip an error**, click on ❌ at the bottom of the screen and then enter **/n** in the transaction code field.

➤ To **exit the correction process**, enter **/bend** in the Transaction Code field and click on ✅ :


The following pop-up window will appear:
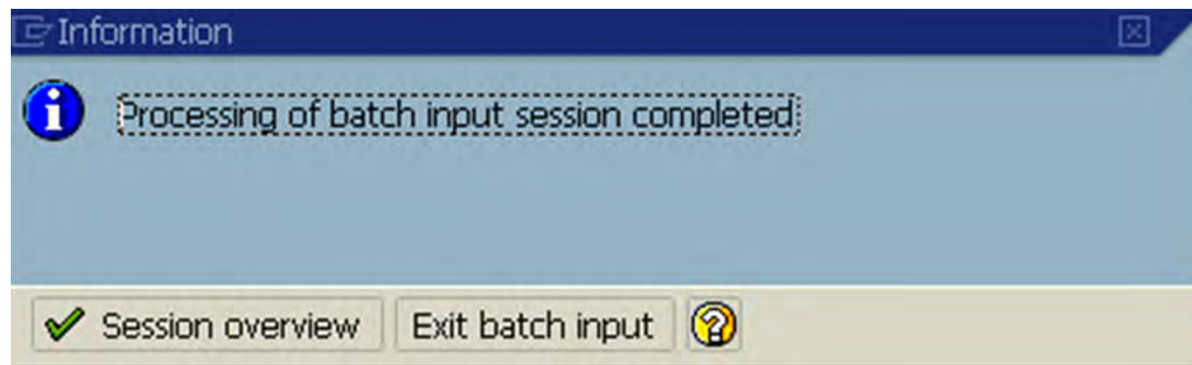
Choose **Session overview** to return to the **Batch Input: Session Overview** screen or **End batch input** to return to the **Main Menu**.

Verifying Manual Batch Corrections

After you manually enter corrections, using the batch correction process, you will want to verify that they were processed correctly. You can display a list of your correction documents by following the menu patch below:
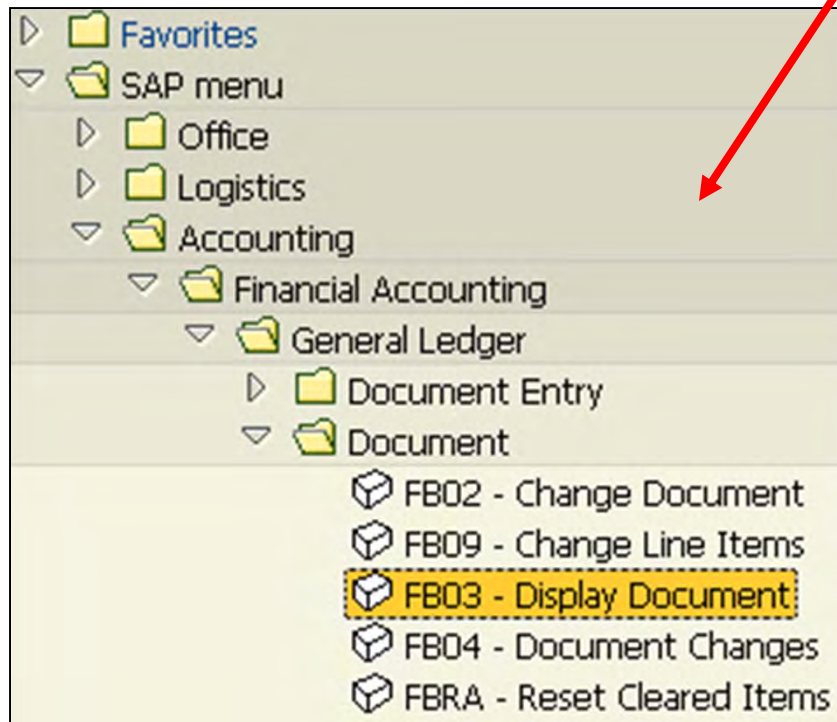
Then click on "Document List":
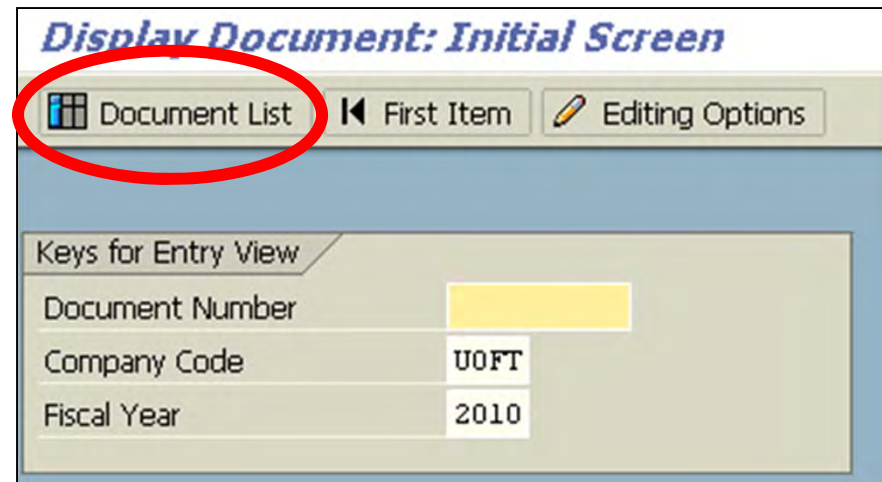
Verifying Manual Batch Corrections
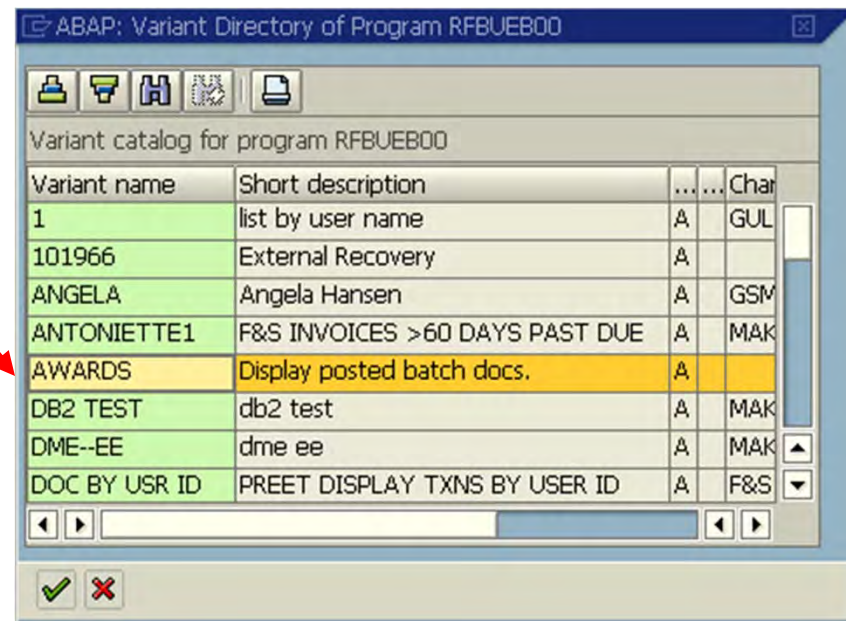
Click on the [icon] icon:

Verifying Manual Batch Corrections

This window will pop-up. Ensure that the "**Created by**" field is blank, then execute:
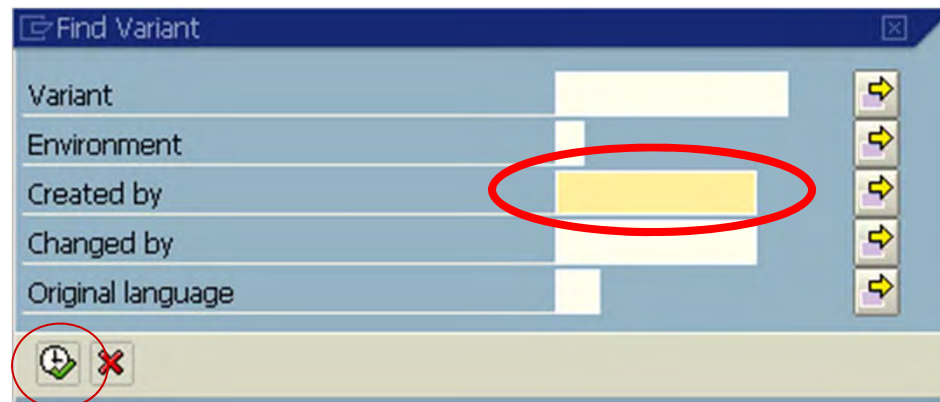
This window will appear.
Double click on **AWARDS**

Verifying Manual Batch Corrections

Change the Posting Date to the date you wish to display and then click on

⧉(1 active :

The screen below will display. Change the **Session name** to the session you wish to display and execute:

Verifying Manual Batch Corrections

A list of your documents will display:

Document List

DocumentNo	CoCode	Year	Type	Doc. Date	Posting Date	Reference	Document Header Text	Crcy	Reversal	User Name
8800042733	UOFT	2010	YN	22.05.2009	18.06.2009	00:34:17.4	ECE AWARD PAYMENT	CAD		NAMARANG

Double click on the "Document No" to display the document overview of the transaction (i.e. G/L account, funding source, etc.):

```
Doc.Type : YN ( YN:SGS interface ) Normal document
Doc. Number       8800042733       Company code    UOFT        Fiscal year     2010
Doc. date         22.05.2009       Posting date    18.06.2009  Period          02
Calculate Tax     ✓
Ref.doc.          00:34:17.4
Doc.currency      CAD
Doc. Hdr Text     ECE AWARD PAYMENT
```

Itm	Account	Account short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds C	Fund
1	880010	Graduate:sch/fell/pz	40	10,250.00	UOFT	J9	1000	11037		100815	
2	318000	Auto:FeesPaymntCntrl	50	10,250.00-	UOFT		1000				

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If a Batch Error Correction is Processed Incorrectly

If, after displaying your list of corrections, you realize that an error was made, you can correct it by processing a journal entry correction.

Journal Entry Quick Reference Guides (QRGs) can be found at:
https://finance.utoronto.ca/fast/support-documentation/
financial-accounting/general-ledger/

WEB Documentation

- ## Funding: FC or Fund Reference Guide
  - https://finance.utoronto.ca/wp-content/uploads/2016/06/ ZFM1_Funding_FC_Fund.pdf

- ## Display Document Reference Guide
  - https://finance.utoronto.ca/wp-content/uploads/2015/11/ docdisplayje.pdf

- ## FAST Team Faculty Representatives
  - http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

NEED HELP?

https://easi.its.utoronto.ca/ams-help-form/

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
  (e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.