Fiscal Officer Reference Guide

Troubleshoot RStars Issues in eMMA

Overview

Occasionally, batches get stuck in RStars after the transmittal is sent. This Quick Reference Guide (QRG) discusses several ways that things can get stuck and how to find the answers. It provides access to the RStars manual and points out key areas in the manual that can help resolve issues in RStars.

All RSTARS reports including the three in this document, can be viewed in ViewDirect (VD). Agency finance personnel have access to the reports. Users (who have VD username) can request report via email in a PDF or text->Excel option. Click this link for more information https://doit.maryland.gov/support/Pages/FMIS.aspx

NOTE: For best results, use the Google Chrome browser to access eMMA.

If you need help at any time, please reach out to the eMMA helpdesk at emma.helpdesk@maryland.gov.

Step-by-Step Instructions

Reviewing the RStars Reports

When batches or documents are rejected, the agency receives one of two reports depending on the severity of the rejection. These two reports check the files for formatting issues.

Interfaced batches may be rejected due to:

- Unbatched accounting transactions
- Duplicate documents or batch headers
- Invalid effective dates

The Reports

- **QAFR372R** Interface Dataset Reject

```
REPORT:QAFR372R   VERSION:20130708 222454 HIERARCHY CODE:U00CNTL01              PAGE:     1    ROW:  1   COL:  1
QAFR372R U00 CNTL 01*************************AGENCY INTERFACE - REJECTED FILE*******************AGCY NUMBER    U00
                                                                                                  AGCY PAGE       01
07/08/13 (18.43) CYCLE 5012 ******************************************************************************RUN PAGE       01
*****************************************************************************************************************
---------TRANS ID--------              DATA ERROR        MESSAGE
U00  07/08/13 1 001 00001              U00201207081      INVALID DETAILS FOR HEADER REC
```

  - This report displays an integration Transaction ID that due to some type of data error will not be processed as part of the nightly batch cycle.
  - Only the first Transaction ID in error is displayed per dataset.

- The report provides the Transaction ID and Error Message.

  NOTE: One data error will result in the rejection of the entire dataset. Agencies must correct and resubmit incorrect data.

- **DAFR2021** Batch Document Tracking Update

```
REPORT:DAFR2021   VERSION:20130711 215030 HIERARCHY CODE:M39CNTL01              PAGE:      1    ROW:  1   COL:  1
DAFR2021 M39 CNTL 01          ****** DHMH - LOCAL HEALTH DEPT INTERFACE        **********************AGCY NUMBER    M39
                              BATCH DOCUMENT TRACKING UPDATE                                          AGCY PAGE
07/11/13 (18.45) CYCLE 5015 ***********************************************************************************RUN PAGE        9


--------TRANS ID--------   --DOCUMENT ID--  APPR  ---------ENTERED--------  --------COMPUTED--------  MESSAGE
                                            FUND  COUNT        AMOUNT  COUNT          AMOUNT

M39  06/26/13 4 011 00000                                                                          BATCH REJ - ID NOT UNIQUE
M39  06/26/13 4 011 00000                                 121       142,564.34    121       142,564.34  BATCH REJECTED
```

  - This report tracks all batches and documents that are integrated into the R*STARS system.
  - It displays the Transaction ID, Document ID, Entered Count and Amount and Computed Count and Amount and, if necessary, a message related to why the batch was rejected.
  - Typically it checks for duplicate files.

If you don't see your files here, check the next error screen below.

DAFR2151

After the overnight batch cycle, those transactions that didn't meet edit and funding requirements do not post to the financial tables and remain on the Internal Transaction (IT) file until corrected. These batches must be corrected and balanced and resubmitted for processing in another batch cycle.

Batches in error can be viewed on the **DAFR2151** Error Report. This control report displays all the transactions that were processed in the previous nightly batch cycle that encountered warning or fatal errors.

Fatal errors on the DAFR2151 indicate that the transactions have been placed on the Internal Transaction (IT) file and will require correction and resubmission to the next night's batch cycle before these transactions can be processed.

Warning errors on the DAFR2151 simply alert the user to the condition, they do not impede processing and the transactions will not remain on the IT file.

The Report lists:

- Transaction ID (Batch Agency, Batch Date, Batch Type, Batch # and Sequence #).
- Detailed elements of the transaction
- Transaction amounts
- Errors code(s)
- Description of the error code(s)

```
REPORT:UTRN      VERSION:20130710 204727 HIERARCHY CODE:DAFR2151              PAGE:     1    ROW:  1   COL:  67
UTRN DAFR2151 CNTL 01          ****** UAT TRAINING AGENCY                  **********************AGCY NUMBER    TRN
                                    R*STARS ERROR REPORT                                          AGCY PAGE          1
07/10/13 (19.59) CYCLE 5216 ***********************************************************************************RUN PAGE           1

---------TRANS ID--------      USER ID  TID   EFF DT  AY DMI C/I TC  M R AGY  RTI   INDEX    TRANSACTION AMOUNT CODE     DESCRIPTION
                              APPN# FUND   PCA  COBJ AOBJ PROJ #/PH GRANT#/PH  SUB GRANTEE
                              --AGY CD 1 2 3--  GL / AGY GL  MULTI CODE   VENDOR NO/MC
                                          VENDOR NAME                  IRS
                              INVOICE NO     INV DT   DOC DATE DOC AGY CUR DOC/SFX  REF DOC/SFX
                              DUE DT  SERV DT   WARR NO PDT PROPERTY #   D/I NO  FO  CONT #
                              PT BANK NUMBER  DISC DT  TRM PEN DT TRMS INT PENALTY AMOUNT

TRN 07/09/13 5 001 00002  A60M23   FTB8 07/09/13 14          413      TRN       BLANK          100.00          K21 CUM APPN OVEREXPEND
                          A0001 0003 10016 0101 0808                                                          FL1 CUM APPN OVRBDG ACC


                                                  07/09/13      TRN   JE000002 001

                                                                  0.000          .00
TRN 07/10/13 5 002 00004  A60M23   FRC3 07/10/13 14          413      TRN       BLANK          100.00          K21 CUM APPN OVEREXPEND
                          A0001 0005 11015 0101 0101                                                          FL1 CUM APPN OVRBDG ACC


                                                  07/10/13      TRN   JE000010 001

                                                                  0.000          .00
```

Next Steps

See pages **18-25** of the manual to see instructions for resolving issues.

If you need to delete an entry in a batch see pages **54-58** in the manual.

If you want your reports emailed to you, click the link below and follow the instructions.
https://doit.maryland.gov/support/Pages/FMIS.aspx

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