

## **HOW CAN I CLEAR MY AGENCY'S ERRORS ON THE ZX02 MISMATCH REPORT??**

(Part One)

The ZX02 Mismatch Report was designed to help agencies keep their Organizational Management data and their Personnel Administration data in order as well as identify missing and inconsistent employee data. The ZX02 Mismatch Report was given a set number of conditions to check and error messages to output if these conditions were not met. While a few of these error messages are not critical and may only cause reporting anomalies, most are significant and can affect proper processing.

The number of critical errors on ZX02 has reached an alarming level. Through this article, we hope to educate agencies on these errors by staging corrections for different types of errors and releasing instructions on a biweekly basis.

**Begin by** executing the ZX02 report for your agency/agencies. The report will output values for each of the columns listed, Organizational Management listed on the left half of the spreadsheet and Personnel Administration data on the right. To the far right is the Reason column. This column will provide a brief description or error code that will help in determining why there is an error in this record.

In order to address each of the potential errors, we will discuss a few every week.

This week we will review how to correct the following errors:

**MISMATCH EG OR MISMATCH ESG**

and

**MISMATCH PA or MISMATCH PSA**

**MISMATCH EG OR MISMATCH ESG** - If this error message is given, the Employee Group and/or Employee Subgroup on the position **is not** equal to the Employee Group and/or Employee Subgroup on the employee's **Organizational Assignment** infotype (0001). In an action, the Employee Group and Employee Subgroup should default from the position characteristics that are stored in organizational management. In some cases, position characteristics will be changed in Org Management after the employee has been placed in the position. Depending on whether this change was effective on the first date of ownership for the employee or later, either re-executing the action or performing a PCC (Position Characteristic Change) action will bring the new data from Org Mgmt into PA. (Note: If appropriate, it is OK for the Employee Group on the position to be different than the Employee Group on the employee. The only hierarchy element which can be changed on an action for the employee to the employee is Employee Group).

**MISMATCH PA or MISMATCH PSA** - If this error is listed, the Personnel Area and/or Personnel Subarea on the Position – Account Assignment Features Infotype **does not** match the Personnel Area and/or Personnel Subarea on the employee's **Organizational Assignment** infotype (0001). In this case the user must first determine which of these is incorrect. If the error exists in Org Mgmt, the corrections must be made there first. Then, the relevant action must be re-executed on the employee so that the Org Mgmt data can be included in the employee's record. If the error exists only in the employee record, simply re-execute any relevant action.

[ZX02 report descriptor](#)