



III Error Correction - Data Element Names and Numbers

Every data element contained in an accounting transaction record is documented in the CALSTARS Data Dictionary. Those data elements that an agency controls and may reference for error correction purposes are listed in this chapter. Nearly all data elements are assigned a:

- ✦ Long Name
- ✦ Short Name
- ✦ Data Element Number (2-digit).

Some may not have a short name or a number. The data elements appear in the above order in Exhibit III-1. **In most instances, any of these is acceptable to use on the error correction screen (Command C.3).**

Exhibit III-1 displays the data elements available for error correction. They are listed **alphabetically** within Batch Header, Batch, Detail and Group as they affect specific transactions. In addition, Exhibit III-2 shows a separate quick reference chart for all correction data elements arranged by long name in **alphabetical order**.

EXHIBIT III-1

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

BATCH LEVEL – DATA ELEMENT NAMES/NUMBERS			
<u>Batch Header (H)</u>		<i>These elements correct a batch header. The sequence number in the Transaction Identification must be all zeros. (Example: 20081103 07 016 00000 0)</i>	
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
BATCH AMOUNT	BATCH AMOUNT BA 11	13	Do not use decimal point, leading zeros, or leading blanks
BATCH CLAIM SCHEDULE NUMBER ¹	BATCH CLAIM NBR BCS 09	7	Must include leading zeros
BATCH FISCAL MONTH ^{1,2}	BATCH FMO BFM 08	2	
BATCH COUNT	BATCH COUNT BC 10	5	
<u>Batch (B)</u>		<i>This element corrects a batch header and all transactions in the batch associated with it. The Batch Header must be on the Error Suspense File in order to use a batch level correction. The Sequence Number in the Transaction Identification must be all zeros. (Example: 20080615 04 034 00000 0)</i>	
BATCH DATE ^{2,3}	BATCH DATE BD 03	8	(YYYYMMDD)

¹ When these corrections post successfully, all individual records will also change to conform to the header changes.

² Cannot be deleted through error correction.

³ WARNING: Batch date must be used in the YYYYMMDD format. All eight numbers must be filled in.

EXHIBIT III-1 (Continued)

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

DETAIL LEVEL – DATA ELEMENT NAMES/NUMBERS			
<u>Detail (D)</u>		<p><i>These correct an individual accounting transaction within a batch. The entire Transaction Identification field, including Sequence Number and Duplicate Record Indicator, must be identical to the Transaction Identification of the Detailed Accounting Transaction on the Error Suspense File being corrected. (Example: 20081023 01 048 00012 0) Data in a field may be deleted (blank) by entering the Field Number or Name in the Data Element column and entering a single dollar sign (\$) in the left-hand position of the Correction column.</i></p>	
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
AGENCY OBJECT	AGENCY OBJECT AO 27	2	
AGENCY SOURCE	AGENCY SOURCE AGYSRC 29	2	
APPROPRIATION SYMBOL	APPN SYMBOL AS 19	3	Review Fund, Fund Source, Method and Fund Detail (See 'Fund Segment')
BUDGETARY SEQUENCE	BUDSEQ (No short name or number assigned)	3	
CURRENT DOCUMENT NUMBER	CURRENT DOC NBR CURR DOC NBR CDN 39	10	Includes suffix
DEPOSIT	DEPOSIT NBR DEP 43	10	
DOCUMENT DATE	DOCUMENT DATE DOC DATE 38	8	(MMDDYYYY)
DUE DATE	DUE DATE 41	8	(MMDDYYYY)
FISCAL MONTH			Individual correction not available. (See Group Fiscal Month)
FUND	FUND 20	4	Review Appropriation Symbol, Fund Source, Method and Fund Detail (See 'Fund Segment')

EXHIBIT III-1 (Continued)

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

DETAIL LEVEL - DATA ELEMENT NAMES/NUMBERS (continued)			
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
FUND CONTROL OVERRIDE	FUND CNTL OVRD FCO 44	1	Value: W - Warning error
FUND DETAIL	FUND DETAIL FD 23	2	Review Appropriation Symbol, Fund, Fund Source and Method (See 'Fund Segment')
FUNDING FISCAL YEAR	FUNDG FISCAL YR FFY 15	4	YYYY
FUND SOURCE	FUND SOURCE FS 21	1	Review Appropriation Symbol, Fund, Fund Source and Method (See 'Fund Segment')
FUND SEGMENT	FUND SEGMENT (No short name or number assigned)	11	(AS/Fund/FS/M/FD) Include all values. Use space bar for place holder for intended blanks.
GENERAL LEDGER ACCOUNT NUMBER	GL ACCT NBR GLAN 34	4	
INDEX	INDEX 18	4	
INVOICE NUMBER	VENDOR INVOICE INV 37	14	Alpha-numeric; leading spaces not allowed
LC (DEPOSIT)	LC (No short name assigned) 42	3	Location Code Related To Bank Deposits
LOCATION	LOCATION LOC 31	6	
METHOD	METHOD METH 22	1	Review Appropriation Symbol, Fund, FS and Method (See 'Fund Segment')

EXHIBIT III-1 (Continued)

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

DETAIL LEVEL - DATA ELEMENT NAMES/NUMBERS (continued)			
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
MODIFIER	MODIFIER MOD 13	1	Values: A -Activate document B -Override FI & FJ Edits C -Close document F -Final Payment I -Override Inactive Table P -Partial payment S -Save document
MULTI PURPOSE FIELD	MULTI PURPOSE MP 33	12	"multi purpose" is two words
OBJECT DETAIL	OBJECT DETAIL OD 26	3	
PCA ACTIVITY	PCA ACTIVITY PACT 25	4	
PROGRAM COST ACCOUNT	PGM COST ACCT PCA 24	5	
PROJECT NUMBER/WORK PHASE	PROJECT CODE PC 30	8	Includes Project Number and Work Phase
RA MSG ID	RA MSG ID 54	4	
REFERENCE DOCUMENT NUMBER	REFERENCE DOC REF DOC NBR RDN 40	10	Includes Suffix
REPORTABLE PAYMENTS INDICATOR	REPORTABLE PYMT RP 36	1	See Volume 1, Chapter XII, Reportable Payments
REVERSE CODE	REVERSE REV 14	1	Value: R - Reverse
SOURCE CODE	SOURCE CODE SRC 28	6	
SUBSIDIARY ACCOUNT NUMBER	SUBSID ACCT NBR SUBSID SUB 32	8	

EXHIBIT III-1 (Continued)

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

DETAIL LEVEL – DATA ELEMENT NAMES/NUMBERS (continued)			
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
TRANSACTION AMOUNT	TRANS AMOUNT TA 45	13	Do not use commas, a decimal point, leading zeros, leading blanks or a dollar sign.
TRANSACTION CODE	TRANS CODE TC 12	3	
VENDOR NAME	VENDOR NAME 46	40	Some reports may <i>display</i> only 30 characters
VENDOR NUMBER	VENDOR NBR VENDOR NO 35	12	Includes suffix
VENDOR ADDRESS (First line)	VENDOR ADDR 1 VADD1 47	30	
VENDOR ADDRESS (Second line)	VENDOR ADDR 2 VADD2 48	30	
VENDOR ADDRESS (Third Line)	VENDOR ADDR 3 VADD3 49	30	
VENDOR CITY	VENDOR CITY VCITY 50	15	
VENDOR FOREIGN COUNTRY	VEND FCNTRY V FCNTRY VFCNTRY 53	12	
VENDOR STATE	VENDOR STATE VST 51	2	
VENDOR ZIP CODE	VENDOR ZIP VZIP 52	9	Either 5 or 9 digits <i>without</i> any hyphen (-)

EXHIBIT III-1 (Continued)

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

GROUP LEVEL - DATA ELEMENT NAMES/NUMBERS			
<u>Group (G)</u>		<i>These correct all transactions on the Error Suspense File in a batch when the batch header record is not on the Error Suspense File. Group level corrections do not work when the batch header record is present on the Error Suspense File. The Transaction ID for a group level transaction is the same as the Transaction ID for the batch header record. The Sequence Number must be zeros. (Example: 20080115 07 300 00000 0)</i>	
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
GROUP AGENCY OBJECT	GROUP AO GR27	2	
GROUP AGENCY SOURCE	GROUP AGYSRC GR29	2	
GROUP APPROPRIATION SYMBOL	GROUP APPN SYM GR19	3	
GROUP BUDGETARY SEQUENCE	GROUP BUDSEQ	3	
GROUP CURRENT DOCUMENT NUMBER	GROUP CDN GR39	10	Includes suffix
GROUP DEPOSIT	GROUP DEP GR43	10	
GROUP DOCUMENT DATE	GROUP DOC DATE GR38	8	(MMDDYYYY)
GROUP DUE DATE	GROUP DUE DATE GR41	8	(MMDDYYYY)
GROUP FISCAL MONTH	GROUP FM GR16	2	Cannot be deleted by error correction.
GROUP FUND CONTROL OVERRIDE	GROUP FCO GR44	1	Value: W - Warning error
GROUP FUNDING FISCAL YEAR	GROUP FFY GR15	4	(YYYY)
GROUP FUND	GROUP FUND GR20	4	
GROUP FUND DETAIL	GROUP FUND DTL GR23	2	
GROUP FUND SEGMENT	GROUP FUND SEG GR17	11	(AS/Fund/FS/M/FD) Include all values. Use space bar for place holder for intended blanks.
GROUP FUND SOURCE	GROUP FUND SRC GR21	1	
GROUP GENERAL LEDGER ACCOUNT	GROUP GLAN GR34	4	

EXHIBIT III-1 (Continued)

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

GROUP LEVEL - DATA ELEMENT NAMES/NUMBERS (continued)			
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
GROUP INDEX	GROUP INDEX GR18	4	
GROUP INVOICE NUMBER	GROUP INV GR37	14	
GROUP LC (DEPOSIT)	GROUP LC LC42	3	Location Code Related To Bank Deposits
GROUP LOCATION	(no name assigned) GR31	1	
GROUP METHOD	GROUP METHOD GR22	1	
GROUP MODIFIER	GROUP MODIFIER GR13	1	
GROUP MULTI PURPOSE	GROUP MP GR33	12	
GROUP OBJECT DETAIL	GROUP OBJ DTL GROUP OBJ-DTL GROUP OBJDTL GROUP OD GR26	3	
GROUP PROGRAM COST ACCOUNT	GROUP PCA GR24	5	
GROUP PCA ACTIVITY	GROUP PCA ACTY GR25	4	
GROUP PROJECT NO./ WORK PHASE	GROUP PROJ CODE GR30	8	Includes Project Number and Work Phase
GROUP PROJECT WORK PHASE	GROUP WP (No number assigned)	2	Work Phase only
GROUP REFERENCE DOCUMENT	GROUP REF DOC GR40	10	Includes suffix
GROUP REPORTABLE PAYMENTS INDICATOR	GROUP RP GR36	1	
GROUP REVERSE	GROUP REVERSE GR14	1	Value: R - Reverse
GROUP SOURCE CODE	GROUP SRC GR28	6	
GROUP SUBSIDIARY ACCOUNT NUMBER	GROUP SUBSID ACCT GR32	8	
GROUP TRANSACTION CODE	GROUP TC GR12	3	
GROUP VENDOR NUMBER	GROUP VENDOR NO GROUP VEND NBR GR35	12	Includes suffix

EXHIBIT III-1 (Continued)

ERROR CORRECTION - DATA ELEMENT NAMES/NUMBERS

GROUP LEVEL - DATA ELEMENT NAMES/NUMBERS (continued)			
NAME	DATA ELEMENT NAMES/NUMBERS	MAXIMUM FIELD LENGTH	REMARKS
GROUP VENDOR NAME	GROUP VEND NAME GR46	40	Some reports may <i>display</i> only 30 characters
GROUP VENDOR ADDRESS (First line)	GROUP VEND ADDR 1 GR47	39	
GROUP VENDOR ADDRESS (Second line)	GROUP VEND ADDR 2 GR48	30	
GROUP VENDOR ADDRESS (Third line)	GROUP VEND ADDR 3 GR49	30	
GROUP VENDOR CITY	GROUP VEND CITY GR50	15	
GROUP VENDOR FOREIGN COUNTRY	GROUP VEND FCNTRY GR53	12	
GROUP VENDOR STATE	GROUP VEND STATE GR51	2	
GROUP VENDOR ZIP	GROUP VEND ZIP GR52	9	Either 5 or 9 digits without any hyphen (-)

EXHIBIT III-2
QUICK REFERENCE TO DATA ELEMENT NUMBERS

LONG NAME ^{2,3}	BATCH/HEADER DATA ELEMENT NBR	DETAIL DATA ELEMENT NBR ^{1,2,3}	GROUP DATA ELEMENT NBR ^{2,3}
BATCH DATE (YYYYMMDD)	<u>Batch</u> 03	--	--
BATCH FMO (<i>fiscal month</i>)	<u>Header</u> 08	--	--
BATCH CLAIM NBR	09	--	--
BATCH COUNT	10	--	--
BATCH AMOUNT	11	--	--
AGENCY OBJECT	<u>Detail</u>	27	GR27
AGENCY SOURCE		29	GR29
APPN SYMBOL		19	GR19
BUDSEQ		--	GROUP BUDSEQ
CURRENT DOC NBR		39	GR39
DEPOSIT NBR		43	GR43
DOCUMENT DATE (MMDDYYYY)		38	GR38
DUE DATE (MMDDYYYY)		41	GR41
FISCAL MONTH (<i>group only</i>)		--	GR16
FUND		20	GR20
FUND CNTL OVRD (<i>Correction = W</i>)		44	GR44
FUND DETAIL		23	GR23
FUND SEGMENT (AS,Fnd,FS,M,FD)		--	GR17
FUND SOURCE		21	GR21
FUNDG FISCAL YR (YYYY)		15	GR15
GL ACCT NBR		34	GR34
INDEX		18	GR18
LC (DEPOSIT)		42	GR42
LOCATION		31	GR31
METHOD		22	GR22
MODIFIER		13	GR13
MULTI PURPOSE		33	GR33
OBJECT DETAIL		26	GR26
PCA ACTIVITY		25	GR25
PGM COST ACCT		24	GR24
PROJECT CODE		30	GR30
RA MSG		54	--
REFERENCE DOC		40	GR40
REPORTABLE PYMT		36	GR36
REVERSE		14	GR14
SOURCE CODE		28	GR28
SUBSID ACCT NBR		32	GR32
TRANS AMOUNT		45	(N/A)
TRANS CODE		12	GR12

EXHIBIT III-2 (Continued)
QUICK REFERENCE TO DATA ELEMENT NUMBERS

LONG NAME ^{2,3}	BATCH/HEADER DATA ELEMENT NBR	DETAIL DATA ELEMENT NBR ^{1,2,3}	GROUP DATA ELEMENT NBR ^{2,3}
VEND ADDR 1		47	GR47
VEND ADDR 2		48	GR48
VEND ADDR 3		49	GR49
VEND CITY		50	GR50
VEND FCNTRY		53	GR53
VEND NAME		46	GR46
VEND STATE		51	GR51
VEND ZIP		52	GR52
VENDOR INVOICE (<i>Invoice Nbr</i>)		37	GR37
VENDOR NBR		35	GR35

- 1 **For a Group Correction:** add prefix "GR" to a Detail Data Element **Number** (*where allowed*), or use exact spelling for **Group Name** listed in Exhibit III-1.

- 2 **To delete a transaction:** type "DELETE" or "DEL" in the Data Element column of the transaction, leave the Correction column blank, and enter.

To delete all transactions in a batch: change the sequence number of the first transaction to "00000", then type "DELETE" or "DEL" in the Data Element column, leave the Correction column blank, and enter. (*Example: 20080115 07 300 00000 0*)

- 3 **To delete data in a field:** enter the Data Element **Name** or **Number** for the field in the Data Element column and enter a single dollar sign (\$) in the left-hand position of the Correction column and enter.