

## *Error Messages*





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## **10. Error Messages**

This section identifies error messages that may be activated when using the AIMS Agency Module. It gives possible reasons why the error has occurred and methods of amending the error. Most error messages displayed alert the user to a data entry or mathematical error.

If you activate any error messages that are not included here, please contact the Management Information Unit Helpline.

### **10.1.1 Data Entry Errors**

#### **'Cannot focus a disabled or invisible window'**

This error is activated in any return when the user tries to enter data into a data field without first completing the identification line.

Select the **OK** button to close the dialogue box. Close the window by selecting on the **Door** button. Re-enter the form and complete the identification line before proceeding with the data entry.

#### **'Key Violation Error'**

This error occurs when the user tries to save a duplicate return (ie. trying to save a return for July when one already exists).

Select the **OK** button to close the dialogue box. Select the **Cancel** button to reject the record. To locate the record that already exists, use the **Find** button (see the *Data Entry* section of this Guide).

### 10.1.2 Statistical Returns

'(Value Entered) is not a valid value for field '(Cell Name) '. The allowed range is 0 to 1,000,000,000'

All fields in the statistical returns must have a positive value entered. This error is activated when the user enters a negative value.

Select the **OK** button to close the dialogue box. The wrong entry will be highlighted. Delete it and then enter the correct value. If you do not correct it, you will not be able to continue or save the record.

'Invalid field entry: Whole numbers only'

All fields in the statistical returns must have a whole value entered. This error is activated when the user enters a decimal in a data entry field. Values for fields in these returns must be whole numbers only.

Select the **OK** button to close the dialogue box. The wrong entry will be highlighted. Delete it and then enter the correct value. If you do not correct it, you will not be able to continue or save the record.

### 10.1.3 Admitted Patients Return (S1)

'Field 'AvAvailBed' must have a value'

This error is activated when an Admitted Patients (S1) return is saved or closed without entering data into the Average Available Bed field. Data must be entered into this field before the return can be closed.

Select the **OK** button to close the dialogue box. Scroll down to the bottom of the return. Enter the data into the Average Available Bed field. Select the **Accept** button to save the changes.

### 10.1.4 Primary Health Monthly Returns (C1 – C4)

'Warning: Primary Health Funding Source must be completed'

This error occurs when the user tries to save or close the return without completing the Primary Health Funding Source field in the identification line. Data must be entered into this field before the return can be saved.

Select the **OK** button to close the dialogue box. Using the drop-down arrow in the identification line, complete this information. Select the **Accept** button to save the changes.

#### **'Warning: Agency ID must be completed'**

This error occurs when the user tries to save the Registered Clients Report (C4) and data has only been entered into the 'Age Group' section of this return. Data must be entered into the 'Country of Birth' section (even if the value is 0) to ensure the second table that comprises the return has the identification line information saved in it.

Select the **OK** button to close the dialogue box. Using the cursor move into the 'County of Birth' section of the return and enter a value. Select the **Accept** button to save the changes.

### **10.1.5 Domiciliary Postnatal Services Return (D1)**

#### **'Baby Date of Birth must be equal or prior to the Hospital Separation Date'**

This error occurs when the hospital separation date entered into the D1 precedes the baby's date of birth.

Select the **OK** button to close the dialogue box. Locate the field and complete the data entry before attempting to save the data or enter data for another record.

#### **'Baby Date of Birth and Hospital Separation Date must be equal or prior to the Discharge Date'**

This error occurs when the discharge date from domiciliary postnatal services precedes the baby's date of birth and the hospital separation.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

#### **'Field Unit Record Number (maternal) must have a value'**

This error occurs when the maternal unit record number has not been entered into the record.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

#### **'Field Hospital Separation Date must have a value'**

This error occurs when a hospital separation date has not been entered into the record.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

#### **'Field Domiciliary Care Provider must have a value'**

This error occurs when data for a domiciliary care provider has not been entered into the record.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

#### **'Field Baby Date of Birth must have a value'**

This error occurs when a date of birth for the baby is not entered into the record.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

#### **'Field First Birth (Primipara) Yes / No must have a value'**

This error occurs when data is not entered into the first birth field of the record.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

#### **'Field Number of Visits must have a value'**

This error occurs when the number of domiciliary postnatal service visits has not been entered into the record.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

#### **'Field Discharge Date must have a value'**

This error occurs when a domiciliary postnatal services discharge date has not been entered into the record.

Select the **OK** button to close the dialogue box. Locate the field and complete it before attempting to save the data or enter data for another record.

### **10.1.6 Employment: Mental Health Services (E2)**

#### **'Warning – must select "Area Mental Health Service" from the list'**

This error occurs when the user tries to save or close the return without completing the area mental health service field in the identification line. Data must be entered into this field before the return can be saved.

Select the **OK** button to close the dialogue box. Using the drop-down arrow in the Identification Line, complete this information. Select the **Accept** button to save the changes.

### **10.1.7 Complaints Return (Q1)**

#### **'(Value Entered) is not a valid integer for field '(Cell Name)'**

This error may be activated when the user attempts to enter the Complaints return (Q1), following the installation of the Release 2.0 Update File.

Prior to the installation of the Update File, the user could enter any value into the Complaints return. Following the installation of the update file, certain fields had a drop-down menu added. As a result of this data entered into the cells with the drop-down menu may not correspond with the available options.

Select the **OK** button to close the dialogue box. Contact the Management Information Unit Helpline for further information on how to resolve this error.

### **10.1.8 Finance Return (F1)**

'(Value Entered) is not a valid value for field (Cell Name)'. The allowed range is - 1,000,000,000 to 0'

Certain fields on this return must be entered as a negative value. The error is activated when the user enters a positive value.

Select the **OK** button to close the dialogue box. The incorrect entry will be highlighted. Delete it and then enter the correct value. If you do not correct it, you will not be able to continue.

'Warning: Input value does not balance'

This error will be activated in fields where the value entered does not equal the sum of certain fields.

Select the **OK** button to close the dialogue box. The incorrect entry will be highlighted. Delete it and then enter the correct value, after checking your calculations.

'Missing Operating Expenses'

This error is activated if no value has been entered into line 35 "Entity Operating Surplus / (Deficit)" in the Elimination Column as this is a mandatory field.

Select the **OK** button to close the dialogue box. Using the cursor move to line 35 "Entity Operating Surplus / (Deficit)" and enter a 0 in the Elimination Column. You can then move to the next cell or save the record.

### **10.1.9 Annual Returns**

'Warning: Form contains invalid data'

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1B Total Expenditure Acute does not balance with Form 2A Total Acute and Form 2B Total Acute.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1B Total Expenditure Mental Health does not balance with Form 2A Total Mental Health and Form 2B Total Mental Health.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1B Total Expenditure Aged and Primary Health does not balance with Form 2A Total Aged and Primary Health and Form 2B Total Aged and Primary Health.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1B Total Expenditure Other does not balance with Form 2A Total Other and Form 2B Total Other.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1B Total Expenditure Total does not balance with Form 2A Total Total and Form 2B Total Total.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1B Total Expenditure Consolidated does not balance with Form 2A Total Consolidated and Form 2B Total Consolidated.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 3 Total Equity and Liabilities does not balance with Form 3 Total Assets.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1A Acute Admitted Patient Fees (Item 8) does not balance with Form 4A (Item 17), Fees Raised YTD.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1A Aged and Primary Health Admitted Patients Fees (Item 8) and Form 1A Commonwealth Benefits for NH and Hostels within HS (Item 6) does not balance with Form 4A Aged and Primary Health (Item 18) Fees Raised YTD and Form 4B Total (Item 5) Net Fees Raised.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1A Aged and Primary Health Commonwealth Benefits for NH and Hostels within HS (Item 8) and does not balance with Form 4B Total Commonwealth Revenue (Item 1(v)), Net Fees Raised.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1A Mental Health Admitted Patients Fees (Item 8) and Form 1A Commonwealth Benefits for NH and Hostels within HS (Item 6) does not balance with Form 4A Mental Health (Item 15) Fees Raised YTD and Form 4C Total (Item 7) Net Fees Raised.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

**Form 1A Mental Health Commonwealth Benefits for NH and Hostels within HS (Item 6) and does not balance with Form 4C Total Commonwealth Revenue (Item 1(v)), Net Fees Raised.**

This error will be activated when data entered on a particular form does not reconcile with another form in the Annual Returns module. If these messages are ignored, when you print out that return, all the error messages will be printed on a separate sheet. Review the data entered and correct where appropriate.

## **10.2 Support**

If you encounter any error messages not identified in this section, please contact the Management Information Unit Helpline for assistance. Ensure that you have the error message written down to assist with identifying the problem area.