

Section H**June 2021****Cost Allocation System (CAS) Element Errors**

The Cost Allocation System (CAS) is currently used by DSHS (3000) and HCA (1070) for their federal programs. The system has special tables that need to be maintained on a daily basis to correctly distribute State, Federal and Local funding. (Error code explanations and suggestions will be updated as we work through the CAS system.)

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=== AFRS =(TM.6)===== CAS TABLES MAINTENANCE MENU ===== C105P170 ===
TR: _____

      1 -- EDIT-1                (D72)
      2 -- EDIT-2                (D65)
      3 -- MOS CONTROLS          (D93)
      4 -- YEAR-END PROG INDEX  (D71)
      5 -- YEAR-END ORG INDEX   (D74)

      A -- ALLOC SCHEDULE        F -- COST OBJECTIVE
      B -- ALLOC BASE            G -- ALLOC SCHEDULE LINK
      C -- BASE ELEMENT          H -- SEQUENCE LIST
      D -- BASE SEQUENCE         I -- AI CROSSWALK
      E -- ALLOC METHODOLOGY     J -- BASE ELEMENTS UPDATE
                                   R -- REPORTS

                                SELECT FUNCTION: _

                                F1=EDIT-1, F2=EDIT-2, F4=MOS, F5=D71, F7=D74

                                F3=RETURN, F12=MESSAGE, CLEAR=EXIT

```

HA0 – DUPLICATE ELEMENT ENTERED

Explanation: When using the Table Upload process the Action is A = Add the same record cannot exist on the table.

Suggestion: Verify the element entered needs to be added.

HA1 – DUPLICATE METHOD ENTERED

Explanation:

Suggestion:

HA2 – FM CAN ONLY BE CURRENT FM + 1

Explanation:

Suggestion:

HA3 – METHOD USED BY BASE, DELETE NOT ALLOWED

Explanation:

Suggestion:

HA4 – MEDOD USED, TYPE CHANGE NOT ALLOWED

Explanation:

Suggestion:

HA5 – ELE/SEQ DELETE NOT ALLOWED, USE BASE DELETE

Explanation:

Suggestion:

HA6 – FISCAL MONTH CANNOT BE IN THE FUTURE

Explanation:

Suggestion:

HA7 – TARGET BASE CANNOT BE SAME AS ELEMENT BASE

Explanation:

Suggestion:

HA8 – ADD NOT ALLOWED IF BASE EXISTS IN FM 24

Explanation:

Suggestion:

HA9 – CHANGE NOT ALLOWED IF BASE EXISTS IN FM 24

Explanation:

Suggestion:

HB0 – DELETE NOT ALLOWED IF BASE EXISTS IN FM 24

Explanation:

Suggestion:

HB1 – FROM & TO MUST BE EQUAL TO FM 24 VALUE (FM22)

Explanation:

Suggestion:

HB2 – DUPLICATE SCHEDULE LINK ENTERED*Explanation:**Suggestion:***HB3 – PRIOR FM NOT ALLOWED WHEN PRIOR IS CLOSED***Explanation:**Suggestion:***HB4 – FM24 ADD NOT ALLOWED WHEN NEXT FM BASE EXIST***Explanation:**Suggestion:***HB5 – PRIOR CLOSED FISCAL MONTHS NOT ALLOWED***Explanation:**Suggestion:***HB6 – STIMULUS FLAG MUST BE Y OR N***Explanation:**Suggestion:***HB7 – FED STIMULUS APPROP TYPE IS 8, N, U OR Y***Explanation:**Suggestion:***HB8 – FED ENTR STIM FED OR FED/ST ENTR STIM FED ST***Explanation:**Suggestion:***HC1 – INVALID FEDERAL PERCENT**

Explanation: An invalid percent was entered into the Cost Objective table, TM.6.F. Make sure that a decimal has two numeric digits after it and three numeric digits in front of it. Example: 75% = 75.00 or .25% = 0.25

Suggestion: 1. Enter a valid percentage.

HC2 – USED=Y, FED%/MAJGRP/MAJSRC/SUBSRC MATCH CHG

Explanation: When using the Table Upload process to change a Cost Objective record and the USED flag = “Y”, then the Federal Percentage, Major Group, Major Source and Sub-Source must match the record. Fields available for change are:

- Title
- Inactive FM
- Inactive Override (Required)
- Requested By (Required)

Suggestion: Enter the correct information into the following fields.

1. Federal Percentage
2. Major Group
3. Major Source
4. Sub-Source

HC3 – PI REQUIRED

Explanation: The Program Index entered must exist in the PI Table.

Suggestion:

1. Enter a valid Program Index Code; or
2. Enter the PI into the Program Index Table.

HC4 – PI RESTRICT NOT = SPACE

Explanation: PI Restrictor code must be blank. PI’s entered that have an A or I in the restrictor field are not allowed.

Suggestion: Enter a PI that has a SPACE in the restrictor field.

HD0 – INVALID CATEGORY – ONLY B OR E VALID

Explanation: When using the Table Upload process an invalid category was entered into the upload spreadsheet for the Base Element table, TM.6.C. Make sure category is B = Base or E = Element. No other value is valid.

Suggestion: Enter a valid category.

HD1 – BASE TYPE MUST BE ‘M’

Explanation: When using the Table Upload process an invalid Base Type was entered into the upload spreadsheet for the Base Element table, TM.6.C. The only valid Base Type for the Table Upload process is M = Manual. No other value is valid.

Suggestion: Enter a valid base type.

HD2 – BASE MUST BE ROLLED

Explanation: When using the Table Upload process the Base must be marked as eligible to roll.

Suggestion: Set the ROLL FLAG to 'Y' on the TM.6.B screen.

HD3 – ONLY AMT FIELD ALLOWED TO BE CHANGED ON BASE

Explanation: When using the Table Upload process the only field within the Template that can be updated for the BASE is the amount field for the Base Element table, TM.6.C. No other field can be modified.

Suggestion: Change BASE back to original values and then modify only the amount field.

HD4 – NO ELEMENTS SENT FOR BASE

Explanation: When using the Table Upload process the Base Record must have all related elements on the Base Element table, TM.6.C. Cannot submit a Base Record without all of its Elements.

Suggestion: Enter all valid elements for the Base.

HD5 – NUMBER OF ELEMENTS DO NOT MATCH AFRS

Explanation: When using the Table Upload process the Base Element table, TM.6.C, the number of element records entered must be the same, excluding Add's, as in AFRS. Base Record must have all related elements.

Suggestion: Enter all valid elements for the Base.

HD6 – BASE AMOUNT DOES NOT MATCH ELEMENT TOTAL AMT

Explanation: When using the Table Upload process on the Template the Base total dollar amount must match the Element total amount when added up.

Suggestion: Verify the dollar amounts entered into either the Base or Elements. Make the appropriate updates and resubmit.

HD7 – NO BASE SENT FOR ELEMENTS

Explanation: When using the Table Upload process to add , change or delete on the Base Element table, TM.6.C, the related Base record must be entered. Cannot submit Elements without Base record.

Suggestion: Enter valid Base record.

HD8 – ACTION DID NOT CHANGE FIELDS

Explanation: When using the Table Upload process and using the action of C = Change the Cost Objective, Target Base or Amount column of the element record must not match the AFRS file. Change action cannot be completed.

Suggestion:

1. Change at least one of the following:
 - Cost Objective
 - Target Base
 - Amount
2. Change action to X=No Change.

HD9 – CANNOT MAKE CHANGES FOR ACTION X OR D

Explanation: When using the Table Upload process and using the action of X = No Change or D = Delete, the Cost Objective, Target Base, Amount column of the element record must all match the AFRS file. Action cannot be completed.

Suggestion:

1. Change fields to match the information in AFRS.
2. Change action to C = Change.

HE0 – AMOUNT FIELD NOT VALID

Explanation: When using the Table Upload process for updating the Base Element (TM.6.C) the amount field allows whole dollars of 11 numeric characters and the decimal allows for two numeric characters. (Note: System allows for Negative sign that is not part of the amount characters and will be placed in the first position on the TM.6.C table.)

Suggestion: Verify the amount entered in the amount field.

H01 – BIENIUM MUST BE CURRENT, PRIOR OR NEXT ONLY

Explanation: When entering data into the Base Element (TM.6.C) screen you can only enter the Current Fiscal Month, Prior Fiscal Month or Next Fiscal Month.

Suggestion: Change the Fiscal Month to either Current, Prior or Next.

H02 – MUST ENTER FM

Explanation: When entering data into the Base Element (TM.6.C) screen you must enter a fiscal month.

Suggestion: Enter the appropriate fiscal month.

H03 – INVALID FM – ENTER 01 THRU 24 ONLY

Explanation: When entering data into the Base Element (TM.6.C) screen you can only enter Fiscal Month 01 through 24. 99 or 25 are not valid.

Suggestion: Change the Fiscal Month to one of the valid Fiscal Months of 01 through 24.

H04 – MUST ENTER SCHEDULE – BOTH PRG/GROUP REQ'D

Explanation:

Suggestion:

H05 – COST OBJECTIVE OR BASE MUST BE ENTERED

Explanation: When using the Table Upload or Online process for updating the Base Element (TM.6.C) the Base and Cost Object fields cannot be empty.

Suggestion: Enter the Base or Cost Object into the appropriate field.

H06 – MUST ENTER SCHEDULE TYPE

Explanation:

Suggestion:

H07 – TITLE MUST BE ENTERED

Explanation:

Suggestion:

H08 – INVALID REQUESTED BY FIELD FORMAT

Explanation:

Suggestion:

H09 – REQUESTED BY FIELD MUST BE ENTERED

Explanation:

Suggestion:

H10 – DUPLICATE SCHEDULE ENTERED

Explanation:

Suggestion:

H11 – SCHEDULE NOT FOUND*Explanation:**Suggestion:***H12 – PROGRAM NOT FOUND ON D16 TABLE***Explanation:**Suggestion:***H13 – INVALID TYPE FIELD (ONLY A, S AND B ALLOWED)***Explanation:**Suggestion:***H14 – BASE NOT FOUND ON BASE FILE***Explanation:* When using the Table Upload process the Target Base must exist in the Base data (VSAM) file within AFRS.*Suggestion:* Verify that the Base exists within AFRS.**H15 – COST OBJECTIVE NOT FOUND***Explanation:* When using the Table Upload or Online process for updating the Base Element (TM.6.C) the Cost Object must exist in the AFRS table.*Suggestion:* Enter a valid Cost Object or add the new cost objective.**H16 – ONLY ENTER COST OBJECTIVE OR BASE (NOT BOTH)***Explanation:* When using the Table Upload or Online process for updating the Base Element (TM.6.C) the Base and Cost Object fields cannot be have both filled in.*Suggestion:* Enter the Base or Cost Object into the appropriate field.**H17 – FM ENTERED CAN NOT BE PAST CURRENT FM + 1***Explanation:**Suggestion:*

H18 – ONLY CURRENT AND PRIOR OPEN FM ALLOWED

Explanation:

Suggestion:

H19 – NEXT FM NOT ALLOWED WHEN PRIOR IS STILL OPEN

Explanation: When trying to add the Base Elements to TM.6.C the Prior Fiscal Month cannot be open. The 1st through the 15th of each month the Prior Fiscal Month can be open.

Suggestion: Verify that the Prior Fiscal month has closed.

H20 – BASE MUST BE 001 THRU 999

Explanation: When using the Table Upload process the Base must be in the spreadsheet and it must be between 001 and 999.

Suggestion: Verify that the Base is in the spreadsheet and that it is between 001 and 999.

H21 – METHOD NOT FOUND ON METHOD TABLE

Explanation:

Suggestion:

H22 – BASE TYPE MUST BE EITHER MANUAL OR AUTOMATIC

Explanation:

Suggestion:

H23 – PERIOD TYPE MUST BE EITHER FIXED OR ROLLING

Explanation:

Suggestion:

H24 – AUTOMATIC BASE MUST BE PERIOD TYPE ROLLING

Explanation:

Suggestion:

H25 – FROM & TO MUST BE CURRENT BIFM MINUS 2

Explanation:

Suggestion:

H26 – CAN NOT CHANGE ROLL FLAG IF PRIOR FM CLOSED

Explanation:

Suggestion:

H27 – FIELD MUST NOT CONTAIN BLANKS OR SPEC CHARS

Explanation:

Suggestion:

H28 – PI/AC ON PLAN LINK-CHANGE/DELETE NOT ALLOWED

Explanation:

Suggestion:

H29 – FROM/TO MUST BE LESS THAN FM OF RECORD

Explanation:

Suggestion:

H30 – VALID MONTH IS 01 THRU 24

Explanation:

Suggestion:

H31 – MUST BE EQUAL TO OR LESS THAN CURRENT BIEN

Explanation:

Suggestion:

H32 – TO FIELD CAN NOT BE LESS THAN FROM FIELD

Explanation:

Suggestion:

H33 – FROM/TO RANGE MUST BE ZERO OR GREATER

Explanation:

Suggestion:

H34 – ADD, CHANG, DELETE NOT ALLOWED FM 01 & 02*Explanation:**Suggestion:***H35 – ROLL INDICATOR MUST BE EITHER Y OR N***Explanation:**Suggestion:***H36 – ELEMENT MUST BE 001 THRU 999***Explanation:* When using the Table Upload process the Base Element must be in the spreadsheet and it must be between 001 and 999.*Suggestion:* Verify that the Base Element is in the spreadsheet and that it is between 001 and 999.**H37 – CHANG/DELETE ON CURRENT/PRIOR FM RESTRICTED***Explanation:**Suggestion:***H38 – DUPLICATE BASE ENTERED***Explanation:**Suggestion:***H39 – METHOD FOR AUTO BASE MUST ALSO BE AUTOMATIC***Explanation:**Suggestion:***H40 – METHODOLOGY REQUIRED***Explanation:**Suggestion:***H41 – TITLE REQUIRED***Explanation:**Suggestion:*

H42 – COST OBJECTIVE MUST BE ACTIVE

Explanation: When using the Table Upload or Online process for updating the Base Element (TM.6.C) the Cost Object must not have an inactive date that is prior to the Biennium and fiscal month entered.

Suggestion: Enter an active Cost Object into the appropriate field.

H43 – SCHED ON PLAN LINK-CHANGE/DELETE NOT ALLOWED

Explanation:

Suggestion:

H44 – BASE ON PLAN LINK FILE – CHANGE NOT ALLOWED

Explanation:

Suggestion:

H45 – NO OVERRIDE IF CURRENT FM < INACTIVE BIFM

Explanation:

Suggestion:

H46 – FROM OR TO BIEN MUST CONTAIN VALID BIENNIUM

Explanation:

Suggestion:

H47 – SEQUENCE MUST BE 001 THRU 999

Explanation:

Suggestion:

H48 – BASE ELEMENT NOT FOUND

Explanation: When using the Table Upload process and the action is C = Change, D = Delete, or X = No Change, the record must exist on the Base Element (TM.6.C) record in AFRS.

Suggestion: Verify that the Base Element exists within AFRS.

H49 – BASE ELEMENT SEQUENCE NOT FOUND

Explanation:

Suggestion:

H50 – SEQUENCE CANNOT BE ADDED TO MANUAL BASE

Explanation:

Suggestion:

H51 – INACTIVE BIFM NOT TO EXCEED 2 FUTURE BIEN

Explanation:

Suggestion:

H52 – MUST ENTER ALLOCATION CODE

Explanation:

Suggestion:

H53 – DUPLICATE COST OBJECTIVE – RECORD NOT ADDED

Explanation:

Suggestion:

H54 – FEDERAL PERCENT REQUIRED

Explanation:

Suggestion:

H55 – PERCENT CAN NOT EXCEED 100%

Explanation:

Suggestion:

H56 – COST OBJECTIVE MUST BE ENTERED

Explanation:

Suggestion:

H57 – VALID COSTOBJ CHARACTERS MUST BE A-Z, 0-9

Explanation:

Suggestion:

H58 – INACTIVE BIFM MUST BE > OPEN FISCAL MONTH

Explanation:

Suggestion:

H59 – FIELD MUST CONTAIN A VALID BIENNIUM

Explanation:

Suggestion:

H60 – MAJOR GROUP MUST BE BLANK FOR FED % = 0.00

Explanation:

Suggestion:

H61 – MAJOR SOURCE MUST BE BLANK FOR FED % = 0.00

Explanation:

Suggestion:

H62 – SUB SOURCE MUST BE BLANK FOR FED % = 0.00

Explanation:

Suggestion:

H63 – MAJOR GROUP REQUIRED FOR FED % > 0.00

Explanation:

Suggestion:

H64 – MAJOR SOURCE REQUIRED FOR FED % > 0.00

Explanation:

Suggestion:

H65 – SUB SOURCE REQUIRED FOR FED % > 0.00

Explanation:

Suggestion:

H66 – INACTIVE OVERRIDE MUST BE EITHER Y OR N

Explanation:

Suggestion:

H67 – MAJOR GROUP OR MAJOR SOURCE NOT ON D36 TABLE

Explanation:

Suggestion:

H68 – SUB SOURCE NOT ON D36 TABLE

Explanation:

Suggestion:

H69 – NO AGENCY D36 TABLE RECORDS EXISTS FOR BIEN

Explanation:

Suggestion:

H70 – COST OBJECTIVE USED, CANNOT DELETED

Explanation:

Suggestion:

H71 – BASE TYPE CHANGE NOT ALLOWED

Explanation:

Suggestion:

H72 – DESCRIPTION MUST BE ENTERED

Explanation:

Suggestion:

H73 – METHOD TYPE MUST BE A(AUTO) OR M(MANUAL)

Explanation:

Suggestion:

H74 – METHOD MUST BE 01 THRU 99

Explanation:

Suggestion:

H75 – VALID APPROPRIATION INDEX REQUIRED

Explanation:

Suggestion:

H76 – DUPLICATE SEQUENCE RECORD ENTERED

Explanation:

Suggestion:

H77 – ALLOCATION SCHEDULE LINK RECORD NOT FOUND

Explanation:

Suggestion:

H78 – PROGRAM INDEX FILE NOT OPEN

Explanation:

Suggestion:

H79 – SCHEDULE FILE NOT OPEN

Explanation:

Suggestion:

H80 – FEDERAL APPROP TYPE MUST BE 2, 3, 6 OR X

Explanation:

Suggestion:

H81 – STATE APPROP TYPE MUST BE 1, 4, 6, 7, 9 OR X

Explanation:

Suggestion:

H82 – LOCAL APPROP TYPE MUST BE 6, 7, 9 OR X

Explanation:

Suggestion:

H83 – STATE & LOCAL MUST BE BLANK WHEN FED APPROP

Explanation:

Suggestion:

H84 – ALL APPROPRIATIONS MUST HAVE TYPE X*Explanation:**Suggestion:***H85 – APPROP MUST MATCH FED, STATE OR LOCAL APPROP***Explanation:**Suggestion:***H86 – DELETE NOT ALLOWED FOR AI CROSSWALK RECORD***Explanation:**Suggestion:***H87 – APPROP INDEX CROSSWALK RECORD NOT FOUND***Explanation:**Suggestion:***H88 – DUPLICATE APPROP INDEX CROSSWALK RECORD***Explanation:**Suggestion:***H89 – BASE USED, CANNOT DELETE OR CHANGE DATA***Explanation:* Once a Base has been marked as USED it cannot be deleted or changed.*Suggestion:* Change the Base to one that has not been USED.**H90 – BASE IS TARGET FOR SCHED, DELETE NOT ALLOWED***Explanation:**Suggestion:***H91 – TARGET FOR AN ELEMENT, DELETE NOT ALLOWED***Explanation:**Suggestion:*

H92 – BASE USED, CANNOT ADD*Explanation:**Suggestion:***H93 – BASE FROM/TO REQUIRED TO UPDATE ELEMENTS***Explanation:**Suggestion:***H94 – FROM/TO DATES CANNOT BE BLANK FOR MANUAL***Explanation:**Suggestion:***H95 – OVERRIDE APPN INDEX NOT ALLOWED**

Explanation: The Cost Objective Maintenance (TM.6.F) screen allows CAS agencies to override the Appropriation Index. The Federal, State or Local must have 100% entered on the screen before the override would be allowed.

Suggestion:

1. Verify that you have the correct Cost Objective
2. Delete the Appropriation Index Code from the override field
3. Update the percentages for the Federal, State, or Local percentages.

H96 – METHOD CHANGE NOT ALLOWED, DELETE BASE FIRST*Explanation:**Suggestion:***H97 – TITLE HAS INVALID CHARACTER***Explanation:**Suggestion:***H98 – COSTOBJ IS A SCHEDULE TARGET, CANNOT DELETE***Explanation:**Suggestion:*

H99 – COSTOBJ IS AN ELEMENT TARGET, CANNOT DELETE

Explanation:

Suggestion: