

# Edit Checks

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Once your data is entered, you may perform edit checks on the data for each IRS form. The purpose of these edit checks is to look for missing and/or inconsistent data. These edit checks are **NOT** intended to check for the accuracy, correctness or completeness of the responses.

There are a few ways to run edit checks on a form:

1. Listed edit checks (most comprehensive) - You may run edit checks on each form by clicking on the edit check symbol ( , , or  ) next to the appropriate form. This will open a list of errors in a new window. If you have the form open at the same time, you can click on '(Go To)' and the form will move the item to the top of the page.
2. "Visual Edit Checks" - When a form is open, you can click on 'Run Edit Checks' in the left-hand pane. Field items that are not complete will be highlighted yellow. You can double click in the yellow area to view the text of the edit check.
3. 'Edit Check All Selected IRS/EPCRS Forms' - This will run a list of edit checks for all selected forms.

Immediately before printing the final version of a form, it is a good idea to rerun the edit checks even if the all status codes are "OK". The following is a description of the status codes:

Symbol	Meaning
	Unknown Status: edit checks have not yet been run or edit checks have not been run since a change was made to the form.
	NOT OK: Edit checks have been run and the form has errors.
	OK: Edit checks have been run and discovered no errors.

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