Section M	November 2022

Master Index Table (TM.2.5) Maintenance Transactions are entered and edited directly online. Transaction must pass the online edits before they are added to the Master Index Table.

Master Index Control Key: Agency, Master Index No., and Biennium

Section M Error Result: Transactions which are <u>NOT</u> accepted by the online edits must be corrected while performing online data entry.

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=== AFRS =(TM.2.5)======= MASTER INDEX MAINTENANCE =============== C105P190 ===
 TR: _____          CREATE DATE: 03/09/17   LAST UPDATE: 03/09/17


 FUNCTION: _ (A=ADD, C=CHG, D=DEL %, X=DEL INDX, V=VIEW, N=NEXT, R=REV, P=PRINT)

 **************************** MASTER INDEX AREA ****************************
   AGENCY: 9990    INDEX: _____      BIEN: __      PERCENT RECORD: __
     TITLE: _____
            MMDDYY         MMDDYY                      TOTAL PERCENT: ... .
    START: _____     END: _____     ACTIVE: _       TOTAL RECORDS: ..

 *************************** PERCENT RECORD AREA ***************************
      PERCENT: __ _                RECORD NR: ..
         FUND: ___      APPN INDEX: ___     PROG INDEX: _____    ORG INDEX: ____
      PROJECT: ____    SUB-PROJECT: __      PROJ PHASE: __
    MAJOR GRP: __     MAJOR SOURCE: __        SUB-SRC: _____
      SUB-OBJ: __      SUB-SUB-OBJ: ____
       COUNTY: ___       CITY/TOWN: ____     WORK CLASS: ___
  BUDGET UNIT: ___       ALLC CODE: ____        M-O-S: ____


               F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
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M01 - MASTER INDEX ENTERED NOT FOUND

Explanation: The Master Index used is not found. The record that you are trying to view, change or delete does not exist.

Suggestion: Try one of the following:
1. Verify that the Master Index entered exists
2. Enter a valid Master Index.
3. Add the Master Index to the Master Index table.

M02 - RECORD ALREADY EXISTS, ADD NOT ALLOWED

Explanation: When adding a control record or percentage record to the Master Index (MI). When adding records to the MI table you cannot add a duplicate record or percentage record. Example of Percentage: If you try to add 02 and it is already there the system will not allow you to add.

Suggestion: Try one of the following:
1. Enter a diffent Master Index control record.
2. Add a new percentage Record to the Master Index table.

M03 - BUDGET UNIT NOT ON D13

Explanation: Budget Unit must be defined in the Budget Unit Descriptor Table (D13) or be blank.

Suggestion: Use the correct Budget Unit defined on the Budget Unit Descriptor Table (D13).

M04 - ALLOCATION CODE NOT ON D63

Explanation: Allocation Code must be defined in the Allocation Descriptor Table (D63) or be blank.

Suggestion: Use the correct Allocation Code defined on the Allocation Descriptor Table (D63).

M05 - MOS DATE INVALID, MUST BE YYMM

Explanation: The Month of Service (MOS) must be numeric and in the format of YYMM. The month must be 01-12. The year must be equal to or prior to the current calendar year and be less than **9 years** earlier than the current Biennium. (For example, if the Biennium is 17, the MOS year cannot be earlier than 2008.)

Suggestion: Check the format and values, as described above, and enter a valid MOS.

M06 - PROJECT NOT ON PC FILE

Explanation: The Project, Sub-Project and Project Phase input does not match an entry in the Project Control Table (TM.5).

Suggestion:
1. Enter the Project information, as found in the Project Control Table;
2. If a correct code cannot be found on the Project Control Table, update the Table and release the transaction from the error file; or
3. Delete the optional Project information from the transaction.

M07 - APPROPRIATION INDEX MUST BE ON AI TABLE

Explanation: The Appropriation Index Code must be in the Appropriation Index table for you to be able to use the WILD CARD option of "*". Use of asterisk in the third field of the AI with a dual fiscal year appropriation will cause the system to select the valid AI for the fiscal period of the transaction.

Suggestion: 1. Enter an Appropriation Index Code, as found on the Appropriation Index Table; or
2. Update the Appropriation Index Table.

M08 - DETAIL RECORD REQUIRED WHEN ADDING AN MI

Explanation: When using the Automated Table Upload process. You cannot add an "A" Percent Record without at least one "B" Percent Record

Suggestion: Add a "B" Percent Record into the spreadsheet and resubmit.

M09 - RECORD TYPE INVALID

Explanation: When using the Automated Table Upload process. The Record Type must be either an "A" or "B"

Suggestion: Enter a valid Record Type and resubmit.

M10 - MI MISSING DETAIL RECORD

Explanation: When using the Automated Table Upload process. If you delete all the "B" Percent Records, you must also delete the "A" Percent Record.

Suggestion: Do one of the following:
- Add a new "B" Percent Record into the spreadsheet and resubmit.
- Delete the "A" record and remove the B delete records from the spreadsheet and resubmit, or
- Retain at least one detail record in the MI Table (B Percent Record)

M11 - PERCENT RECORD INVALID

Explanation: When using the Automated Table Upload process. The Percent Record for Record Type "B" must be numeric and only two characters.

Suggestion: Enter a valid Percent Record and resubmit.

M12 - INVALID CHARACTER USED

Explanation: The Master Index title cannot include invalid characters. Allowed characters are: Alphabetic, Numeric, and the following special characters: @ # ? % $ & * ! / ; : ( ) , - .

Suggestion: Locate the position noted in the error message and update the title to
                        ensure it only includes allowed characters.
                        Do not copy and paste into the title field.

M16 - MASTER INDEX ACTIVE SWITCH MUST BE Y OR N
Explanation: Check Active switch. Proper values are Y = Active and N = Inactive.
Suggestion: Enter a Y to make the Master Index active and available for use.

M17 – TITLE IS REQUIRED
Explanation: When adding a Master Index the Title must not be blank.
Suggestion: Input a title on the title line.

M53 - INVALID FUNCTION
Explanation: An invalid character was entered in the Function. Valid characters are
                        letters 'A'= Add; 'C'= Change; 'D'= Delete %; "X" = Delete Index; 'V'=
                        View; 'N' = Next; 'R' = Review; or "P" = Print.
Suggestion: Use one of the valid functions.

M54 - AGENCY NOT ON D53
Explanation: Agency must be defined in the Agency Descriptor Table (D53) for the
                        biennium specified and cannot be closed.
Suggestion: Refer to the Agency Descriptor Table (D53). Check that the agency code
                        being used is correct for the biennium specified and not closed. If the
                        agency is valid please contact the OFM Statewide Consult to update the
                        D53 Table.

M55 - MI_MUST_BE_ALPHANUMERIC_&_8_CHAR
Explanation: The master index must be composed of 8 numbers and/or letters. Spaces
                        at the end will be zero filled. Master Index key cannot be changed once
                        entered.
Suggestion: Enter the numbers and/or letters for the Master Index Key. Spaces at the
                        end will zero fill.

M56 - BIENNIUM MUST BE NUMERIC
Explanation: The number entered for the biennium must be a number.
Suggestion: Enter the last two digits of the ending year of the biennium.

M57 - BIENNIUM ENTERED INVALID

Explanation: The biennium entered is invalid. The biennium must be equal to, one greater or one less than Current Biennium, as defined in the System Management File.

Suggestion: Determine the correct biennium to be used. It must be equal to, one greater than or one less than the current biennium.

M58 - BIENNIUM MUST BE ENTERED AND NUMERIC

Explanation: There must be a value entered for the biennium.

Suggestion: Enter a number in the biennium field.

M59 - FUND NOT ON D22

Explanation: Fund is not contained in the statewide fund listing.

Suggestion: Determine the correct Fund Code using the Statewide Fund Descriptor Table (D22).

M61 - APPROPRIATION INDEX NOT ON FILE

Explanation: The Appropriation Index Code is not on the Appropriation Index Descriptor Table. When using a wildcard (*) the appropriation must have both the first year and the second year appropriation on the AI table.

Suggestion: Enter the Appropriation Index Code found on the Appropriation Index Descriptor Table .

M62 - FUND INVALID FOR APPROPRIATION INDEX

Explanation: The fund entered on the screen must match the fund listed in the Appropriation Index Table for the Appropriation Index Code used.

Suggestion: Determine the correct fund and/or Appropriation Index Code, and enter the information. The valid funds for the Appropriation Index may be found online in the Appropriation Index screen.

M63 - PROGRAM INDEX NOT ON FILE

Explanation: The Program Index Code entered in the Master Index must match an entry in the Program Index Table.

Suggestion: Enter the correct Program Index found on the Program Index Table.

M64 - APPROPRIATION INVALID FOR PROGRAM FUNCTION

Explanation: The appropriation must coincide with the program function in the Program
                        Index.

Suggestion: Determine the correct Appropriation Index Code and/or Program Index
                        Code so that the Program Function matches the Appropriation. For
                        example, an Appropriation Index Code with an Appropriation for capital
                        expenditures cannot be used with a program function indicating operating
                        expenditures.

M65 - APPN CHARACTER INVALID FOR PROGRAM FUNCTION

Explanation: The Appropriation Character of the Appropriation Index is invalid for the
                        program function of the Program Index.

Suggestion: Enter the appropriate Appropriation Index for the Program Index.

M66 - PROJECT NOT ON D42 FILE

Explanation: The Project entered must match an entry in the Project Descriptor Table
                        (D42).

Suggestion: Enter the correct Project found on the Project Descriptor Table .

M67 - SUB PROJECT NOT ON D43 FILE

Explanation: The Sub-project Code entered must match an entry in the Sub-Project
                        Descriptor Table (D43).

Suggestion: Enter the correct Sub-project Code found on the Sub-Project descriptor
                        Table.

M68 - PROJECT PHASE NOT ON D44 FILE

Explanation: The Project Phase entered must match an entry in the Project Phase
                        Descriptor Table (D43).

Suggestion: Enter the correct Project Phase Code found on the Project Phase
                        Descriptor Table.

M69 - ORGANIZATION INDEX NOT ON FILE

Explanation: The Organizational Index entered must match an entry in the Organization
                        Index Table.

Suggestion: Determine the correct Organization Index and enter the data.

M70 - PROJECT NOT ON ORGANIZATION INDEX

Explanation: The Project entered is different from the project defined on the agency's Organization Index.

Suggestion: Determine the correct Project as listed on the Organization Index Table.

M71 - SUB-PROJECT NOT ON ORGANIZATION INDEX

Explanation: The Sub-project entered is different from the sub-project defined on the agency's Organization Index Table.

Suggestion: Determine the correct Sub-Project as listed on the Organization Index Table.

M72 - PROJECT PHASE NOT ON ORGANIZATION INDEX

Explanation: Project phase entered is different from the project phase defined on the agency's Organization Index Table.

Suggestion: Use the correct Project Phase, as defined in the Project Control Table.

M73 - COUNTY NOT ON D37 FILE

Explanation: Counties must be defined in the County Descriptor Table (D37) or be blank.

Suggestion: Use the correct County Code defined on the County Descriptor Table or leave blank.

M74 - COUNTY NOT ON ORGANIZATION INDEX

Explanation: County is different from the County defined on the agency's Organization Index Table.

Suggestion: Use the correct County as listed on the Organization Index Table.

M75 - CITY/TOWNS NOT ON D38 FILE

Explanation: The City/Town must be defined ion the City/Town Descriptor Table (D38) or be blank.

Suggestion: Use the correct City/Town Code as defined on the City/Town Descriptor Table or leave blank.

M76 - CITY/TOWN NOT ON ORGANIZATION INDEX

Explanation: City/Town is different from the city defined in the agency's Organization Index Table.

Suggestion: Use the correct City/Town code, as listed on the Organization Index Table.

M77 - WORK CLASS NOT ON D40 FILE

Explanation: The Work Class must be defined in the Work Class table (D40) or be blank.

Suggestion: Determine the correct Work Class, as defined in the Work Class Descriptor Table or leave blank.

M78 - SUB OBJECT NOT ON D11 FILE OR INACTIVE

Explanation: Sub-Object must be defined in the Sub-Object Descriptor Table (D11) and active.

Suggestion: Use the correct Sub-Object, as defined in the Sub-Object Descriptor Table. If Sub-Object is inactive please contact your OFM Statewide Accountant.

M79 - SUB-SUB-OBJECT NOT ON D12 FILE

Explanation: Sub-Sub-Object must be defined in the Sub-Sub-Object Descriptor Table (D12).

Suggestion: Use the correct Sub-Sub-Object, as defined in the Sub-Sub-Object Descriptor Table.

M80 - MAJ-SOURCE (MAJ-GROUP) NOT ON D34 FILE

Explanation: Major group must be defined in the Major Source Descriptor Table (D34).

Suggestion: Use the correct Major Source as defined in the Major Source Descriptor Table.

M81 - SOURCE (MAJ-SOURCE) NOT ON D35 FILE

Explanation: Major source must be defined in the Major Source Descriptor Table (D35).

Suggestion: Use the correct Major Source, as defined in the Major Source Descriptor Table.

M82 - SUB-SOURCE NOT ON D36 FILE

Explanation: Sub-source must be defined on the Sub-source Descriptor Table (D36).

Suggestion: Use the correct Sub-Source, as defined in the Sub-Source Descriptor Table.

M83 - MI MUST BE EITHER REV OR EXP - NOT BOTH

Explanation: Both revenue and expenditure codes may not be listed on the same master index screen.

Suggestion: Determine which data is necessary for this Master Index Code, either revenue or expenditure, and enter the required codes.

M84 - REQUIRED PERCENT FIELD NOT NUMERIC

Explanation: The percent must be numeric and must be entered. A 100% is represented by all zeroes (00=100%). To represent less than 100% you will enter amounts into the percentage and make sure all the records add up to 100%. Less than a whole percent may be added in the right position on the input field. For example, 33.3% may be entered by using 33.3 in the percent field. No percent sign is necessary.

Suggestion: Use a numeric percent.

M85 - RECORD NUMBER MUST BE NUMERIC 01-99

Explanation: The record number field must be numeric or blank.

Suggestion: Use a numeric record number or leave blank.

M87 - VIEW RECORD BEFORE CHANGE OR DELETE

Explanation: The record must be viewed before it is changed.

Suggestion: View record which will be changed before changing it.

M89 - BIENNIUM MAY NOT BE CHANGED

Explanation: The biennium may not be changed on the Master Index record.

Suggestion: Add a new record with a different biennium, if necessary.

M90 - START/END DATES INVALID

Explanation: The start and end date of the master index, if used, must be a valid date in the format MMDDYY.

Suggestion: Use valid dates or leave blank.