Work
Instruction

Batch Error Reject Listing

When to Use

This report is most commonly used to view the details of transactions that rejected from a batch processing job. This report should be used by individuals responsible for reviewing and/or clearing batch errors.
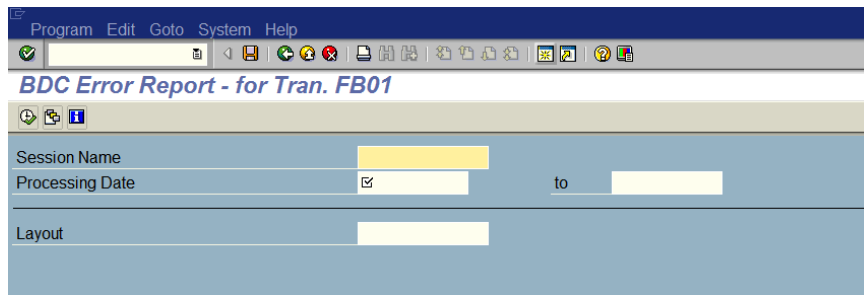
Report Functionality

- Detailed view of transactions that were unable to post in a batch job, including the error message. Report can be downloaded into excel for easy manipulation.

Detailed Procedures

Access the transaction using:

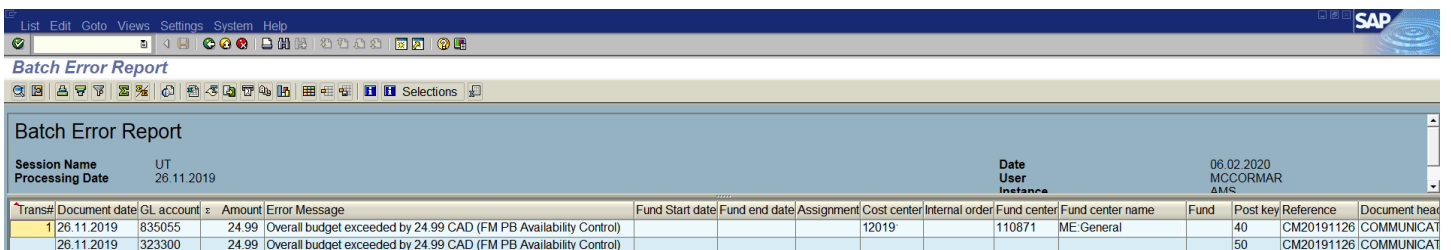| Menu	Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Special Purpose Reports >> Reject Listing for Batch Errors
Transaction code	ZFIR050

Selection screen:

Field Name	Required (R) / Optional (O)	Description of Field Content
Session Name	R	Enter the name of the batch session you are interested in.
Processing Date	R	Enter the date or range of dates you wish to report on. The processing date is the date the batch was processes or executed in SAP.
Layout	O	Previously saved report output that can be used to present financial data in a specific order.

Click to execute the report.

Output Screen

Report Details

Item	Description
Trans #	The error batch transaction number for each line is shown here.
Document Date	The document date is shown here.
GL Account	The general ledger account from the original entry is shown here.
Amount	The amount of the entry that attempted to post is shown here.
Error Message	The reason why the transaction did not post is given here. The messages are usually related to budget exceeded or an invalid fund for a particular date. Please note that some errors are unavailable.
Fund Start Date	The fund start date, if applicable from the fund master record is shown here.
Fund End Date	The fund end date, if applicable from the fund master record is shown here.
Assignment	Any text that will appear in the assignment field when the transaction is posted is shown here. If this field is blank, the system will enter the posting date in this field.
Cost Center	The cost center, if any, that the transaction attempted to post to is shown here.
Internal Order	The internal order, if any, that the transaction attempted to post to is shown here.
Funds Center	The funds center, if any that the transaction attempted to post to is shown here.
Funds Center Name	The full name of the funds center, if any from the funds center master record is shown here.
Fund	The fund number, if any, that the transaction attempted to post to is shown here.
Post Key	The post key indicates if the transaction is a debit or credit.
Reference	The text for the reference field when the transaction is processed is shown here.
Document Header Text	The text that will appear in the document header, if any will be shown here.
Line Item Text	The line item text, if any, will be shown here.
Batch Date	The date that the batch was created is shown here.
Batch Time	The time when the batch was created is shown here.
Line Item Number	The item number for each line is shown here.

For more information about the report toolbar, please see the **Line Item Functionality** reference guide.

For instructions on how to download this report, please click **here** .

End of Procedure.

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