

**DAFR2021**

The Batch/Document Processing Summary report lists all errors, documents and batches processed overnight. This report also describes the error message for each batch or document and shows individual documents that processed or rejected and whether a batch rejected in full. Payroll errors are located under document types 4 and 7.

**DAFR2022**

The Batch/Document Detail Error Listing report identifies all batches and documents on the IN records that do not have a batch or document header. These transactions are not admitted into USAS for processing. Payroll errors are located under document types 4 and 7.

**DAFR2031**

The Rejected Payroll Transactions report lists payroll transactions rejected for out-of-balance funds, 401(k)s and reimbursements by transaction ID. This report displays information in transaction order. Locate payroll rejected transactions by batch ID with a rejection message.

**DAFR2151**

The Agency Batch Error report lists all processing errors including funding errors and data entry errors. Fatal errors appear on this report along with warning and advisory errors. Payroll errors are located under document types 4, 5, 7, and 8.

**DAFR3521**

The Payment Error Comparison Processing report shows the flagged manual warrants, pay in full documents not paid due to transaction, balance errors and vendors not paid due to transaction errors. Use this report to determine payment processing errors. Payroll errors are located under document types 4 and 7.

## DAFR3601

The Document Cancellation Request Daily Activity report displays transactions that were canceled because of a negative balance. A warrant cannot be generated for a negative amount; therefore, the transactions are canceled. Use this report to monitor transactions that were canceled because of negative balances that must be resubmitted to USAS. Payroll errors are located under document types 4 and 7.

**Note:** Reference the *USAS User's Manual, Appendix D, Volume II* for specific details on the above reports. Monitor the following three USAS error reports daily for USPS payroll errors: DAFR2021, DAFR2151 and DAFR3601.