FINANCIAL INFORMATION SYSTEM

Correcting Batch Input Errors
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/
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.
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…
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.

Example Session Overview screen:
Once your batch is displayed, determine its Status…

- New
- Incorrect
- Processed
- In Process

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:

- (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
Run "Reject listing – for batch errors" Report

The following screen will be displayed:

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 month end 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.

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

Image: Batch Error Report

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).

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

*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.
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.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Annual budget exceeded by 61.96 CAD (FM PB Availability Control)</td>
<td></td>
</tr>
<tr>
<td>* Overall budget exceeded by 92.98 CAD (FM PB Availability Control)</td>
<td></td>
</tr>
<tr>
<td>* Funds center 105477 does not exist in FM area UOFT and fiscal year</td>
<td></td>
</tr>
<tr>
<td>* Cost center UOFT/158620 does not exist on 08.06.2009.</td>
<td></td>
</tr>
<tr>
<td>* &quot;FI: Postings&quot; is not allowed (FM 201408 /SUPPLIES /458792 /2010</td>
<td></td>
</tr>
<tr>
<td>* Fund 453319 in FM area UOFT is not valid for 10.06.2009 0</td>
<td></td>
</tr>
<tr>
<td>* G/L account 821100 UOFT does not exist</td>
<td></td>
</tr>
</tbody>
</table>

* 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.
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.

Click on to continue…
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.

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.
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.
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.

*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.
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

![Checkmark]
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 .
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.
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.
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:

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 – 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:

![Message: 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).

![Batch Input: Session Overview]

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.
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 path below:

Then click on "Document List":

![Image of document list with highlighted "Document List"]
Verifying Manual Batch Corrections

Click on the icon:
Verifying Manual Batch Corrections

This window will pop-up. Ensure that the "Created by" field is blank, then execute:

![Find Variant Window]

This window will appear. Double click on AWARDS.

![ABAP: Variant Directory of Program RFBUEB00 Window]
Verifying Manual Batch Corrections

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

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:

Double click on the "Document No" to display the document overview of the transaction (i.e. G/L account, funding source, etc.):
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: http://finance.utoronto.ca/fast/support-documentation/financial-accounting/general-ledger/
WEB Documentation

• Funding: FC or Fund Reference Guide

• Display Document Reference Guide

• FAST Team 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.
# FAST Team Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**FIS Standard Curriculum Evaluation:**
http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/

**FAST website:**
http://finance.utoronto.ca/fast/