Chapter 4: Edit and Update Phase Processing
Edit and Update Overview

Processing your data occurs in two phases: Phase one is the Edit and Update Phase; phase two is the Output Production Phase (detailed in Chapter 5). The purpose of the first phase is to:

1. Detect input and calculation errors.
2. Produce reports listing the errors.
3. Update the master database after you have corrected the errors.

The Edit and Update Phase detects errors during a single run. This technique eliminates separate runs for each error, saving computer time. Each error encountered during the Edit and Update Phase results in the generation of one or more error messages or warnings, depending on the severity of the error. You simply correct the errors, resubmit the input, and the Edit and Update Phase reprocesses it.

You can execute the Edit and Update Phase as many times as necessary to produce an updated master database that is free from errors.

Windows Processing Considerations

The following information applies if you are running the Genesys system on a Windows Server.

Two delivered BAT files -- xpreview and xprocess (where x = an application identifier) -- are used to execute either a preview run or a process run. Users may execute the BAT files on the Update Release Parameters screen (under Suspense Processing) by selecting F4 for Preview or F5 for Process.

The two runs are similar, except that the process run executes additional processing, including direct deposit, payment history, general ledger, and tax interfaces.

The preview run provides an opportunity to review updates that are shown on various output reports. To help you balance your final payroll run, the preview run can be executed as many times as needed. The reports include the transaction proof, totals recap, transaction error, check register, checks and memos files, and the employee and company status (if they are updated). Note that the Selective Unload is used, so that processing takes place against the sequential master for selected groups only, as controlled by the scheduler and security ViewID.
Reports are placed in the following directories under the Genesys folder on your server: TMPPRE, RPTPRE, and RPTPREx. These directories are used by the preview run only, and they provide a storage area for working files and reports created by that run.

**Notifying Technical Staff**

To alert technical staff if there is a processing error, you may use the CUSTERR.BAT file to run third-party software that will automatically send an email or activate a pager.

**Edit and Update Background**

Before you read about the reports that are produced during the Edit and Update Phase, it may be helpful to read the following background information first. This background information provides details on the following topics:

- Edit and Update Phase Flowchart
- Entering Transactions
- Group Processing Status
- Special Processing Periods
- Modes or Processing
- Deferred Processing
- Report Routing

**Edit and Update Phase Flowchart**

![Edit and Update Phase Flowchart Diagram]

**Entering Transactions**

When entering transactions, the OnLine System is the most visible method. There are two methods of entering data into your processing cycle: online and deferred.
Online – Within Suspense File Management, the screen Add Transactions via an External File enables you to enter transactions into the Suspense File, either by appending them to an existing batch, or by opening a new batch. The transactions should be in an 80-column image. This method of alternate input is available during an OnLine System processing run.

Deferred - Program ASBPPBB is the Edit and Update Phase preprocessor program. You add alternate input directly into this program. The transaction should be in an 80-column image. The control transaction indicates to the system which files will be processed. If the transaction file does not read a control transaction as the first record processed, the system processes the information as follows:

- No alternate input
- Processes OnLine data

When data is present on the transaction file it is always processed. However, it is always processed after Suspense File data. For detailed information on alternate input processing and transaction processing, refer to the OnLine System Manual.

**Group Processing Status**

The following table contains the values for the CSTT (Group Processing Status) field that are system-generated based on the value entered in positions on the 60 Control Transaction. This table presents all available values; however, all of these values may not be available to a specific report. Please see the specific report you want to produce for any restrictions.

<table>
<thead>
<tr>
<th>Value on the 60 Control Transaction</th>
<th>System-generated CSTT</th>
</tr>
</thead>
<tbody>
<tr>
<td>No TC60</td>
<td>I (Inactive Status). Copies the group records to the updated Master Database. Deletes and transfers are the only transactions processed; all others (such as changes and new records) are rejected. None of the system options (History Stacks, etc.) will process.</td>
</tr>
<tr>
<td>blank</td>
<td>A (Active Status). Accepts all transaction types. When a group is run in active status, the number of the processing period (CPER) is automatically increased by one.</td>
</tr>
<tr>
<td>CONV</td>
<td>C (Conversion Status). Adds new groups. During conversion status, you can add, delete, or transfer records, change field values, and enter year-to-date information. The value in CPER is not incremented. If a 52, 55 or 90 series transaction is processed in CONV mode, program 005 overrides the online schedule and takes the current (system) date and applies it to CEDT and takes the current date + 2 days for CPPD.</td>
</tr>
</tbody>
</table>
| SPEC                                | M (Special Status). Allows processing of special runs, such as 90 series payment transactions, without the generation of regularly scheduled payments. Special runs can be made at any time, and all reports will print normally. The only difference between Active and Special Status is that the Special Status bypasses all regular payments and deductions, and rejects any 56, 80, 81, 82, or 85 transactions. The only difference between Conversion and Special Status is that Special
Status does allow 52, 55, 90, 91, and 92 transactions. The value in CPER is not incremented.

TEST
A (Active), then I (Inactive). Tests your input to determine if you have entered any invalid or questionable data for any group. It allows you to process all types of transactions, as in active status; however, the Master Database is not updated and is retained as it was prior to processing. The Edit and Update Phase reports are produced.

TRAN
I (Inactive). Transfer-Only Status transfers an entire group or an individual record from one Master Database to another. For example, you might want to shift an individual from a group to a non-group.

Transfer-only status voids any other processing status for a group. On a transfer-only run, only group control transactions and key transfer transactions are allowed. Furthermore, key transfers are not allowed for a group, unless a control transaction is present for that group.

The system presumes that a different Master Database is input to the pre-update Program 030 than to the update Program 050, and therefore, allows no processing other than transfers.

Normally, a 40TRAN key transfer causes the record or records at the transfer-from location to be deleted. In transfer-only status, no deletion takes place, since the input Master Database is not used for output and is not entered to the update program. The record or records are then present on both Master Databases.

On the next processing of the transfer-from file, use delete transactions to remove the transferred record(s). When a 40KEEP key transfer is processed on a normal run, file maintenance is automatically performed on the record retained at the original Master Database location; however, when a 40KEEP key transfer is processed on a transfer-only run, this automatic file maintenance cannot be performed.

Processing in transfer-only status requires changes to job control language (JCL) statements (for OS/390) and BAT file procedures (for Windows). The only significant difference is that different Master Databases are entered to Programs 030 and 050, whereas these files are the same for normal cycle processing. In transfer-only status, the Master Database input to Program 050 is the receiving master on which the transferred records are merged. The system is designed so that only Programs 010 through 052 need to be executed, but if Program 055 is executed it will not create an abnormal end condition.

For detailed information on the programs mentioned above, refer to the Genesys system documentation.

Special Processing Periods
The following table contains the values used to start three processing periods: new calendar period, new calendar quarter, or new calendar year.
### Special Processing Periods Table

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Does not start a new period, quarter, or year, and will not clear any fields.</td>
</tr>
</tbody>
</table>
| NCMO  | Clears CZ01-CZ89 (clearing fields) to 0. Each CZ field can contain blanks (not used) or the name of an individual field.  
Presumes that Own Codes would be used to accumulate amounts into the fields referenced by the CZ fields.  
Considerable flexibility can be achieved with the combination of NCMO and Own Codes (for example, fiscal period totals can be produced easily).  
Processes changes to CZ fields prior to NCMO processing to allow both updating and clearing on the same cycle. Clearing takes place prior to processing any transactions for the individual other than a transfer. If an individual field referenced by a CZ field contains an asterisk, the field will not be changed.  
Positions 53-56 of the 60 Group Control Transaction. Values: NCMO = start new calendar period, Blank = do not start. |
| NCQR  | Increments CQAR (current quarter) by 1, up to 4.  
Clears CZ90-99 (clearing fields) to 0.  
Clears TQnn fields, T061, QGRS, and SGRS.  
Presumes that Own Codes would be used to accumulate amounts into the fields referenced by the CZ fields.  
Considerable flexibility can be achieved with the combination of NCQR and Own Codes (for example, fiscal period totals can be produced easily).  
Processes changes to CZ fields prior to NCQR processing to allow both updating and clearing on the same cycle. Clearing takes place prior to processing any transactions for the individual other than a transfer. If an individual field referenced by a CZ field contains an asterisk, the field will not be changed.  
Positions 45-48 of the 60 Group Control Transaction. Values: NCQR = start new calendar quarter, Blank = do not start. |
| NCYR  | Presumes that NCQR is also applicable and starts a new quarter even if NCQR was not specified.  
Deletes all terminated records.  
Does not allow a 40KEEP to be performed for terminated individuals.  
Resets CPER (current period) to 01 and CQAR (current quarter) to 1.  
Applies the following additional restrictions for system efficiency, when NCYR is specified:  
Does not allow transfers to individual records. |
Does not save the record of a terminated individual. Even if you change the status, it uses whatever the terminated individual's status was at the beginning of the period.

Clears TY, monthly, and quarterly fields, as well as YGRS and YNET.

Positions 49-52 of the 60 Group Control Transaction. Values: NCYR = start new calendar year, Blank = do not start.

Note: Update the CTL table with entries that correspond to your processing schedule.

**Modes of Processing**

You have the option to run an Edit and Update Phase in either of two modes: NORMAL or BYPASS.

- **NORMAL** - Performs all Edit and Update Phase functions, including calculations and updates to the Master Database.

- **BYPASS** - Skips Program 050 and performs all functions except calculations and updates to the Master Database. Running in BYPASS mode is helpful when large amounts of transaction data must be input to the system. With the system in BYPASS mode, as many passes can be made as are necessary to obtain clean edit; therefore, execution time is saved.

**Sequential Processing**

In addition, customers can select Sequential Processing of the Master Database. The following table presents what you must enter on the 00 Control Transaction.

<table>
<thead>
<tr>
<th>Position</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>37-38</td>
<td>blank</td>
<td>Processes the Master Database directly.</td>
</tr>
<tr>
<td>SQ</td>
<td></td>
<td>Processes a Sequential Backup of the Master Database.</td>
</tr>
<tr>
<td>39-41</td>
<td>Blank</td>
<td>If blank is specified in positions 37-38, release of Audit File transactions is presumed regardless of the value in this field.</td>
</tr>
<tr>
<td>REL</td>
<td></td>
<td>Releases Audit File transactions for processing with your Sequential Backup of the Master Database.</td>
</tr>
</tbody>
</table>

**Deferred Processing**

The Edit and Update Phase will execute against the VSAM Master Database and optionally process a sequential version of your Master Database regardless of the database architecture. This optional sequential processing through the Edit and Update Phase is initiated through a parameter on the 00 Run Control Transaction which is input at the beginning of the Edit and Update Phase. The Transaction Log lists Master Database updates and an additional job step archives all transactions processed during a particular Edit and Update Phase run.

A Group Control File is created in Program 010 that controls the lockout of updates in the OnLine System to groups being processed in a particular Edit and Update Phase run (deferred transactions always being allowed).
The reports that are produced during the Edit and Update Phase, and discussed in this chapter, are:

- Audit Report
- Record Count Report

**Report Routing**

Since the Preprocessor (Program ASBPPBB) can serve as a conduit for numerous remote input centers, the Edit and Update Phase can route the control reports back to a remote entry site.

To accomplish this, CFM1 and CFM2 have been added to the first Group Header Record. The Edit and Update Phase creates a separate output print image file each time a new value is read. These output print image files can be routed to remote locations through specific spooling systems.

For detailed information on report routing, refer to the *Genesys System Manual*.

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**Initiate the 00 Run Control Transaction**

The 00 Run Control Transaction is processed with each run of the Edit and Update Phase. You can specify the Run Control Transaction to run in BYPASS mode. BYPASS mode skips over Program 050 and performs all functions except calculations and updating of the Master Database. BYPASS mode is used to check for input errors prior to processing.

**To initiate the 00 Run Control Transaction online**

2. Select the type of processing you require from the menu. The types of processing are listed below.

<table>
<thead>
<tr>
<th>Select</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Use existing batch parameters.</td>
</tr>
<tr>
<td>F2</td>
<td>Release all batches - delete none.</td>
</tr>
<tr>
<td>F3</td>
<td>Release and delete all batches</td>
</tr>
<tr>
<td>F4</td>
<td>Delete all batches - release none.</td>
</tr>
<tr>
<td>F5</td>
<td>Release designated cycles - delete none.</td>
</tr>
<tr>
<td>F6</td>
<td>Release and delete designated cycles.</td>
</tr>
<tr>
<td>F7</td>
<td>Delete designated cycles - release none.</td>
</tr>
</tbody>
</table>

**Result:** Depending on the processing you selected, one of the Release screens displays.

**Note:** The *Cycles to Process* field only appears on the Release screens if you chose to release a designated cycle. All of the other fields appear on all of the Release screens.
3. **Cycles to Process** - Type the number of the cycle you want to release for processing.

4. **Delay Processing By 00 Hours 00 Minutes** - To postpone processing, type the delayed time. The default is 00 hours and 00 minutes.

5. **Run Bypass** - To run in Bypass mode, type a Y; to run in Normal mode, type an N.

   **Bypass** skips Program 050 and performs all functions except calculations and updates to the Master Database. Running in Bypass mode is helpful when large amounts of transaction data must be input to the system. With the system in Bypass mode, as many passes can be made as are necessary to obtain clean edit; therefore, execution time is saved.

   **Normal** performs all Edit and Update Phase functions, including calculations and updates to the Master Database.

6. **Tran Proof** - To print the Transaction Proof Report, type a Y; if you don’t want the report to print, type an N. The default is Y.

7. **Error List** - To print an error list, type a Y; if you don’t want an error list printed, type an N. The default is Y.

   For an illustration of the 00 Transaction need to run an Edit and Update Phase, see 00 Tran. – Prepare for Edit and Update Phase.

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**Create the 60 Group Control Transaction**

The purpose of the 60 Group Control Transaction is to identify the date and processing type for the Edit and Update Phase. You must enter a group Control Transaction (60 transaction) for each group being processed in an Edit and Update Phase. If you do not enter a group Control Transaction, the Edit and Update Phase will terminate.

Active status will process all transactions. Use the New Calendar fields NCNO, NCQR, and NCYR to indicate when to clear accumulation fields. Based on the processing date you enter, a GenCalc calculates what type of calendar fields should be processed using the calendar entries on the CTL Table.

**Online**

1. Access the Edit and Update Control Transaction screen.

2. **Group Key** (CTRN) - Type the six-digit TRAN key number (CTRN) for the group that is being updated.

3. The **Current Pay Period Ending Date** (CEDT) - Type the date when the current processing period ends in MM-DD-CCYY format.

4. Enter **Sequence Number** (60 00 23) - Always displays 00.

5. **Date of Pay** (60 00 33) - Type the payment date in MM-DD-CCYY format.

6. **NCNO - New Calendar Period** (NCNO) (NCMO) - Type either NCNO to indicate the start of the new accumulation period (usually indicates a new month) or leave the field blank. For detailed
information on NCMO, see the Special Processing Periods Table in this chapter.

7. **Earnings Schedule** (60 00 65) - Use this four-character field to indicate the earnings schedule for earnings. See Deductions Schedule for a description of this field.

8. **NCQR - New Calendar Quarter** (NCQR) - Type either NCQR to indicate the start of the new calendar quarter or leave the field blank. For detailed information on NCQR, see the Special Processing Periods Table in this chapter.

9. **Deductions Schedule** (60 00 41) - Use this four-position numeric field to indicate the payment schedule for deductions. You must type a value from 1-5 in the first position of the field, otherwise the entire field defaults to 1234. If you type a value from 1-5 in the first position but leave a subsequent position blank, or type an invalid value (that is, not 1-5), the value you typed in the preceding position is repeated for that position also.

For example:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Used for posting deductions for the current payment cycle and also for the 4th and 8th vacation cycles (if applicable).</td>
</tr>
<tr>
<td>2-4</td>
<td>Use positions 2-4 for the 1st through 3rd and 5th through 7th vacation cycles; you can also use position 2 for the 9th vacation pay cycle (if applicable).</td>
</tr>
</tbody>
</table>

10. **NCYR - New Calendar Year** (NCYR) - Type either NCYR to indicate the start of the new calendar year or leave the field blank. For detailed information on NCYR, see the Special Processing Periods Table in this chapter.

11. **Processing Status** (CSTT) - Type the processing status for the cycle. For detailed information on CSTT, see the Group Processing Status (CSTT) Values table in this chapter.

12. **New Labor Cost** - This section of the screen contains the following two fields:

   **NJFP** - Group Period (NJFP) - Type either NJFP in this field to start a new group period or leave the field blank.

   **NJFY** - Fiscal Year (NJFY) - Type either NJFY in this field to start a new fiscal year or leave the field blank.

13. **Pay Begin Date** - This date is optional. You may specify the date when the pay period will begin.

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**Deferred**

For an illustration of the 60 Transaction, *60 Tran. – Activate a Group Record.*

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**Input Transaction Log**

The purpose of the Input Transaction Log is to list every input transaction exactly as it was read by the system.
On-line transactions are printed with their own batch and sequence numbers (located on the right side of this transaction log) that can be used to locate input problems. Error messages refer to these sequence numbers. The sequence numbers are assigned by the system, but you can override them by submitting a 00 Run Control Transaction immediately preceding the batch of transactions for which the sequence numbers are to be overridden. The sequence number entered in the Sequence Number field on the 00 Run Control Transaction is assigned to the next transaction. The new sequence number is incremented by 1 for each successive transaction. If the sequence numbers are not overridden, sequence number 000001 is assigned to the first transaction and each subsequent transaction is incremented by 1.

**Formatting the Report**

**Online**

No online formatting can be performed.

**Deferred**

Refer to Program 010 in the *Genesys System Manual* to indicate the function you want executed or the message to be printed.

**Producing the Report**

The Input Transaction Log is automatically produced when the Edit and Update Phase is run. A total count of transactions is given at the end of the report. If a 60 Control Transaction is not present, the following message prints on the last line of the report and the rest of the Edit and Update Phase is not executed.

*No Valid Control Transaction Found*

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**Producing a Transaction Proof Report**

The Transaction Proof Report provides a listing of all the transactions processed for each employee during the current pay cycle, and indicates whether any of those transactions are in error.

Use the Transaction Proof Report to verify each employee transaction; those transactions that are incorrect or that require special attention for flagged with asterisks. The asterisks indicate warning messages (*), insertion of default values (**), and/or notification of critical errors (**). In addition, the system also prints descriptive error messages.

The Transaction Proof Report is sorted by TRAN Key. The first transaction to be printed for each group is the 60 Transaction (Group Control Transaction). Next, all other group-level transactions are sorted in order by transaction code number. Following the group information, all employees for whom activity was processed, are sorted in order by employee key, then transaction code and subcode.

**Formatting the Report**

The following group-level fields can be established to affect the way reports are produced for that group.
### CHGE (Print And Count Mass Changes) - PECE 01/TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No, print MASS CHANGE message.</td>
</tr>
<tr>
<td>1</td>
<td>Yes, print standard CHANGE message for each individual affected.</td>
</tr>
</tbody>
</table>

### CSKP (New Page At Group Only) - PECE 01/TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Start new page at Master Database key, change at positions 1-L (high-level key, except individual key).</td>
</tr>
<tr>
<td>1</td>
<td>Start new page at Master Database key, change at positions 1-K (group).</td>
</tr>
</tbody>
</table>

### CBAD (Suppress Error Message And Count on Zero Net Pay) - PECE 01/TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Error message, add to error count.</td>
</tr>
<tr>
<td>1</td>
<td>Warning message, do not add message to error count.</td>
</tr>
<tr>
<td>2</td>
<td>Do not print message, do not add to error count.</td>
</tr>
</tbody>
</table>

### CGEN (Deferred CE Procedures) - TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Do not print deferred CE fields.</td>
</tr>
<tr>
<td>1</td>
<td>Print deferred CE fields.</td>
</tr>
</tbody>
</table>

### CN05 (Option to Compare Net Pay) - TC72

Type the CM field that contains either

- a numeric value to be used as the minimum value for NETP
- an individual-level data element that contains the minimum value

### Submitting the Report

**Online**

Type either Y (yes) or N (no) in the Tran Proof field of the Release screen you are using to execute the Edit and Update Phase. For information on the Release screens, see the *Initiate the 00 Run Control Transaction* section in this chapter.

**Deferred**

Input either 0, 1 or 2 in the Error Reports field (position 48) of the 00 Run Control Transaction when you execute the Edit and Update Phase.

<table>
<thead>
<tr>
<th>Blank or 0</th>
<th>Do not produce error listings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Produce error listings only.</td>
</tr>
</tbody>
</table>

**Note:** To see an illustration of the 00 Transaction Format for deferred processing, refer to the *Transaction Layout Booklet.*
Producing a Transaction Proof Errors Report

The purpose of the Transaction Proof Errors Report is to list any erroneous transactions and their associated error messages. The severity of the error can be determined by the number of asterisks preceding the message. The number of asterisks and what they represent, are listed below:

<table>
<thead>
<tr>
<th>Asterisks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>A warning only.</td>
</tr>
<tr>
<td>Two</td>
<td>A default value has been assumed.</td>
</tr>
<tr>
<td>Three</td>
<td>The error is critical; the transaction must be re-entered.</td>
</tr>
</tbody>
</table>

For detailed descriptions of each error message displayed on this report, see the System Messages chapter.

Formatting the Report

CHGE (Print And Count Mass Changes) - PECE 01/TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No, print MASS CHANGE message.</td>
</tr>
<tr>
<td>1</td>
<td>Yes, print standard CHANGE message for each individual affected.</td>
</tr>
</tbody>
</table>

CSKP (New Page At Group Only) - PECE 01/TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Start new page at Master Database key, change at positions 1-L (high-level key, except individual key).</td>
</tr>
<tr>
<td>1</td>
<td>Start new page at Master Database key, change at positions 1-K (group).</td>
</tr>
</tbody>
</table>

Producing the Report

Online

Type either Y (yes) or N (no) in the Error List field of the Release screen you are using to execute the Edit and Update Phase. For detailed information about the Release screens, see the Initiate the 00 Run Control Transaction section in this.

Deferred

Input either 0, 1 or 2 in the Error Reports field (position 48) of the 00 Run Control Transaction when you execute the Edit and Update Phase.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Do not produce error listings.</td>
</tr>
<tr>
<td>1</td>
<td>Produce error listings only.</td>
</tr>
</tbody>
</table>

Note: To see an illustration of the 00 Transaction Format for deferred processing, refer to the Transaction Layout Booklet.
Producing a Group/Labor Cost Change Report

Note: This report is also referred to by two other names: Group/Archive Change Report and Budget Center/Change Report. All other information regarding the report applies.

The purpose of the Group/Labor Cost Change Report is to list all transactions pertaining to a group. This report is produced:

- Only when there are group-level transactions.
- After all Edit and Update Phase transactions have been processed against the Master Database.

Transactions are listed in Master Database sequence and reflect the processing sequence of transactions within the system. For example, a 40 transaction is always processed and displayed on the report before a 72 transaction. The only exception to the processing sequence rule is the 60 Group Control Transaction. The 60 Group Control Transaction always processes first and is listed on the report first.

Group-level mass change transactions are listed on the Group/Labor Cost Change Report even though they technically apply to individual records. Changes are listed on the report following group-level changes.

Note: If no group transactions are entered, the 60 Group Control Transaction prints on the Transaction Proof Report, and the Group/Labor Cost Change Report is not produced.

Formatting the Report

No formatting can be performed on the Group/Labor Cost Change Report.

Producing the Report

Online

CRPT (Print Group/Labor Cost Change Report - use the General Changes Screen)

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Do not print the Group/Labor Cost Change Report.</td>
</tr>
<tr>
<td>1</td>
<td>Print the Group/Labor Cost Change Report.</td>
</tr>
</tbody>
</table>

Deferred

Input either 0, 1 or 2 in the Error Reports field (position 48) of the 00 Run Control Transaction when you execute the Edit and Update Phase.

| Blank or 0 | Do not produce error listings.                  |
| 1           | Produce error listings only.                    |

Note: To see an illustration of the 00 Transaction Format for deferred processing, refer to the Transaction Layout Booklet.
Producing a Group/Labor Cost Change Errors Report

The purpose of the Group/Labor Cost Change Errors Report is to list only group record transactions that contain errors.

Formatting the Report

No formatting can be performed on the Group/Labor Cost Change Errors Report.

Producing the Report

Online

CRPT (Print Group/Labor Cost Change Errors Report - use General Changes Screen)

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Do not print the Group/Labor Cost Change Report.</td>
</tr>
<tr>
<td>1</td>
<td>Print the Group/Labor Cost Change Report.</td>
</tr>
</tbody>
</table>

Deferred

Input either 0, 1 or 2 in the Error Reports field (position 48) of the 00 Run Control Transaction when you execute the Edit and Update Phase.

| Blank or 0 | Do not produce error listings.                       |
| 1           | Produce error listings only.                         |

Note: To see an illustration of the 00 Transaction Format for deferred processing, refer to the Transaction Layout Booklet.

Producing a Totals Recap Report

The purpose of the Totals Recap Report is to summarize group activity within the current cycle. Information is reported for the group, for every intermediate key within the group, and for the super group.

Note: The Totals Recap Reports are not printed for groups in Inactive status (CSTT=I).

Formatting the Report

CHGE (Print And Count Mass Changes) - PECE 01/TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No, print MASS CHANGE message.</td>
</tr>
<tr>
<td>1</td>
<td>Yes, print standard CHANGE message for each individual affected.</td>
</tr>
</tbody>
</table>

CSKP (New Page At Group Only) - PECE 01/TC72

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
</table>
Start new page at Master Database key, change at positions 1-L (high-level key, except individual key).

Start new page at Master Database key, change at positions 1-K (group).

### Producing the Report

The Totals Recap Report is system-generated. Program 055 prints a Totals Recap Report for each major TRAN key group of individual records that are not in inactive or transfer processing status, if transaction activity has occurred during the current period.

### Producing a Trial Balance Report

**Note:** The Trial Balance Report is specific to the Benefit Payments application.

The Trial Balance Report follows the Totals Recap Report. The Trial Balance Report lists the current and year-to-date balances for CE and CD Categories for each individual that was active at the time the Edit and Update Phase was run. This report also lists the gross amount, total deductions, and net payment of each check that was produced during the Edit and Update Phase.

The Trial Balance Report is sorted by group number. Within each group number, the report is also sorted by location.

### Multiple Listings

On occasion, an individual may be listed on the Trial Balance Report multiple times. Multiple listings occur when several different transactions are processed against an individual during the same Edit and Update Phase.

When several different transactions are processed, they are listed on the report in order by transaction code number.

For example, if an individual had the following transactions processed against their record:

- a 52 Transaction (to produce a payment),
- a 72 Transaction (to change their name), and
- a 90 Transaction (to produce a special payment),

the payments would be listed in order by transaction code. Therefore, the data associated with the 52 Transaction would be listed on the report prior to the 72 Transaction data and the 52 Transaction would display a different individual name, though the individual’s key would remain the same.

All payments listed after the 72 Transaction would display the individual’s new name.

### Data Overflow

Some individuals may participate in numerous CE and CD Categories. When an individual with numerous CE and CD listings is printed at the top of a page, you will be able to see all of their listings in a glance. However, when an individual with
numerous listings is printed at the bottom of a page, the CE and CD listings will flow
over to the following page. Please note that the following page does not redisplay the
individual’s name, record ID, etc. When data flows over, it is necessary to turn back
to the previous page to identify the individual.

**Totals for Location**

Following each group of individuals within a location within a group, the Trail
Balance Report contains a section labeled **TRIAL BALANCE TOTALS** and
**TOTALS FOR LOCATION**. This section lists the current payment totals as well as
the current and year-to-date CE and CD Category totals for the location.

The year-to-date totals *do not* include all individuals within a location; the year-to-
date totals *only* include those individuals that were active at the time the Edit and
Update Phase was run

**Totals for Group**

Following each group of individuals within a group, the Trail Balance Report
contains a section labeled **TRIAL BALANCE TOTALS** and **TOTALS FOR
GROUP**. This section lists the current payment totals as well as the current and
year-to-date CE and CD Category totals for the entire group, including all locations
within a group.

The year-to-date totals *do not* include all individuals within a group; the year-to-date
totals *only* include those individuals that were active at the time the Edit and Update
Phase was run.

---

**Producing a Deduction Not Taken Report**

The purpose of the Deduction Not Taken Report is to list the deductions that were
not deducted from an individual's pay check due to insufficient net pay.

**Formatting the Report**

Formatting cannot be performed on the Deduction Not Taken Report.

**Producing the Report**

This report is system-generated when at least one deduction was not taken in the
current period.

---

**Producing a Deduction Arrears Report**

The Deduction (Arrears) Recovery feature lets you accumulate deductions that
cannot be taken during a given pay period and allows recovery of these amounts
during the running of subsequent pay cycles. Recovered arrears is added to the
regular deduction for the current pay period and does not appear as a distinct entity
on checks or registers.
Producing the Report

Arrears calculations are triggered by entering a two-digit arrears code in the Arrears Recovery field (positions 11 and 12) of every deduction category to which you intend to apply the deduction recover feature. The two-digit code functions in a similar manner to the type/limit code and provides you with several options. If an arrears code is not entered, the system defaults to 00.

In the first position of the Arrears Code field, type one of the following values to indicate how the system should process deductions.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Take available, leave the rest (do not accumulate).</td>
</tr>
<tr>
<td>1</td>
<td>Take nothing and store the amount in the DC field.</td>
</tr>
<tr>
<td>2</td>
<td>Take available, store the rest in the DC field.</td>
</tr>
</tbody>
</table>

In the second position, type one of the following values to indicate how the system should recover the deduction.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Do not recover.</td>
</tr>
<tr>
<td>1</td>
<td>Recover all, only if all can be taken.</td>
</tr>
<tr>
<td>2</td>
<td>Recover available.</td>
</tr>
<tr>
<td>3</td>
<td>Recover the percentage of the DC field with a minimum (the DC field contains the percentage and the minimum).</td>
</tr>
<tr>
<td>4</td>
<td>Recover the dollar amount in the DC field.</td>
</tr>
<tr>
<td>5</td>
<td>Recover all of the DC field, up to the percentage in the DD field of the amount in the OD field.</td>
</tr>
</tbody>
</table>

Billing Charge Transactions

The purpose of the Billing Charge Transaction is to report the amount of payroll activity during the current pay cycle. These transactions can be input to a billing system if billing for processing is to occur at the group level.

Program 055 automatically produces Billing Charge Transactions when:

- The group is in active, conversion, or special status.
- A group number (CBIL) has been entered.

The transactions are produced at the group-level in the following format:
Producing an Audit Report

The purpose of the Immediate Transactions Audit Report is to give a before and after image of the Master Database record that was updated with immediate change transactions. It also includes the number of the Suspense File batch that was open when the update record was created.

The Immediate Transactions Audit Report is produced through Program AUD. This program can be run at any time with various selection and sequencing options.

Formatting the Report

You can list the Audit File records selected by date stamp, from and to a particular date, and sequenced by operator or group. The format of the Control Transaction within Program AUD is:

<table>
<thead>
<tr>
<th>Position</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-8</td>
<td>MMDDCCYY</td>
<td>The from date. Transactions with this date or later are selected.</td>
</tr>
<tr>
<td>9</td>
<td>blank</td>
<td>Not used.</td>
</tr>
<tr>
<td>10-17</td>
<td>MMDDCCYY</td>
<td>The to date. Transactions with this date or earlier are selected.</td>
</tr>
<tr>
<td>18-21</td>
<td>blank</td>
<td>Not used.</td>
</tr>
<tr>
<td>22</td>
<td>Y or N</td>
<td>Y = Sort by operator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N = Sort by group.</td>
</tr>
</tbody>
</table>
Producing the Report
The Immediate Transactions Audit Report is automatically produced through Program AUD for the groups selected to process during an Edit and Update Phase.

Producing Record Count Reports
The purpose of the Record Count Reports is to detail counts, conditions, and any errors that occurred during the execution of Programs 053 and 054. The reports produced are:

- Generate Archive Files for Edit and Update Phase Report, produced by Program 053.
- Delete Audit and Control Records Edit and Update Phase Report, produced by Program 054.

Formatting the Reports:
No formatting can be performed.

Producing the Reports:
Record Count Reports are automatically produced through Programs 053 and 054.