

# DON'T PANIC

Interpreting validation  
warnings and errors

Peter Keeler

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# Goals

- Learn how to handle validation warnings and errors
- Understand common validation messages
- Learn some other functions of the validation page







- What is validation?
- What is initialization?
- First steps when validation fails
- Understanding the messages
- Common errors and warnings
- Walking through an example
- Other elements of the validation page

### What is validation?

- BudgetPak has a lot of ‘moving parts’ in its configuration
- Not all of the configuration can be done at once
  - E.g. Adding an account by hand
    - Define the account
    - Add the account to a subtotal
    - Add the account to a section
    - If it’s a calculated account, define the calculation
    - ... and so on
- There are hundreds of interdependencies that have to be handled for your budget to make sense
- Validation is the process of cross-checking your configuration to make sure that everything that needs to be defined *is* defined
- Initialization can’t proceed if validation fails

### What is initialization?

- Initialization is a ‘grand recalculation’ of the entire system
  - Update percent-increase accounts
  - Update calculated accounts
  - Update headcount computations
  - ... and so much more
- Required when your configuration changes modify the database structure
  - E.g. Adding a new account means creating new database rows (like Excel rows) for the new data to go into
- Until you initialize, the system is not ready for budgetholders to use
  - E.g. What would happen if you tried to type in an Excel row that didn't exist?  
You'd have to ‘initialize’ the spreadsheet by adding the missing row before continuing
- The purpose of initialization is to bring the system into sync so it's ready to use
- **So what do you do if you can't initialize, because validation failed?**

## First steps when validation fails

- Read the messages on the screen
  - The warning messages are meant to be understandable and informative
- Messages that say 'Error' or 'Not valid' prevent you from initializing
- Messages that say 'Warning' are important, but do not prevent initialization
- Each message should come underneath a header that tells you what element of BudgetPak is being checked

Company:

Validation failed for Acme Company. Please see below for details on which part(s) of configuration are currently not valid, and why.

- Event/Account Configuration: Not valid. The following items need to be resolved for the event/account mapping:  
ERROR - The following units are marked as allowing headcount, but have no accounts mapped to which headcount information can be stored:  
    '123: Daycare'  
Total: 0 warning(s), and 1 error(s) for employee event mapping.

## Understanding the messages

- The validation messages direct you where to look
- In this example, the message for 'Event/Account Configuration' tells you that there is a mapping issue: unit 123 allows headcount, but has no place for headcount dollars to be stored.
- Since this would cause a potential loss of budget data and an inconsistent total, BudgetPak requires this to be fixed before initializing

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## Common errors and warnings

- Account mappings
  - Check that the account is mapped to at least one unit
  - Check that the account is mapped to a subtotal
  - Check that the account is mapped to a section
- Headcount mappings
  - Check that the account is mapped to each unit the employee is allocated into
  - Check that the account is mapped to the correct headcount event
- 'Connection was not closed'
  - Log out and log back in





### Walking through an example

- Invalid headcount mappings
  - Usually there will be a series of these, since employee imports in bulk tend to have similar issues for multiple employees at once.
  - We're just going to look at one message right now
- The message
  - 'White, Robert' in version '(EE2009 reference)', unit '123', section 'Bonus / other comp 3', account 'Executive Compensation':  
Account not mapped to unit OR account is not headcount-based

```
WARNING - The following employees have invalid mappings.  
'White, Robert' in version '(EE2009 reference)', unit '123', section 'Bonus / other comp 3', account 'Executive Compensation': Account not mapped to unit OR account is not headcount-based  
Total: 1 warning(s), and 0 error(s) for employee event mapping.  
  
A WARNING does not need to be addressed if the listed output IS NOT ACTUALLY USED for the listed unit.
```

### What is this message telling us?

- Employee 'Robert White' in the starting set 'EE2009' has a problem.
- If the problem was with a new hire, then we would see the version instead of the starting set.
- The problem is in the mappings for unit '123'.
  - An employee who is allocated to multiple units can have different mappings (or different mapping problems) in each unit

WARNING - The following employees have invalid mappings.

'White, Robert' in version '(EE2009 reference)', unit '123', section 'Bonus / other comp 3', account 'Executive Compensation': Account not mapped to unit OR account is not headcount-based

Total: 1 warning(s), and 0 error(s) for employee event mapping.

A WARNING does not need to be addressed if the listed output IS NOT ACTUALLY USED for the listed unit.

### What is this message telling us?

- Something about Robert's mapping for the 'Bonus / other comp 3' event is wrong
- Robert's mapping currently says that dollars related to 'Bonus / other comp 3' should go into the account named 'Executive compensation'

WARNING - The following employees have invalid mappings.  
'White, Robert' in version '(EE2009 reference)', unit '123', section 'Bonus / other comp 3', account 'Executive Compensation': Account not mapped to unit OR account is not headcount-based  
Total: 1 warning(s), and 0 error(s) for employee event mapping.

A WARNING does not need to be addressed if the listed output IS NOT ACTUALLY USED for the listed unit.

## What do we do about this?

- There is some reason why Robert's dollars for 'Bonus / other comp 3' cannot go into account 'Executive Compensation' in unit 123
- Possibility 1: Account 'Executive Compensation' is not mapped to unit 123. Fix this by mapping the account to the unit or by selecting a different account.
- Possibility 2: Account 'Executive Compensation' is not a headcount-based account at all. Fix this by changing the account type back to 'Headcount-based' or by selecting a different account.
- Possibility 3: Account 'Executive Compensation' is not mapped to the 'Bonus / other comp 3' event. Fix this by mapping the account to the event or selecting a different account.
- Possibility 4: Robert is not supposed to get 'Bonus / other comp 3' at all, so you choose to ignore the warning; it has no budget impact in this case and does not prevent initialization.

WARNING - The following employees have invalid mappings.

'White, Robert' in version '(EE2009 reference)', unit '123', section 'Bonus / other comp 3', account 'Executive Compensation': Account not mapped to unit OR account is not headcount-based

Total: 1 warning(s), and 0 error(s) for employee event mapping.

A WARNING does not need to be addressed if the listed output IS NOT ACTUALLY USED for the listed unit.



## Other elements of validation

- Technician functions
- Override FY lockout
- Save results

### Validate configuration and initialize

For each company listed, you may validate the configuration by clicking 'Validate'. The response to the validation will be shown in the box below.

The following companies have validation/initialization pending:

- Acme QA
- Acme Company
- Acme Investments

I confirm that I have reviewed my validation warnings.

Validation complete for Acme Company. You may now initialize

Company:

**Technician functions:**

Override FY lockout

## Other elements of validation

- Options menu
  - Warn if account is mapped to multiple units: usually keep off
  - Log initialization to screen: usually keep on
  - Show verbose initialization reports: optional

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Q&A

*Thank you!*