Module 5 Contents

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Types of Error Correction

PPS Online Update has three basic methods of error correction:

1. **Range-and-Value Edits**
   Pressing any [Fkey] or the [ENTER] key invokes range-and-value edits, which check that data are within specific ranges equal to specific values. If the system finds a range-and-value error, the cursor will be positioned on the incorrect field.

2. **Consistency Edits**
   When you press [F5] to update the record, the system compares and checks specific data elements for consistency. If consistency errors are found, the error messages will be displayed on the ECON Screen (see Figures 5-1 and 5-2 and Appendix D).

3. **Post-Authorization Notifications (PANs)**
   Before you update a record, you will have an opportunity to review the PAN to ensure that the action was processed correctly. This will be covered in detail in Module 6.
Figure 5-1. ECON Consistency Edit Screen
The ECON screen helps you to analyze and correct errors you may have made while entering data. For more information about the ECON screen refer to Figure 5-1 and the corresponding table below.

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consistency Edit Number</td>
<td>n/a</td>
<td>Not used by departments. For ACT use only.</td>
</tr>
<tr>
<td>2</td>
<td>Msg #</td>
<td>Error message number</td>
<td>Please refer to ECON Screen Error Message Troubleshooting Guide in Appendix D. If you are unable to resolve the error, please record this number, along with the message text, and contact the appropriate central office. (See Central Office Contact List in Appendix C.)</td>
</tr>
<tr>
<td>3</td>
<td>Severity</td>
<td>Message severity level</td>
<td>Indicates the severity of the error. Please refer to Error Message Severity Levels in Appendix D.</td>
</tr>
<tr>
<td>4</td>
<td>Message Text</td>
<td>Description of error</td>
<td>Please refer to ECON Screen Error Message Troubleshooting Guide in Appendix D. If you are unable to resolve the error, please record this description, along with the message number, and contact the appropriate central office. (See Central Office Contact List in Appendix C.)</td>
</tr>
<tr>
<td>5</td>
<td>DE Number</td>
<td>Data element number</td>
<td>Not used by departments. For ACT use only.</td>
</tr>
<tr>
<td>6</td>
<td>Key</td>
<td>n/a</td>
<td>Not used by departments. For ACT use only.</td>
</tr>
<tr>
<td>7</td>
<td>Value</td>
<td>Current value of a field that may or may not be related to the error</td>
<td>You may change the contents of this field on the ECON screen or you may return to the previous screen by pressing [F3].</td>
</tr>
<tr>
<td>8</td>
<td>Description</td>
<td>Name of a field that may or may not be related to the error</td>
<td>The appointment or distribution number associated with this field is listed to the right of the field under “Description” (see #9 below).</td>
</tr>
<tr>
<td>9</td>
<td>&lt;blank&gt;</td>
<td>Appointment or distribution number</td>
<td>Corresponds to the appointment or distribution which contains the error.</td>
</tr>
</tbody>
</table>
**Hands-on Activity 5.1**

In this activity, you will make and correct errors while making a funding change.

1. Your cursor should be positioned on the Next Func: prompt in the Function Code Menu. If it is not, position the cursor in the correct place.

2. Type **EAPC**.

3. Examine the **PPS EDB UPDATE CLASS WORK LIST** and find the EMPID for Set B3.

4. Type the employee number at the ID prompt and press [ENTER].

First, you will end the current distribution. However, you will make a deliberate error in the PayEnd date to see how the system will react.

5. Using the [\] and [TAB] keys, move the cursor to the PayEnd field for Distribution Number 25.

6. Type **990101**.

7. Press [ENTER] to invoke the range-in-value edits.

   The incorrect field is highlighted in red, and an error message is shown at the bottom of the screen. This field was not entered in the correct format (mmddyy).

8. Change the PayEnd date to the last day of the current month (mmddyy format) and press [ENTER] again to invoke the range-in-value edits.

   The system now indicates that the date is valid. You will now change the PayEnd date for the next distribution. However, you will make another deliberate error.

9. Move the cursor to the PayEnd date for Distribution Number 28.

10. Change the PayEnd date to “013104” which is the last day of the month previous to the PayBeg date.


   Notice that this time the input was accepted. This is because the range-in-value edits only check the contents of fields against acceptable values for those fields. Since the date is a valid date, it was accepted by the system.

   *This date will not be checked against the PayBeg date until the update is performed. This is called a consistency edit.*
Now, you will add a new distribution.

12. Press [F9] to move the cursor down to the Command Line (===>).

13. Type ADD D and press [ENTER].

   The system added the next available number which is Distribution 21.

14. Complete the following fields, when required press [TAB] to move to the next field:

   Action Code: 18
   Index: XXX2222
   Sub: 0
   FTE: 1.00
   Dis %: 1.0000
   PayBeg: First day of next month
   PayEnd: 999999
   Skip the St and OA fields
   Rate/Amount: 3575.00
   DOS: REG

15. Press [ENTER] to perform range in value edits.

   Notice that the fund is automatically added, and the input is accepted.


   The system is now performing the consistency edits by comparing values in different fields against each other.

   After a few moments, the Consistency Edit (ECON) screen is displayed. This screen will help you find and correct any errors.
Figure 5-2. Consistency Edit (ECON) Screen

Review the following items indicated on Figure 5-2:

A. **08113**
   
The error message number. (See the ECON Screen Error Message Troubleshooting Guide in Appendix D.)

B. **Empl Rej**
   
The value of the Message Severity Level. This severity level indicates that the employee activity was rejected (See Message Severity Levels table in Appendix D for a more complete explanation).

C. **Distribution End Date is before Distribution Begin Date**
   
The Message Text which provides a brief description of the error.

D. **020104**
   
The value of the Pay Begin Date on Distribution 28. The system has positioned the cursor here indicating that this field is related to the error. Please note that this field is actually correct, even though it is related to the error.

E. **PAY BGN DATE**
   
The description of the field that is related to the error.

F. **28**
   
The number of the distribution that is related to the error.
For additional information on the ECON screen and message troubleshooting, refer to Appendix D - Troubleshooting/Helpful Hints.

17. Press **[F6]** to check for any additional error messages. 
The Consistency Edit Screen is displayed again. See Figure 5-3 below.

![Figure 5-3. Consistency Edit (ECON) Screen](image)

In this case, there are no additional errors (Note that the error message remains the same). However, the system does display the remaining fields from distribution 28 including the Pay End Date which is, in fact, the field in error.

You could fix the error here on the ECON screen and then press **[F5]** to update again. However, for most errors it is recommended that you return to the screen on which you made the error in order to correct it. This method gives you the advantage of being able to fix the error in the context of related fields.

18. Press **[F3]** to return to the EAPC screen.

19. Change the value in the Pay End Date field of distribution 28 to last day of the current month (mmddyy format), since this is the date that created the ECON error message.

   *Once the errors are fixed, the system brings you to the first of the PAN preparation screens. You will not make any changes to the PAN screen at this time. This topic will be covered in a later module.*

21. Press [F10] to bring up the PAN Comments Entry Screen. This is where you need to add comments to the PAN before you send it to the reviewers. Type in an appropriate comment for this action and press [F5] to update this employee’s record on the database and send the PAN to reviewers.

**Activities For Early Finishers**

1. Return to EAPC screen for the same employee.

2. End the distribution you just created.

3. Add another distribution. Use the Index from Distribution 25, for 100% of time.

   *You will need to press [F8] to scroll forward to view Distribution 28 and then press [F7] to return to the previous page.*

4. Update and fix any errors.

5. Update and add comments of your choice to complete the action and send the PAN.