Correction on EDRA Prior to the Pay Compute

To begin, pull up the information on the original transaction. The best source of information in this example would be the original erroneous EDRA transaction. Any error made on the EDRA screen could be corrected on the EDRA screen by the use of the minus sign. In this example, the preparer forgot to include the "A" in the RAI column. The reviewer caught the error and there was still time to fix it prior to the pay compute. **Note:** Pay compute dates are found on the **PPS Schedule.** PTR Preparers should consult the schedule before updating any PTR transaction.

![Correction on EDRA Prior to the Pay Compute](image)

To correct the transaction the preparer would reverse the original transaction using a minus sign in the sign column and then enter the correct transaction as shown below.

![To correct the transaction the preparer would reverse the original transaction using a minus sign in the sign column and then enter the correct transaction as shown below.](image)
Once all the fields have been completed, the preparer would press enter and then F9 to start the update process. The comments entry screen is displayed. The preparer should enter comments on the Post Authorization Notification Comments Entry screen.

Once the update has been completed by pressing the F9 key again, the EDRA screen will be displayed with a sequence number and the message "Update process completed". If there are no more transactions to enter, the preparer should exit out of PTR and then log off OASIS.