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# 1 SITE-SPECIFIC ERROR CHECKS

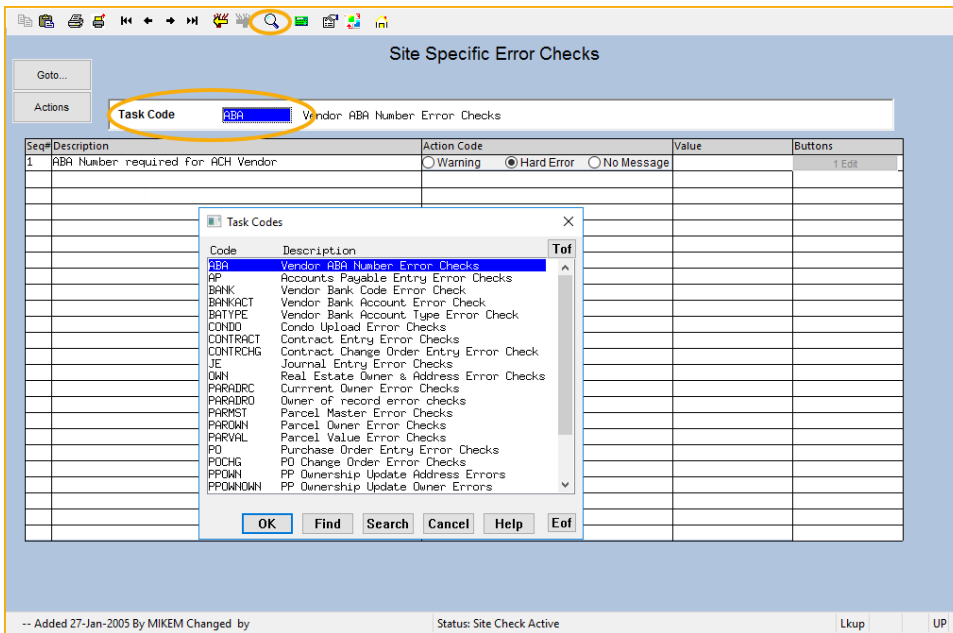
ADMINS offers **Site-Specific Error Checks** to provide points of customization for several of the AUC modules. These checks are found in General Ledger, Accounts Payable, Purchase Order, and Tax modules. Set the checks to work with your business rules; the ones shown here are for illustration. The checks are available via the System menu, or a module will have applicable site-specific error checks in their module maintenance menu. For example, **AP ▶ Module Maintenance ▶ AP Site Specific Error Check**.

There are three action code options for each error check, if the system detects an error:

- Warning** –the user will be notified via a report, but the process will be allowed to continue
- Hard Error** –the user will be notified via a report with the message prefixed by three asterisks, and the process will stop and require corrective action before continuing
- No Message** –no report is produced/no notification is made, and the process can continue

To access all the checks, from the menu, select:

**System ▶ Site-Specific Error Checks**



To find a code, use the lookup.

Select **Actions ▶ [Edit List]** to print a list of all site-specific error check options with the values for the current site.

All the screens have a column for Sequence #, Description, Action Code, Value, and Buttons.

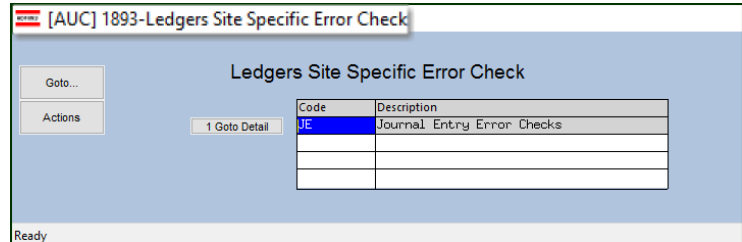
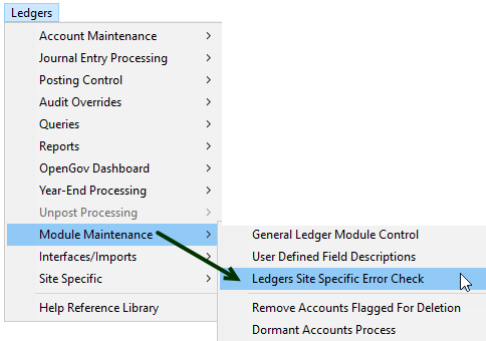
Select the sequence number and click on **[1 Edit]** in the buttons column to change a value.

Not all modules have Site-Specific error checks. The sections below describe how to access the checks for applicable modules and provide a list of the available checks for each. The selected radio buttons shown in the action column are not recommendations but represent “typical” selections. Each site must make determinations based on their business practice.



# 1.1 Ledgers Site-Specific Error Checks

Ledgers ▶ Module Maintenance ▶ Ledgers Site-Specific Error Checks



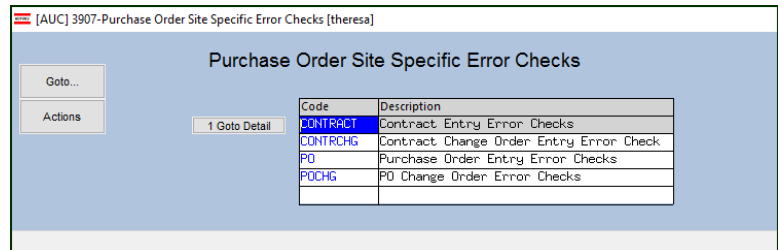
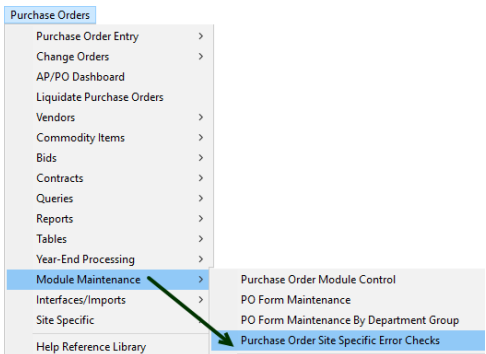
Click on [1 Goto Detail] to display the Site-Specific Error check for JE (Journal Entries); the sequences are shown below.

## 1.1.1 Ledgers

Code	Seq	Description	Action Code
<b>JE</b>		<b>Journal Entry Error Checks</b>	
	1	Allow Account# in journal more than once	<input type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	2	Bank Code Missing on Cash Account	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message

# 1.2 Purchase Order Site-Specific Error Checks

Purchase Order ▶ Module Maintenance ▶ Purchase Order Site-Specific Error Checks



Click on [1 Goto Detail] to display the Site-Specific Error check; there are four Site-Specific Error check screens in the Purchase Order module for Contracts, Contract Change Orders, Purchase Orders, and Purchase Order Change Orders. The sequences for each screen are shown below.

## 1.2.1 Purchase Orders

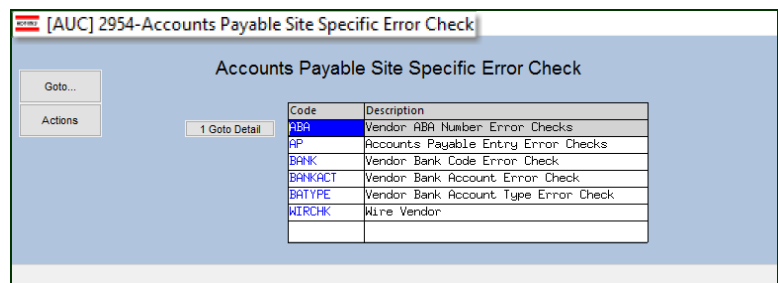
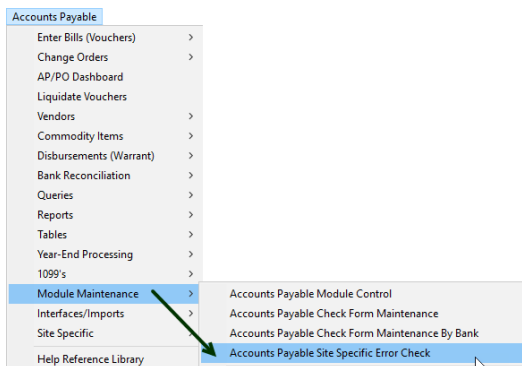
Seq	Description	Action Code
<b>CONTRACT</b>	<b>Contract Entry Error Checks</b>	
1	Vendor on Hold	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
2	Remit Address Type not CO	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
3	Allow use of Vendors without FID# on fil	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
4	Require Insurance Certificate on File	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
5	Require Prevailing Wage Documentation	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message



Seq	Description	Action Code
<b>CONTRCHG Contract Change Order Entry Error Checks</b>		
1	Require Change Reason to be Entered	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Require Insurance Certificate on File	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
3	Require Prevailing Wage Documentation	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
<b>PO Purchase Order Entry Error Checks</b>		
1	Vendor On Hold	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Remit Address Type not PO	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
4	Acct Different Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
5	Allow ship date to be blank	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
6	Bids Required on PO over \$	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
7	Allow use of Vendors without FID# on fil	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
9	Allow Asset Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
10	Allow Liability Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
11	Allow Fund Equity Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
12	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
13	Allow Revenue Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
14	Allow Blanket PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
15	Allow Emergency PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
16	Allow Regular PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
17	Allow Zero Tolerance PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
<b>POCHG PO Change Order Error Checks</b>		
1	Require Change Reason to be Entered	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
2	Send Email when PO under \$ /chg over \$	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message

### 1.3 Accounts Payable Site-Specific Error Checks

Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Site-Specific Error Checks



Click on **[1 Goto Detail]** to display the Site-Specific Error check. There are six categories of error checking for Accounts Payable: ABA, AP, BANK, BANKACT, BATYPE, and WIRCHK. The sequences for each screen are shown below.

#### 1.3.1 Accounts Payable

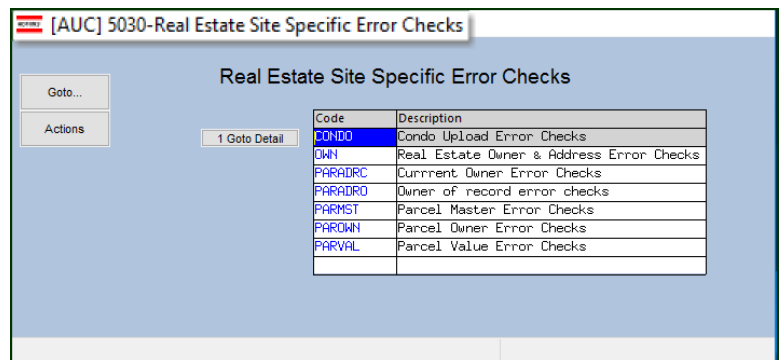
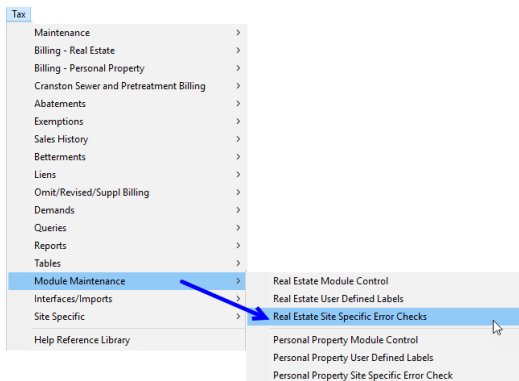
Code	Seq	Description	Action Code
<b>ABA Vendor ABA Number Error Checks</b>			
	1	ABA Number required for ACH Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>AP Accounts Payable Entry Error Checks</b>			
	1	Vendor on Hold	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	2	Remit Address not AP	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message



Code	Seq	Description	Action Code
	3	Allow Voucher Terms different to Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	5	Voucher Account Different to Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	6	1099 Vendor with no FID	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	7	PO In Different Fiscal Year	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	9	Wire Transfer to have Blank Check Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	10	Allow No-Print Checks to have blank Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	11	Allow Assets Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	12	Allow Liability Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	13	Allow Fund Equity Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	14	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	15	Allow Revenue Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	16	Allow Inv Date to differ from Vouch Date	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	17	Allow 1099 Code different to Vendor	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	18	Allow Retainage to be Liquid on "L" Type	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	19	Allow Voucher Date less than Invoice Dt	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	20	Check same Vendor, Inv Date & Amount	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	21	Check for Missing Allocation Code (MDF)	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	22	PO has Qty. Freight/Other is a Credit	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	23	PO has Qty. Continue from Previous Error	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	24	Voucher date cannot be after today	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	25	Certified Payroll not checked (From PO)	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>BANK</b>		<b>Vendor Bank Code Error Check</b>	
	1	Bank Required for Wire Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>BANKACT</b>		<b>Vendor Bank Account Error Check</b>	
	1	Bank Account required for Wire Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>BATYPE</b>		<b>Vendor Bank Account Type Error Check</b>	
	1	Bank Account Type required on ACH Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>WIRCHK</b>		<b>Wire Vendor Error Check</b>	
	1	Require Bank Information	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message

## 1.4 Real Estate Tax

### Tax ► Module Maintenance ► Real Estate Site-Specific Error Checks



Click on **[1 Goto Detail]** to display the Site-Specific Error. There are seven categories of error checks for Real Estate Tax: CONDO, OWN, PARADRC, PARADRO, PARMST, PAROWN, and PARVAL. The sequences for each screen are shown below.



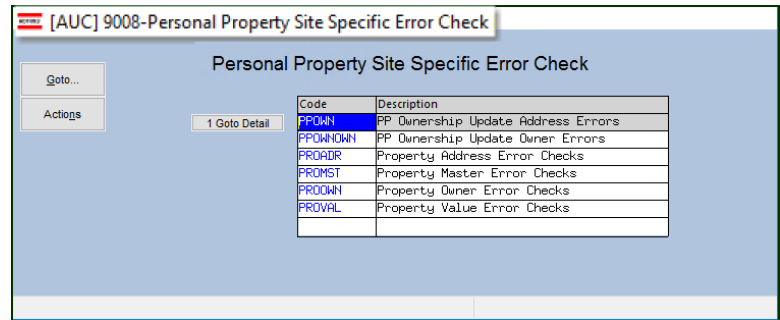
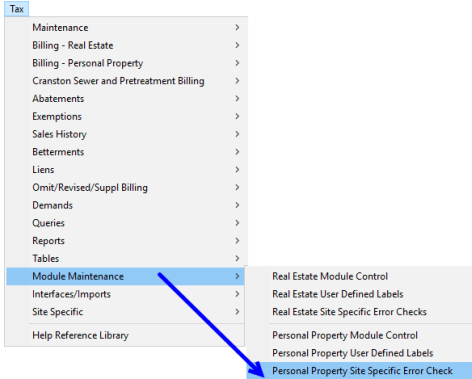
### 1.4.1 Real Estate

Code	Seq	Description	Action Code
<b>CONDO</b>		<b>Condo Upload Error Checks</b>	
	1	Parcel does not Exist	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>OWN</b>		<b>Real Estate Owner &amp; Address Error Checks</b>	
	1	Address Record does not Exist	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Owner	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank Address Line 1	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Blank city	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	5	Blank State	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	6	Blank USA Zip Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	7	Foreign Country with Zip	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
<b>PARADRC</b>		<b>PARADRC-Current Owner Error Checks</b>	
	1	Blank Owner	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Address Line 1	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank City	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Blank state	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	5	Blank Zip Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	6	Blank Location	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	7	Incorrect Country Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	8		<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	9		<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
<b>PARADRO</b>		<b>PARADRO-Owner of Record Error Checks</b>	
	1	Blank Owner	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Address Line 1	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank City	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	4	Blank State	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	5	Blank Zip Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	6	Blank Location	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	7	Incorrect Country Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
<b>PARMST</b>		<b>PARMST-Parcel Master Error Checks</b>	
	1	Allow Blank Use Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Street	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank Street Number	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Missing Square Footage	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
<b>PAROWN</b>		<b>Parcel Owner Error Checks</b>	
	1	Blank Book	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	2	Book/Page Format	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank Page	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Zero Amount	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	6	No Sale Date	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
<b>PARVAL</b>		<b>Parcel Value Error Checks</b>	
	1	Check Values (Land+Imp+Bldg=Assessed)	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Tolerance Level	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Appraised Value zero	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Assessed not less/equal zero	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message



# 1.5 Personal Property Tax

## Tax ▶ Module Maintenance ▶ Personal Property Site-Specific Error Checks



Click on **[1 Goto Detail]** to display the Site-Specific Error Checks. There are six categories of error checks for Personal Property: PPOWN, PPOWOWN, PROADR, PROMST, PROOWN, and PROVAL. Each screen is described in the table below.

### 1.5.1 Personal Property Tax

Seq	Description	Action Code
<b>PPOWN PP Ownership Update Address Erro</b>		
1	Address Record does not Exist	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Address Line 1	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank City	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
4	Blank State	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
5	Blank Zipcode	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
<b>PPOWOWN PP Ownership Update Owner Err</b>		
1	No Ownership Record	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>PROADR Property Address Error Checks</b>		
1	Blank name	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Address Line	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank city	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
4	Blank State	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
5	Blank Zip Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>PROMST Property Master Error Checks</b>		
1	Blank Street	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Number	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank DBA Name	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
<b>PROVAL Property Value Error Checks</b>		
1	Blank Use Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Property Value	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank Account with Values	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message