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FAS USER MANUAL

HOW TO LOOK UP ERROR MESSAGES

INTRODUCTION

When a data entry error occurs, error messages are displayed at the bottom of the screen. They generally indicate that you need either to add missing data elements or you need to correct some data elements. The error messages include an alphanumeric code and a very short description. You can look up the alphanumeric codes to find an explanation of what they mean.

INSTRUCTIONS

On the **STARS** main menu, select **S System Maintenance**, then **90 News/Help Table Maintenance**. Enter an **R** in the **Function** field and the error code in the **Keyword** field and press ENTER.

To look up an error message code during data entry:

1. Make a note of the alphanumeric portion of the error message on the FAS screen, e.g., E64.
2. Press HOME, then press SHIFT+TAB to move your cursor to the INTERRUPT field.
3. Type 90 and press ENTER.
4. On the NEWS/HELP TABLE (S090) screen, type R in the FUNCTION field.
5. Type the error code in the KEYWORD field, and press ENTER. The explanation will be displayed.

```
VERSION 3.1                STARS--NEWS/HELP TABLE                S090
FUNCTION: R                (A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PRIOR, R=RECALL)
KEYWORD: E64                PAGE: 001
CODE: E64                  PCA REQUIRED
DATA ELEMENT: PCA-NO
EXPLANATION: THE TRANSACTION CODE INDICATES THE PCA NUMBER MUST BE
                ENTERED OR BE CAPABLE OF BEING LOOKED UP IN THE INDEX
                CODE (IC) OR ORGANIZATION CONTROL (OC) TABLES.
                INTERRUPT: ACTIVE
```

6. Press F4 to close the active INTERRUPT screen and return to the previous screen.
7. Add or correct the data elements and press F5 to see if the error messages are resolved.