

EDIT CHECKS AND ERROR MESSAGES

As a transaction is processed through the system, a number of tests are performed on that transaction to determine: (1) that the fields contain acceptable data as to format and content, (2) that files exist against which the transaction can process and that certain fields are coded, and (3) that the files can be updated by the data recorded in the transaction. These tests are Edit and Updated checks.

1. Edits Checks - During the edit process, each field of the transaction is tested by the computer for validity against predetermined criteria. The following table shows the fields, the type of transaction and the edit checks performed. The columns of the chart are as follows:

- a. Type of Transaction - F = Financial transaction  
                                   N = Name and Address transaction  
                                   PA = Primary Address  
                                   SA = Secondary Address  
                                   S = Special report request

b. Field Name

c. Match ADP Table. Certain tables have been placed in the system to facilitate processing. At various times during processing, the data is matched to these tables to determine if the data is valid or erroneous. The tables mentioned here are:

- ROT - Regional Office Table
- TRC - Transaction Code Table
- PRN - Program Name Table
- AOT - Area Office Table
- AST - Appropriation Symbol Table
- GLA - General Ledger Account Table
- STN - State Name Table

d. Character of Field - A = Alphabetic  
                                   N = Numeric  
                                   A/N = Alpha-numeric

e. Other characteristics - Other edit criteria that will be applied to the transactions.

Type of Transaction	Field Name	Match ADP Table	Character of Field	Other Characteristics
F N S	Field Name	Table	A N A/N	Other Characteristics

X X X	1. Batch	ROT	X	Three Character Field. First character represents Region. Second and third Characters must be alpha-numeric.
X X	2. Transaction Code	TRC	X	The combination of transaction code and
X X	3. TAC Modifier	TRC	X	modifier must find a match on TRC table
X X	4. Program Code	PRN	X	See Appendix 7.
X	5. Program Number	PRN	X	See Appendix 7.
X X X	6. Region	ROT	X	See Appendix 10. N-SA: Must be blank.
X X X	7. Area	AOT	X	See Appendix 10. N-SA: Must be blank
X X	8. Allotment		X	See Appendix 9.
X X X	9. Project Number		X	
X X	10. Year	AST	X	Must be numeric, "X" or "M" and when combined with appropriation number must find a match on AST table file (see Appendix 7). If year field is optional, edit will automatically enter a year "X".
X	11. Appropriation Number	AST	X	When combined with the year must find a match on AST table file.
X	12. Document Number		X	
X	13. Category A		X	
X	14. Category B		X	
X	15. Amount, Amount 2, Amount 3		X	Greater than Zero
X X	16. Date		X	Must be formatted in month, day, year sequence where

month is between 01 and 12,  
day is between 01 and 31.

X	17. Federal		X	Consult Appendix B for code to be entered.
X	18. Schedule		X	First position must be "P" or "L". The second Position must find a match on ROT table file. The third position must be numeric or "A" through "H" or "J" through "N". The last three positions must be numeric and greater than zero.
X	19. Warning Percent		X	Greater than Zero
X	20. Letter of Credit Number		X	
X	21. General Ledger Account Number	GLA	X	
X	22. Debit-Credit Indicator		X	Must be 1 or 2.
X	23. Report I.D.		X	Must be a valid SRG report I.D. (See Appendix 19).
X	24. Distribution Code		X	Must be "A", "B", or "C".
X X	25. Project Name		X	May be blank.
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Type of Transaction	Field Name	Match Character ADP	Character of Field	Other Characteristics
F N S	Field Name	Table	A N A/N	Other Characteristics
X	26. City		X	Four digit HUD locality code SA: May be blank.
X	27. State	STN	X	See Appendix 28. SA: May be blank.

X	28. Zip Code	X	SA: May be blank.
X	29. Address Line #1	X	SA: May be blank.
X	30. Bank Account Number	X	PA: May be blank. SA: Must be blank.
X	31. Lines C thru E	X	May be blank.
X	32. Name of Responsible Officer	X	May be blank.
X	33. Title of Responsible Officer	X	May be blank. If name of responsible officer is blank, this must be blank.
X	34. County	X	May be blank. These three
X	35. SMSA	X	must find a match
X	36. Congressional Dist.	X	on the HUD Master file.
X	37. Percent	X	May be blank.

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2. Financial Update Edit. In addition to the edits listed above, all financial transactions are edited for the following conditions that will prevent the transaction from updating the system:

Error Message	Input Format Columns		Problems
Allotment (A-1) missing	2	16	Allotment field is blank, must contain an allotment number. Check TAC and modifier used. See Appendix 9.
	7	13	
	8	13	
	41	12	
Allotment (A-1) present	2	16	Allotment field contains data, must be blank. Check TAC and modifier used.
	7	13	
	8	13	
	41	12	
Amount (AMOUNT-1) missing	2	26 - 38	The transaction requires that Amount field contain data. It is blank. See source document to obtain amount to be entered
	7	41 - 53	
	8	47 - 59	
	14	40 - 52	

into transaction.

Amount (AMOUNT-1) present	2	26 - 38	The transaction requires that Amount field be blank. It contains data. Check TAC and modifier use.
	7	41 - 53	
	8	47 - 59	
	14	40 - 52	
Amount two (AMOUNT-2) missing	2	45 - 57	The transaction requires that Amount-2 Field contain data. It is blank. See TAC and source document amount to be entered on transaction.
	7	61 - 73	
	8	60 - 72	
Amount two (AMOUNT-2) present	2	45 - 57	The transaction requires that Amount-2 field be blank. It contains data.
	7	61 - 73	
	8	60 - 72	
Area (AO-1) invalid	2	19 - 20	Area Office field has data in it that is not valid when compared to the data in the AOT table. See Appendix 10 for correct code.
	7	16 - 17	
	8	16 - 17	
	14	15 - 16	
	41	23 - 24	
Area (AO-1) present	2	19 - 20	Area Office field contains data when it should be blank. Check TAC.
	7	16 - 17	
	8	16 - 17	
	14	15 - 16	
	41	23 - 24	
Category A (A, B-1) missing	2	12 - 13	Category A field should contain data, but is blank. See TAC and Appendix 11.
	7	38 - 39	
	14	37 - 38	

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Error Message	Input Format Columns		Problems
Category A (A, B-1) present	2	12 - 13	Category A field should be blank. It contains data.
	7	38 - 39	
	14	38 - 39	
Category B present	2	14	Category B field contains data. It should be blank.
	7	40	
	8	46	
	14	39	
Effective Date missing	2	39 - 44	Effective date field is blank, should contain the date of the transaction.
	7	54 - 59	
	8	38 - 43	
	14	53 - 58	

Federal (F) missing	7	60	Federal Non-federal field must contain 1 or 2. It is blank.
Federal (F) present	7	60	Federal Non-federal field must be blank. It contains data.
Fiscal Year (Y) invalid	2 7 8 14 41	15 12 12 12 13	Fiscal year field contains a year that is not a valid year. Year must be either numeric or "M". Check Appendix 8 for explanation of valid fiscal years.
Fiscal Year (Y) missing	2 7 8 14 41	15 12 12 12 13	If fiscal year is a numeric or "M" it must be entered. For this program it was not entered. Check TAC.
Fiscal Year (Y) present	2 7 8 14 41	15 12 12 12 13	Fiscal year present when field should be blank. Check TAC.
Letter of credit (LTR CRED) missing	14	59 - 67	Letter of Credit field should contain data. It is blank.
Programs (PROG-1) missing	2 7 8 14	9 - 11 9 - 11 9 - 11 9 - 11	Program field is blank. It should contain data. See Appendix 7 and source document
Programs (PROG-1) present	7	9 - 11	Program field should be blank. See TAC.
Project missing	7 8 14 41	23 - 37 18 - 32 22 - 36 25 - 39	Project number field should contain data. It is blank. Source document.
Project Present	7	23 - 37	Project number field containing data. It should be blank. Check TAC.

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Project Invalid (continued)

(Literal)  
Project Type Code

POS. 12 Must be a Dash (-).  
POS. 13 Must satisfy the following criteria:

- Must be W-Z if the first, second or third position of the Program Code is 'M'.
- Must be 'A', 'C', 'D', 'E', 'F' or 'Z' if the first or second position of the program Code 'P'.
- Must be G-N or Q-Y if the first or second position of the Program code is 'I'.

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Federal/Metro Missing	7	60	Federal/Metro Field must contain data. See TAC. Valid values are '1' and '2'.
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Federal/Metro Field Invalid	7	60	Federal/Metro field must be '1', '2' or blank.
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Federal/Metro present			Federal/Metro field must be blank. See TAC.
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Schedule (SCHD) or LOCCS Indication (LOCCS IND) Missing	7 14	74-79	Schedule field must contain data. See TAC and Appendix 14.
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Schedule (SCHD) or LOCCS Indicator (LOCCS IND) Invalid	7 14	74-79	Schedule Field, if not blank, must meet the following criteria (See Appendix 14):
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- POS. 1 must be 'P' or 'L'.
- The batch origination code must be 'L' or numeric, and if the transaction code is 486 or POS. 1 of the

schedule field is `L'  
 and the batch  
 origination code is `L',  
 numeric of the LOCCS  
 indicator is `L',  
 numeric or the LOCCS  
 indicator is `L', the  
 following criteria must  
 also be met:

- POS. 2 must be a valid designation on the region, office table (ROT. See Appendix 10.
- POS. 3 must be A-H, J-N or numeric.
- POS. 4-6 must be a numeric value greater than zero.

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3. Financial Update. After the edit routines are completed, each transaction is compared to the financial data within the system to determine whether the system can be updated. If all is in order, the system is updated and the transaction is printed on a valid transaction register. If the data cannot update the system, the transaction is rejected and the reason is printed along with the transaction on an erroneous transaction register. Most of the reasons are because data is missing, records are missing from the system, the data being attempted to enter the system exceeds the amount in the system, or data fields contain invalid data. Listed below are these reasons with the applicable error messages.

a. Record Not Found. This means that the record specified in the error message could not be found in a file. Therefore, the transaction could not process against that record.

ERROR CODE	ERR TYP	ERROR NAME
002	F	Program Record Not Found.
014	F	Region Record Not Found.
015	F	Area Record Not Found.
016	F	Allotment Record Not Found.
023	F	Program Name Table Not Found.
032	F	Project Record Not Found
044	F	Region Limitation Record Not Found.
045	F	Area Limitation Record Not Found
046	F	Allotment/Program Limitation Record Not Found

047	F	State Limitation Not Found
072	F	Letter of Credit Record Not Found.
095	F	Subprogram Record Not Found.
105	F	Lash Disbursement/Receipts Record Not Found.
228	F	Disbursement Record Not Found.
241	F	Cash Reconciliation Control Record Not Found.
243	F	Cash Reconciliation Record Not Found.
277	F	State Code/City Code Combo Not on HUD Locality File
295	W	LRG Record Not Found

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- b. Record Missing. This category is similar to the category above, Record not found. however, this category deals with non-financial transactions. In attempting to process a transaction against the file, the record being searched for it is not in the file.

ERROR CODE	ERR TYP	ERROR NAME
078	F	Name and Address Record Missing
110	F	Primary Address A Record Missing
111	F	Primary Address B Record Missing
136	F	Name and Address Record Missing
245	F	General Ledger Record with Account Number 3851 Missing
246	F	General Ledger Record with Account Number 3850 Missing
272	F	City Record On HUD Locality File (D71AAE) Missing - Contact OFA

- c. One Amount Exceeds Another. This type of error, usually occurs because the data being entered exceeds the control amount that is in the computer file. For example, when the word adjustment appears in the error message, it usually means that an attempt is being made to remove funds from the project or programs, as applicable, in an amount that is more than the amount available for removal. The same holds true, for example, in error message 034. Here an attempt is being made to reserve funds (or to increase the amount previously reserved) by an amount that exceeds the available prevalidated amount. These messages are listed below;

ERROR CODE	ERR TYP	ERROR NAME
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001	F	Adjustment Exceeds Appropriation Authorized
003	F	Adjustment Exceeds Continuing Resolution
005	F	Apportionment Exceeds Available Funds
006	F	Appropriation Realized Exceeds Authorized
007	F	Amount-2 Exceeds Amount
008	F	Adjustment Exceeds Appropriation Realized
009	F	Adjustment Exceeds Apportionment
010	F	Allotment Exceeds Available Funds
011	F	Assignment Exceeds Allotment
012	F	Adjustment Exceeds Available Funds
013	F	Subassignment Exceeds Available Funds
020	F	Adjustment Exceeds Disbursements
021	F	Unfunded Exceeds Total Apportionment
022	F	Realized Reimbursements Exceed Anticipated

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026	W	Prevalidations Exceed Subassignment
027	W	Prevalidations Exceed Assignment
028	W	Prevalidation Exceeds Allotment/Program
029	W	Prevalidations Exceed Allotment
030	W	Prevalidations Exceed Available Apportionment
033	F	Adjustment Exceeds Prevalidation
034	F	Reservations Exceed Prevalidations
036	F	Assignment Exceeds Limitation
038	F	Reservations Exceed Subassignment
039	F	Reservations Exceed Assignment
040	F	Reservations Exceed Allotment/Program
041	F	Reservations Exceed Allotment
042	F	Reservations Exceed Available Apportionment
043	W	Fees Offset Exceed Disbursement
048	F	Reservations Exceed Area Limitation
049	F	Reservations Exceed Regional Limitation
050	F	Reservations Exceed Program Limitation
053	F	Total Reservations Exceed Program Limit
054	F	Adjustment Exceeds Reservations
055	F	Obligations Exceeds Reservations
056	F	Adjustment Exceeds Area Limitation
057	F	Adjustment Exceeds Regional Limitation
058	F	Adjustment Exceeds Program Limitation
060	F	State Obligation Exceed State Reservation
061	W	No Adjustment Recorded
062	F	Contracts Exceed Obligations
064	F	Adjustment Exceeds Obligation
066	F	Adjustment Exceeds Contract Amount
067	F	Disbursement Exceeds Contract
069	F	Reservations Exceed Limitation
068	F	Disbursement Exceeds Available
071	F	Holdback Exceeds Contract
075	F	Adjustment Exceeds Authorized
076	F	Adjustment Exceeds Drawdowns

077	W	Disbursement Exceeds Holdback
084	F	Disbursement Exceeds Limitation - Area
085	W	Manual Disbursement Exceeds Limitation - Area
086	F	Disbursement Exceeds Limitation - Region Not Subassigned
087	F	Disbursement Exceeds Limitation - Region Not Subassigned
088	F	Disbursement Exceeds Limitation - Program Level Spending
089	W	Disbursement Exceeds Limitation - Program Holdback
090	W	Adjustment Exceeds Fees Offset.
093	F	Letter of Credit Draw Exceeds Authorized
094	W	Manual Disbursement Exceeds Holdback
099	F	Adjustment Exceeds Disbursement - Program Holdback

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ERROR CODE	ERR TYP	ERROR NAME
100	F	Adjustment Exceeds Disbursement - Program
101	W	Disbursement Exceeds Available
107	F	Adjustment Exceeds Disbursement - Region Holdback
108	F	Adjustment Exceeds Disbursement - Region
109	F	Adjustment Exceeds Disbursement - Area
141	F	Cannot Reduce Contract Lower than Available LOC Balance
248	F	Adjustment Exceeds Amount Billed
249	F	Adjustment Exceed Outstanding Amount
250	F	Collections Exceed Amount Billed
251	F	Adjustment Exceeds Amount Collected
257	F	Adjustment Exceeds CRF-Amount
260	F	Adjustment Exceeds Drawdown
263	F	Exceeds Previously Recorded Acct RVC For This
273	F	Receivable Exceeds Disbursement Amount On Project
278	F	Net Amount Less Than 0 For Batch/Project
291	F	Contract Exceeds Subassignments
300	F	Obligations Exceed Sub-Assignments
333	F	Available Balance Lower Than Available LOC Balance

d. Invalid Data in Field or Fields. This type of error occurs when there are data in the field in question, but the data does not match the criteria necessary to update the field. These error messages are listed below.

ERROR CODE	ERR TYP	ERROR NAME
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017	F	Invalid Group Three Codes
018	F	Invalid Transfer between Appropriations
019	F	Invalid Group Codes
024	F	Invalid Type in Program Name Table
025	F	Invalid Region Office Number
031	F	Invalid Category B Code
035	F	Invalid Category A Code
037	F	Invalid Transaction Code and Modifier
073	F	Invalid Program
083	F	Invalid Transaction Code Modifier
096	F	Invalid Allotment
097	F	Invalid Dollar Amount
102	F	Invalid Dollar Amount Three
106	F	Invalid Schedule Type

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ERROR CODE	ERR TYP	ERROR NAME
112	F	Invalid Delete Transaction
113	F	Batch Invalid
114	F	Program Code Invalid
115	F	Project Number Invalid
116	F	Address Code (ADDR Code) Invalid
117	F	Line Code Invalid
118	F	Region Number (RO NO) and Area Number AO NO) invalid
119	F	Invalid Area Office Number
120	F	City Code Invalid
121	F	State Code Invalid
122	F	Zip Code Invalid
124	F	Address Line Number B Invalid
127	F	Address Line Number D Invalid
128	F	Address Line Number C Invalid
129	F	Name of Responsible Officer Invalid
131	F	Project Name Invalid
132	F	Bank Account Number Invalid
134	F	Address Line Number C Invalid
135	F	Transaction Code Modifier Invalid
137	F	Title of Responsible Officer Invalid
138	F	Invalid Change Transaction
139	F	Invalid Delete Group Record Present
218	F	As of Date Invalid
219	F	Distribution Code (Dist Code) Invalid
220	F	Report Number (Report No) Invalid
221	F	Special Request Parameter Invalid
222	F	Appropriation Number (Approp No) Invalid
223	F	Appropriation Number (Approp No), Program Invalid
224	F	Appropriation Number (Approp No), Fiscal

		Year (FY) Invalid
225	F	Region Plumber (RO) Invalid
226	F	Region Number (RO), Area Number (AO) Invalid
235	F	Fiscal Year (Y) Invalid
236	F	Allotment Number A Invalid
238	F	Invalid Cash Reconciliation Table Entry
292	F	Modifier Invalid For Sending Region
299	F	Modifier Invalid For This PGM Funding Stage Not At RESV
301	F	Use of override not required - Modifier Invalid

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- e. Duplicate Record. When a record already exists in the system, the transaction will not be processed but will be printed on the erroneous transaction register with a duplicate record notation.

ERROR CODE	ERR TYP	ERROR NAME
133	F	Duplicate Name and Address Record
233	F	Duplicate Special Request Record
237	F	Duplicate Cash Disbursement Record
258	F	Duplicate Schedule Number
262	F	Request Denied Would generate duplicate Report, Check with HQ
276	F	Duplicate Transactions - Check New SRC Report
290	F	Duplicate Payment Made Within Last 18 Months

- f. Miscellaneous Types of Errors. A number of errors can occur because a batch or transaction is out of balance, a column or field has data when it should be blank, or for various other reasons. These must each be analyzed and determination made on each transaction how it can be corrected.

ERROR CODE	ERR TYP	ERROR NAME
004	W	Check Program and TAC modifier
070	F	Holdback Less than Disbursements
074	W	Requested DR-CR Level does not match Indicated DR-CR Level
091	W	Final Payment Less Than Available Funds
092	W	Unassigned
098	F	Future dated transaction, correction not necessary
103	F	Transaction out of balance
104	F	Batch out of balance

123	F	Columns 74-80 must be blank
125	F	Columns 79-80 must be blank
126	F	Columns 64-80 must be blank
130	F	Columns 69-80 must be blank
140	F	Region not Authorized to submit this transaction
142	F	Invalid - Not Reservation Stage
143	F	Record Exists on Purge File
144	W	Category Code Already Exists on Grant Detail Record, (GRD)
145	W	Project Name Ignored, Already on Database
146	F	Region Not Authorized For This Category Type

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ERROR CODE	ERR TYP	ERROR NAME
147	F	Appropriation Symbol Invalid For This Category Type
148	F	Category Code In Federal Field Not Valid For This Transaction
149	F	Closeout Document Already Received
234	F	Columns 43-80 must be blank
239	F	Certification Date Nonblank
240	W	Report Date Nonblank
242	W	Cash Reconciliation Record Already Exists
244	F	Region, Area, and Project Number must be Blank
247	F	Accounts Out of Balance
252	W	Final Payment Less Than Amount Billed
253	F	Schedule Control Total Already Verified
254	F	Schedule Control Total Out of Balance
255	F	Schedule Control Total Not Previously Verified
256	F	Schedule Already Certified
259	F	Column 80 should be blank
261	F	Request Denied Data Outside Region Bounds
263	F	Invalid - Not Obligation Stage
285	W	No purge Project 1 Record For 902 Transactions
293	F	Purge Not Allowed, LOC Funds Available
294	W	Letter of Credit Record Not Purged
296	F	Project Name Is Required
297	F	Units Reduced Below Zero
298	F	Units Field Not Equal Zero
264	F	Project Has No Disbursements - Use CF Or DF Modifier To Cancel
265	F	Project Has Disbursements - Use CB Or DB Modifier Suffix To Cancel
266	F	Account Receivable Previously Recorded For This Project

267	F	No Account Receivable Recorded For This Project
269	F	Effect Date Of Receivable Invalid
270	F	Effect Date Does Not Match Prev Recorded RCV For This Project
271	F	Manual Disbursement Required - Resubmit with Schedule No
274	F	Entry of Units Invalid For This Program
275	W	Monthly Cash Reversal Posted Next Month
279	F	Cntrl Cnt/Amt Not EQ Edit Cnt/Amt For Batch/Proj-Call ADP

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280	F	File Match ERR-All Group Disbursements Rejected-Call ADP
281	F	At Least One Error Exists For Batch/Proj: Group Rejected
282	F	Automated Disbursement Outside Of Submitting Region
283	F	Project Exists on Active Data Base Files
284	F	Project Does Not Exist On Purged Project File
286	F	Project Not Inactive
287	F	Receivable Balance Not Zero
288	F	Reject Transaction, Project Closed
289	F	No previous 901 Recorded

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