**Cancellations and Corrections** Created on April 4, 2005

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# Introduction

Cancellations and corrections covers the process used to correct or cancel previously issued personnel actions. Included in this topic is the process for handling OPM personnel actions and non-SF-50 actions in EHRP. Resending an action applies to actions that failed DFAS nightly edits and need to be updated and flagged for the system to resend with the next nightly batch process.



# Cancellations

An action may need to be cancelled because a decision orders an action to be rescinded or withdrawn or because the action should never have occurred. In EHRP, cancellations are made in the **Cancellation** page group with a NOA code of 001-0.

#### Cancellation

#### **Introduction**

An action may need to be cancelled because a decision orders an action to be rescinded or withdrawn or because the action should never have occurred. In EHRP, cancellations are made in the **Cancellation** page group with a NOA code of 001-0.

#### Procedure

The following steps detail the procedure for processing a cancellation.

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Develop Workforce				
O Administer Workforce				
Compensate Employees				
Define Business Rules				
O He Process Menu				
Help PoC Online				
PeopleTools				

Step	Action
1.	Click the Administer Workforce link.
	O Administer Workforce



### Training Guide Cancellations and Corrections

Step	Action
2.	Click the Administer Workforce (USF) link.
3.	Click the Use link.
4.	Click the Cancellation link.

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Cancellation				
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EmpliD:				
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Name:				
Last Name:				
Search Clear Basic Search				

Step	Action
5.	Select the variable by which you would like to search.
	Click in the Last Name field.
6.	Enter the appropriate variable in the field. Enter the desired information into the <b>Last Name</b> field. Enter " <b>AUSTIN</b> ".
7.	Click the Search button.
8.	Select the appropriate employee. Click AUSTIN, ELAINE



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PEOPLE					6	
000-			🙆 Home	😥 Worklist	🕜 Help	ᅌ Sign Ou
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Actual Effective Date:	04/09/2002	Proposed Effectiv	<b>ve Date:</b> 04/09/3	2002	+ -	
Transaction #1 Sequence	. 1 1	Not To Exceed Da	ite:			
*Action: HIR	Hire	PAR Status:	PRO 🔍	PROCESSED B	Y HUMAN	
*Reason Code: CAO	Change of Appointing Office	Contact Emplid:				
NOA Code: 721	Reassignment			NOA	0	
Authority (1): N2M	Reg 335.102. Competi	tive pror	notion/reassignm	nt/CLG		
Authority (2):						
PAR Request#:	Print SF-52 Print SF-50	<u>narks</u> Award Data	Tracking Data 🖇	everance Pay		
🗐 Save) (Q Return to Search) Data Control   <u>Personal Data</u>	( Previous tab) ( Next	tab) nsation   Employmer	n <u>t 1   Employment</u>	2		

Step	Action
9.	If necessary, use the Show Next Row button to locate the action to be cancelled.
	Double-click in the <b>PAR Status</b> field.
	PRO

The salary and step must be returned to the lower salary grade and step if an increase or promotion action is being cancelled. The employee must be returned to the status they occupied prior to the action that was cancelled.

Step	Action
10.	Enter the desired information into the <b>PAR Status</b> field. Enter "CAN".

 NOTE: DO NOT INSERT A NEW ROW FOR THIS CANCELLATION ACTION! Change the PAR Status on the existing row. If a new row is inserted, you will receive a sequencing error message.
 NOTE: Upon entering the CAN PAR Status, the NOA code will populate automatically behind the scenes.

The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.



### Training Guide Cancellations and Corrections

Step	Action
11.	To enter PAR Remarks, click the hyperlink of the same name. Click the <b>PAR Remarks</b> link.
	PAR Remarks

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PAR Remarks					
PAR Remarks		View All First	t 🖪 1 of 1 🕩 Last		
Remark CD:		Insertion Required	+ -		
OK Cancel					

Step	Action
12.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Click the <b>Ok</b> button.

X

NOTE: To add additional remarks, use the Add a new row button to insert a row.

NOTE: If the **Remark CD** contains a "\*\*\*\*", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: To enter freeform remark, enter "ZZZ" in the **Remark CD** field in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific comments for entry, except for the freeform ZZZ.

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🔗 Home 🔞 Worklist 💡 Help	😔 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > Cancellation New Window	
/ Data Control V Personal Data V Job V Position V Compensation V Employment 1 V Employment 2	
AUSTIN,ELAINE EmpliD: 00000299 Empl Rcd#: 0	
Data Control View All  < 🖪 1 of 1 🕨	>
Actual Effective Date: 04/09/2002 E Proposed Effective Date: 04/09/2002 +	-
Transaction #/ Sequence: 1 1 Not To Exceed Date:	
*Action: HIR Hire PAR Status: CAN CANCELLED	
*Reason Code: CAO Change of Appointing Contact Emplid:	
NOA Code: 721 Reassignment 0	
Authority (1): N2M Q Reg 335.102. Competitive promotion/reassignmnt/CLG	
Authority (2):	
PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay Print SF-50 Print SF-50	
🕞 Save) (Q. Return to Search) (📾 Previous tab.) (🔿 Next tab.)	
Data Control   Personal Data   Job   Position   Compensation   Employment 1   Employment 2	

Step	Action
13.	Click the <b>Save</b> button.
	( Save)

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NOTE: Another action may not be created or a new row for that action may not be inserted until the user scrolls down to the action prior to the cancellation.

NOTE: An SF-50 may be printed as a verification of this cancellation action. The SF-50 will display the correct NOA code for a Cancellation (001)

In a prior row cancellation situation, if the cancellation results in required corrections to the following rows, a correction must be performed on those rows.

If the conversion row is the only OPM row in the employee's record, before performing the cancellation, you must enter an OPM NOA from the Impact system which took place prior to the conversion from Impact to EHRP. Since the effective date on the employee's job code and position information is the conversion date, the job code and position information would also need to be modified to reflect the effective date of the earlier OPM action. Then you may proceed to cancel the conversion action.

Step	Action
14.	Once the action has been cancelled, the PAR Status for this row will display "CAN." <b>End of Procedure.</b>



# **Corrections/Resends**

The user will have the capability to make corrections to the employees' data. This section details the steps to make corrections to OPM and non-OPM actions.

#### **Correcting an OPM Action**

#### **Introduction**

Any OPM action that fails DFAS edits or needs to be corrected must be corrected using the NOA code 002-0. These changes will also be reported to OPM. Follow instructions in the OPM Processing Guide and make sure that the required remarks are included. DFAS requires a copy of SF-50's for all 002-0/Correction actions.

#### Procedure

The following steps detail the procedure for making a correction.

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Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
He Process Menu				
Help PoC Online				
PeopleTools				

Step	Action
1.	Click the Administer Workforce link.
	O Administer Workforce



### Training Guide Cancellations and Corrections

Step	Action
2.	Click the Administer Workforce (USF) link.
3.	Click the Use link.
4.	Click the Correction link.

Home > Administer Workforce > Administer Workforce (USF) > Use > Correction	LUCH					ale s		
Home > Administer Workforce > Administer Workforce (USF) > Use > Correction New Window	001-		🙆 H	łome 🔞 Worklis	t 🕜 Help	😂 Sign Out		
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Empl Red Nbr:	Empl Rod Nbr:							
Name:	Jame:							
Last Name:	.ast Name:							
🗖 Include History 🗹 Correct History	🗆 Include History 🔽 Correc	t History						
Search Clear Basic Search	Search Clear Basic	Search						

Step	Action
5.	Select the variable by which you would like to search.
	Click in the Last Name field.
6.	Enter the desired information into the Last Name field. Enter "JONES".
7.	Click the <b>Search</b> button.
8.	Select the appropriate employee.
	Click JONES, NATHAN
	0285 0 JONES,NATHAN JONES



PEOPLE			6	
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JONES,NATHAN EmpliD: 0285	Empl R	cd#: 0		
Data Control		View All	< 🖪 1 of 2 🕨 ≥]	
Actual Effective Date: 12/18/2000	ve Date: 12/18	/2000	+-	
Transaction #/ Sequence: 1 2 Not To Exceed D	ate:	31,		
*Action: HIR A Hire PAR Status:	COR Q	CORRECTED		
*Reason Code: NPS C New Position Contact Emplid:		٩		
NOA Code: 101 Q Career-Cond Appt		NOA Ext:	0 9	
Authority (1): BWA 🔍 OPM Delegation Agr No. , Co	ert No			
Authority (2):				
PAR Request#: Print SF-52 PAR Remarks Award Data Print SF-50	<u>Tracking Data</u>	Severance Pay		
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Data Control   Personal Data   Job   Position   Compensation   Employment	nt 1   Employment	12		

Step	Action
9.	Use <b>Show next row</b> button to locate the action that requires correction.
10.	NOTE: By insterting a row, the data is copied from the original row to the correction row. Click the Add a new row at row 1 button.
11.	Make necessary corrections to the employee's record. All Correction actions should show the appropriate remarks. To save time, these steps will be completed for you.



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Step	Action
12.	NOTE: The <b>PAR Status</b> defaults to COR (Corrected). Click the <b>Save</b> button.

NOTE: If the effective date of the correction action is before or the same as the effective date of a previously entered action, you will receive a warning message instructing you to ensure that your new action will not affect any previous actions. You must go back and check all **Reviewed?** checkboxes on all applicable previous actions before saving this correction action.

NOTE: Effective dates cannot currently be changed in Correction mode. To correct an effective date, you would have cancel the action and re-enter it with the correct effective date.

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ome > <u>Administer Workforce</u> > <u>Adm</u>	inister Workforce (USF) > <u>Use</u> > Cor	rection	<u>N</u> 6	ew Window	
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JONES,NATHAN	EmplID: 0285	Empl R	cd#: 0		
Data Control			View All	🛓 🛃 2 of 2 🕨 >	
Actual Effective Date: 12/1	3/2000 Proposed Effect	ive Date: 12/18	3/2000	+ -	
Transaction #/ Sequence:	1 Not To Exceed D	ate:	<b>1</b>		
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*Reason Code: 🗚 🔍	You must review records effected by before saving. (1641,211)	y changes and check	< the Review Performed	lflag	
NOA Code: 199 Q	The Review Performed flag is found	on the Data Control	Panel.		
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) ata Control   <u>Personal Data   Job</u>   <u>P</u>	osition   Compensation   Employme	nt 1   Employmen	<u>t 2</u>		

Step	Action
13.	Click the <b>OK</b> button.
	OK



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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
14.	NOTE: The previous actions must be reviewed to insure that the correction being made does not affect the previous actions. Click the <b>Show previous row</b> button.

Y

NOTE: Click View All to view all records to be reviewed.

Step	Action
15.	Click the <b>Reviewed</b> ? checkbox when the review and updates are complete. NOTE: All applicable actions will have a <b>Reviewed</b> ? checkbox.

NOTE: All rows of data must be reviewed and the checkbox must be marked when one row is corrected. If another action is affected by this correction, a separate correction must be performed on that action as well.



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Home > Administer Workforce > Administer	Workforce (USF) > Use > Corr	ection	Ne	w Window	
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JONES,NATHAN	EmpliD: 0285	Empl R	cd#: 0		
Data Control			View All	< 🖪 1 of 2 🕨 ≥	
Actual Effective Date: 12/18/2000	Proposed Effecti	ve Date: 12/18	3/2000 🗹 Reviewed	? +-	
Transaction #/ Sequence: 1 2	Not To Exceed Da	ate:	(i)		
*Action: HIR 🔍 Hire	PAR Status:	COR Q	CORRECTED		
*Reason Code: NPS Q New Position	on Contact Emplid:		Q		
NOA Code: 101 Career-Con	id Appt		NOA	0 9	
Authority (1): BWA Q OPM Delega	ation Agr No.	ert No	Ext:		
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In a prior row correction situation, if the correction results in required corrections to the proceeding rows, a correction must be performed on those rows. The preceding procedure should be followed to execute those corrections. This will insure that the corrected information is transmitted to the legacy payroll system.

Step	Action
17.	The correction is saved. End of Procedure.

#### **Resending a 9XXX PAR Action**

#### **Introduction**

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Non-OPM actions can not be corrected. Entitlements, e.g. COLA's, PCA, that require a 9XXX PAR action that have already updated DFAS will require that the action be rekeyed with a different effective date. If the 9XXX PAR action failed DFAS edits then the resend functionality must be used.

Actions on the Compensate Employee module that have updated DFAS will require the action be rekeyed with a different effective date. Those actions that failed DFAS edits that are on Compensate Employee modules require the resend functionality be used.

#### **Training Guide** Cancellations and Corrections

The resend functionality is only available to those with special security access. Please check with your Agency HR Point of Contact for additional information.

### Procedure

The following steps detail the procedure for making a correction to a 9XXX PAR action which failed DFAS edits and resending it.

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me				
O Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
He Process Menu				
Help PoC Online				
PeopleTools				

Step	Action
1.	Click the Administer Workforce link.
	S Administer Worklore
2.	Click the Administer Workforce (USF) link.
	O Administer Workforce (USF)
3.	Click the Use link.
	O Use
4.	Click the <b>HR Processing</b> link.
	HR Processing



HR Processing - Microsoft Internet Explorer				
File Edit View Favorites Tools Help				
PEOPLE				ACT
200	🙆 Home	😥 Worklist	🕜 Help	📀 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > H	R Processing	Ν	lew Window	
HR Processing				
Find an Existing Value				
EmplID:				
Empl Rcd Nbr:				
Name:				
Last Name:				
Search Clear Basic Search				
E Done			🔒 🥥 Ir	iternet

Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter "00100504".
6.	Click the Include History option.
7.	Click the <b>Search</b> button.

PAR Request#:

🙆 Done

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Data Control Personal E	pata Job	Position EmplID: 00100	Compensation E	mployment 1 / Ei Rcd#: <sup>0</sup>	mployment 2	
Data Control Personal D TEST, JANET JACKSON Data Control	ata Y Job	Position EmpIID: 00100	Compensation F 0504 Empl	mployment 1 / Ei Rcd#: <sup>0</sup> <u>View All</u>	mployment 2	2
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Data Control Personal C TEST, JANET JACKSON Data Control Actual Effective Date: Transaction # / Sequence: 'Action: DTA Q 'Reason Code: DTA Q Data Control NOA Code: 992 Q	03/06/2005 (E) 2 1 Data Change Data Change Cost of Living Allov	Position EmpIID: 00100 Proposed E Not To Exce PAR Statu Contact En wance	Compensation Empl 0504 Empl Effective Date: 03/ eed Date: us: PRO start/Chg	mployment 1 E Rcd#: 0 View All 06/2005 D6/2005 PROCESSED E RESOURCES Q NOA Fxt:	mployment 2 < 1 of 2 Resend? BY HUMAN 0 Q	2

Step	Action
8.	Click the <b>Compensation</b> tab.
	Compensation
9.	For this excercise the employee's COLA failed DFAS edits because the COLA amount was incorrect. Therefore it is necessary to correct the COLA amount by changing the earnings code and resending the action.

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Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay



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Base Pay:         73,074.000000           Loc.LEO Adjust:         0.00           Adjusted Base Pay:         73,074.00           Description         0.00           Adjusted Base Pay:         0.1479.00	Compensation Frequency: Annual Annuity Offset Amount: Benefit Base Override FEGLI Base: 73,074.000	
Other Pay Information	J ixpected Pay Accounting Info	
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Step	Action
10.	Click the Other Pay Information link.
	Other Pay Information

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Step	Action
11.	Correct the earnings code from C25 to the appropriate earning code for the geographic location.
12.	Click the <b>OK</b> button.



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Act Type:	Data Change	NOA Code:	992 Emp	Status: Active		
Pay Rate Detern	ninant: Regular F	Rate	Pay Basis:	Per Annum 🖄		
Pay Plan /*Table	/Grade: GS 0	000 13	Step: 5 Step Entry Dat	e: 03/06/2005		
Rtnd PP/Table/G	rade:		Step: 0 Grade Entry D	ate: 03/06/2005		
Base Pay:	73,074.000	000	Compensation Frequency:	Annual		
Loc/LEO Adjust:	0.00		Annuity Offset Amount:			
Adjusted Base P	ay: 73,074.00	Benef	t Base Override FEGLI Base	73,074.000		
Total Pay:	99,747.00					
Other Pay	(Information	Expected Pay	Accounting Inf	2		
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Step	Action
13.	Click the <b>Data Control</b> tab.
	Data Control

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Step	Action
14.	Click the <b>Resend?</b> option.



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Step	Action
15.	Click the Save button.
16.	The prior row is corrected. End of Procedure.

#### **Correcting a 9XXX PAR Action**

This process identifies steps necessary to correct or change a 9xxx PAR action that has already updated DFAS.

### Procedure

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Step	Action
1.	Click the Administer Workforce link.
2.	Click the Administer Workforce (USF) link.
3.	Click the Use link. <b>₽</b> Use
4.	Click the <b>HR Processing</b> link.



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Step	Action
5.	Click the Correct History option.
6.	Enter the desired information into the <b>EmplID</b> field. Enter "00100504".
7.	Press [Enter].

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Step	Action
8.	Click the Add a new row at row 1 button.
9.	Click the <b>Calendar icon</b> button.



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Step	Action
10.	Click the desired date.
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Step	Action
11.	Enter the desired information into the *Action field. Enter "DTA".
12.	Press [Tab].
13.	Enter the desired information into the <b>*Reason Code</b> field. Enter <b>"DTA</b> ".
14.	Press [Tab].
15.	Enter the desired information into the NOA Code field. Enter "992".
16.	Press [Tab].
17.	Enter the desired information into the <b>NOA Ext</b> field. Enter "0".
18.	Press [Tab].

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Step	Action
19.	Click the <b>Compensation</b> tab.
	Compensation



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Step	Action
20.	Click the Other Pay Information link.
	Other Pay Information



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Step	Action
21.	Click the Lookup Earnings Code button.



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Step	Action
22.	Enter the desired information into the <b>Earnings Code</b> field. Enter "c11".
23.	Click the <b>Lookup</b> button.
24.	Click the Search Results table.



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Step	Action
25.	Click the <b>OK</b> button.
	OK



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Step	Action
26.	Click the Save button.
27.	End of Procedure.

#### **Resending Payroll Documents**

This process identifies steps necessary to correct and resend payroll actions that have not updated DFAS because the actions have failed the DFAS edits

### Procedure

In this exercise the stop action was rejected by DFAS because the dollar amount of the deduction was blank.



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Step	Action
1.	Click the Compensate Employees link.
2.	Click the Maintain Payroll Data (USF) link.
3.	Click the Use link.
4.	Click the General Deduction Data link.



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Step	Action
5.	Enter the desired information into the <b>EmplID</b> field. Enter "00100504".
6.	Click the <b>Correct History</b> option.
7.	Click the <b>Search</b> button.



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Step	Action
8.	Click in the Flat/Addl Amount field.
9.	Press [Tab].
10.	Click the <b>Resend?</b> option.
11.	Click the <b>Save</b> button.
	E Save)
12.	End of Procedure.