

Section L**February 2018****Inserted Flyer Errors**

The Inserted Flyer process involves three screens within the Administration Menu. They are: Email Distribution Maintenance (AD.A.1), Flyer Setup for CMS (AD.B), and Flyer List (AD.C) screens. This is where agencies can request to have flyers inserted into specific payments and mailed out by CMS. The main screen that sets up the flyer process is the Flyer Setup for CMS.

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=== AFRS =(AD.B)===== FLYER SETUP FOR CMS ===== C105P128 ===
TR: _____ AGENCY: 0000

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, N=NEXT, B=BACK, V=VIEW, R=RESCHEDULE)

AGENCY: _____ INSERTION DATE: _____ PAY TYPE: _ BATCH TYPE: _ PAGES: _
TRAY: _

AGENCY CONTACT NAME: _____
AGENCY EMAIL CONTACT: _____
AGENCY CONTACT PHONE: ___ - ___ - ____

OFM CONTACT NAME: _____
OFM CONTACT PHONE: 360 - 664 - 7725

CMS CONTACT NAME: _____
CMS CONTACT PHONE: 360 - 664 - 9618

FLYER ID: _____

OFM / CMS / AGENCY WILL BE NOTIFIED BY EMAIL ON ANY ADD / CHANGE / DELETE

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

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L08 - PHONE NO. INVALID

Explanation: Phone number must be in the appropriate configuration of Area Code, Prefix and number. Phone number with needs to be numeric.

Suggestion: Enter correct phone number.

L09 - NUMBER OF PAGES INVALID

Explanation: Page Number is a one character field that represents the number of pages for the flyer.

- ACH/EFT can have up to a 6 page flyer
- Warrant with Remittance can have up to a 5 page flyer

Suggestion: Enter the correct number of pages that will be inserted into the remittance.

L10 - PAGES MUST BE BLANK

Explanation: Pages cannot be changed. If need a different number of Pages will need to delete and start over.

Suggestion: Decide if pages are valid or delete and re-enter.

L11 - NO TRAYS AVAILABLE FOR DATE-SELECT NEW DATE

Explanation: When setting up the flyer information the system will assign the next available Tray for that date. If no trays are available on that date you will need to select a new date to send out your flyers.

Suggestion: Change the Insertion Date to a different date.

L12 - PRIOR/WEEKEND/HOLIDAY DATES ARE INVALID

Explanation: When entering the Insertion Date it cannot be for a prior date, weekends, or Holidays.

Suggestion: Enter a valid Insertion Date.

L13 - INVALID DATE FORMAT (YYYYMMDD)

Explanation: The Insertion Date must be entered with the 4 character Year, 2 character Month and 2 character day. (Example: 2017 11 15)

Suggestion: Enter the Insertion date in the proper format.

L14 - INVALID TIME; AFTER 2:30 PM

Explanation: The Insertion Date needs to be entered 2 full business days before the insertion date. If the date of input is for the current date, it cannot accept input any later then 2:30 pm.

Suggestion: Change the insertion date to be prior to 2:30 pm.

L15 - MUST ENTER A,C,N,B OR R BEFORE A VIEW

Explanation: On the Flyer Setup for CMS (AD.B) screen you must do one of the following functions before you can view a request. A=Add, C=Change, D=Delete, N=Next, B=Back, or R=Reschedule.

Suggestion: Before viewing use the next to see if any flyer requests exist.

L17 - INVALID PAY TYPE-MUST BE W, R, OR B

Explanation: The Payment Type field is a one character field. The allowable Payment Types are:

W = Warrant with remittance advice

R = ACH/EFT Remittance Advice only

B = Both

Suggestion: Enter the correct value of W, R, or B.

L18 - PAY TYPE MUST BE W,R, OR B

Explanation: The Payment Type field is a one character field. The allowable Payment Types are:

W = Warrant with remittance advice

R = ACH/EFT Remittance Advice only

B = Both

Suggestion: Enter the correct value of W, R, or B.

L19 - CONTACT NAME MUST BE ENTERED

Explanation: Contact name must be entered.

Suggestion: Enter the Contact name.

L20 - ENTRY REQUIRED FOR THIS FIELD

Explanation: When rescheduling your flyer on the Flyer Setup for CMS you must have a valid Insertion Date.

Suggestion: Enter the required information.

L21 - NEW PAY TYPE MUST MATCH OLD (L21)

Explanation: When changing certain information on the Flyer Request you cannot change the Pay Type.

Suggestion: Change the Pay Type back to the original Pay Type or delete the request and add with new Pay Type.

L22 - NEW BATCH TYPE MUST MATCH OLD

Explanation: When changing certain information on the Flyer Request you cannot change the Batch Type.

Suggestion: Change the Batch Type back to the original Batch Type or delete the request and add with new Batch Type.

L24 - SELECTED MORE THEN 1 RECORD

Explanation: On the Flyer List screen (AD.C) you have selected more then one flyer ID to look at.

Suggestion: Make sure that you are selecting only one Flyer ID at a time.

L50 - CANCELLED BY AGENCY

Explanation: Attempted to cancel a Warrant, which the agency has previously cancelled.

Suggestion: Research the correct warrant number and enter.

L51 - REDEEMED, CANCELLED OR SOL'D BY OST

Explanation: Attempted to cancel a Warrant, Which the OST had previously redeemed , cancelled or SOL'd.

Suggestion: Research the correct warrant number and enter.