# IX Online Financial Transaction Entry

The CALSTARS data entry process promotes accurate, high-volume transaction recording and file update. The purpose of this chapter is to describe how to transmit to CALSTARS the transaction batches described in the previous chapter. Most of the transactions in CALSTARS involve accounting data although budget data and statistical data use this same online entry process. There are five basic steps to process any of these types of transactions:

1.  Prepare an entry document from the source document information.

2.  Key the Batch Header and entry document at a PC or CALSTARS video display terminal.

3.  Balance and release the batch.

4.  Review the online report to assure the data was entered correctly.

5.  Correct any errors following the nightly batch update.

This chapter focuses on Steps 2 - 4. Refer to Chapter VIII, Preparing Transaction Entry Documents for information on Step 1 and Volume 4, Error Correction, for information on Step 5.

Accounting and other financial transactions are entered in batches. A batch consists of:

✪  A batch header, and

✪  One or more transactions.

## TRANSACTION ENTRY AND EDIT OVERVIEW

The batch header and transactions are entered at the PC or CALSTARS terminal. Online feedback is received from the central (mainframe) computer after entering each transaction. A message is displayed at the bottom of the screen when a transaction passes all online edits. When online errors occur, the erroneous fields are highlighted and error codes and/or messages are displayed at the bottom of the screen. The error message is a short statement that usually contains enough information to correct the error on the screen and continue. More thorough edits of the batch header and each transaction are performed during overnight CALSTARS processing.

Common data entry errors may be avoided through use of online edits described in Chapter VII and VIII and by using the Document File retrieval function. For more

information about a specific error, refer to Volume 4. Errors may also be avoided through departmental processes, e.g., batching, totaling and logging of the batch, and by reviewing and reconciling (if necessary) the nightly batch update reports.

## MENUS AND SCREENS FOR ENTERING A BATCH OF TRANSACTIONS

CALSTARS functions are organized into menus and entry screens for easy navigation of the system and efficient data entry and access. The transaction entry screens and their interrelationship are shown in Exhibit IX-1. As shown in Exhibit IX-1, only two interactive screens (boxes in bold lines) are needed to enter and process a batch of transactions.

Select Command **C** from the Main Menu to enter a new batch of transactions (or access a batch in the online file). The Financial Transaction Data Entry menu lists three available options, as shown below.

```
   9990 C: Financial Transactions Entry                    09-16-2007 08:00 AM


              CODE        AVAILABLE OPTIONS

               1      New Batch Header and Transaction Entry
               2      List of Batches
               3      Enter Error Corrections








          Code: __

   Command: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help  Retrn Quit                                               Main
```
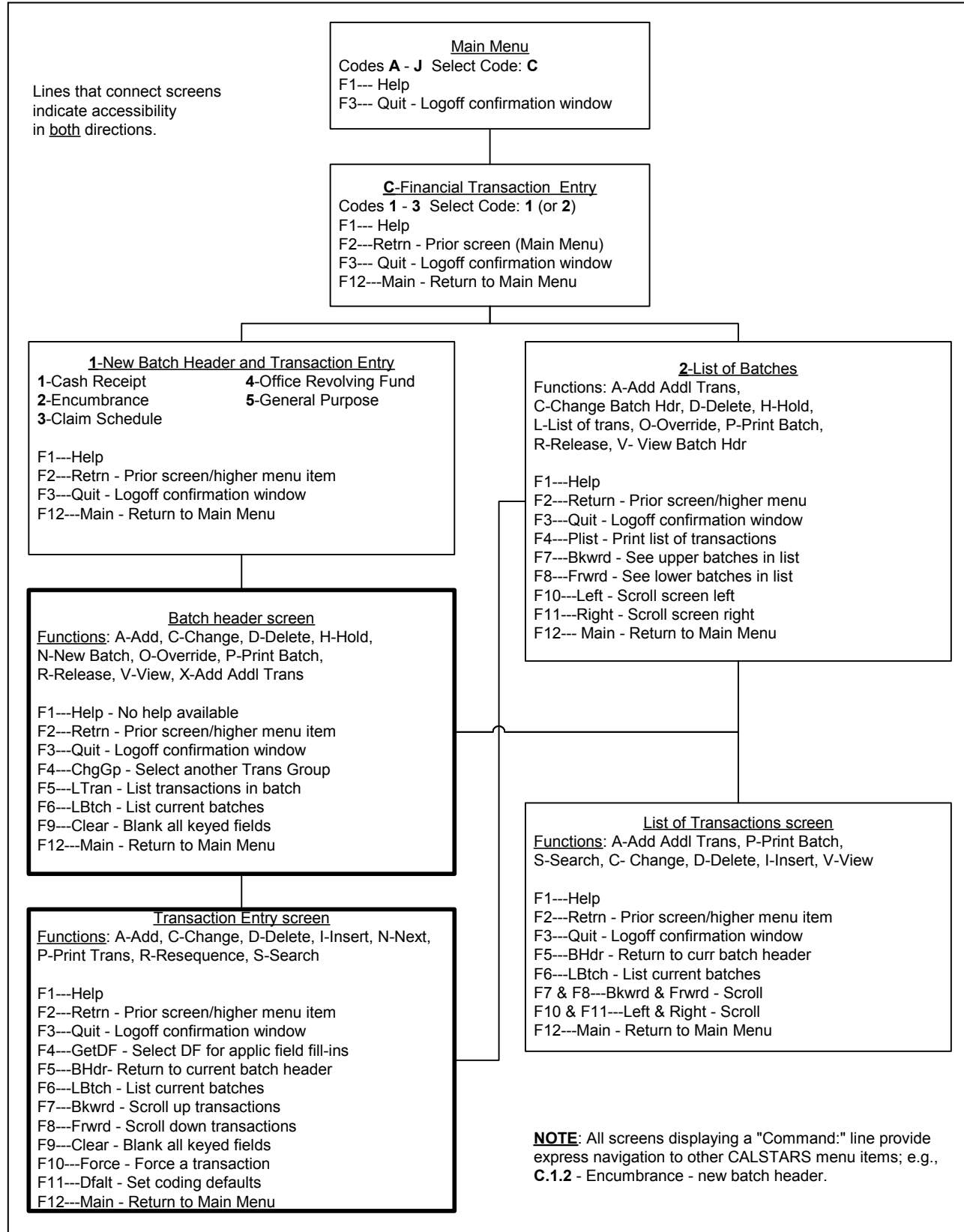
Enter **1** in the Code field to display the New Batch Header and Transaction Entry screen (Command **C.1**). This screen is accessed to enter a new batch of financial transactions.

Enter **2** in the Code field to display the List of Batches screen (Command **C.2**). This screen is used to review the status of any batch or perform maintenance on a number of batches.

Command **C.3**, the Enter Error Corrections screen is discussed in Volume 4.

EXHIBIT IX-1
COMMAND C.1 - TRANSACTION ENTRY PROCESS

Lines that connect screens
indicate accessibility
in both directions.

**Main Menu**
Codes **A** - **J** Select Code: **C**
F1--- Help
F3--- Quit - Logoff confirmation window

**C**-Financial Transaction Entry
Codes **1** - **3** Select Code: **1** (or **2**)
F1--- Help
F2---Retrn - Prior screen (Main Menu)
F3--- Quit - Logoff confirmation window
F12---Main - Return to Main Menu

**1**-New Batch Header and Transaction Entry
**1**-Cash Receipt            **4**-Office Revolving Fund
**2**-Encumbrance          **5**-General Purpose
**3**-Claim Schedule

F1---Help
F2---Retrn - Prior screen/higher menu item
F3---Quit - Logoff confirmation window
F12---Main - Return to Main Menu

**2**-List of Batches
Functions: A-Add Addl Trans,
C-Change Batch Hdr, D-Delete, H-Hold,
L-List of trans, O-Override, P-Print Batch,
R-Release, V- View Batch Hdr

F1---Help
F2---Return - Prior screen/higher menu
F3---Quit - Logoff confirmation window
F4---Plist - Print list of transactions
F7---Bkwrd - See upper batches in list
F8---Frwrd - See lower batches in list
F10---Left - Scroll screen left
F11---Right - Scroll screen right
F12--- Main - Return to Main Menu

Batch header screen
Functions: A-Add, C-Change, D-Delete, H-Hold,
N-New Batch, O-Override, P-Print Batch,
R-Release, V-View, X-Add Addl Trans

F1---Help - No help available
F2---Retrn - Prior screen/higher menu item
F3---Quit - Logoff confirmation window
F4---ChgGp - Select another Trans Group
F5---LTran - List transactions in batch
F6---LBtch - List current batches
F9---Clear - Blank all keyed fields
F12---Main - Return to Main Menu

List of Transactions screen
Functions: A-Add Addl Trans, P-Print Batch,
S-Search, C- Change, D-Delete, I-Insert, V-View

F1---Help
F2---Retrn - Prior screen/higher menu item
F3---Quit - Logoff confirmation window
F5---BHdr - Return to curr batch header
F6---LBtch - List current batches
F7 & F8---Bkwrd & Frwrd - Scroll
F10 & F11---Left & Right - Scroll
F12---Main - Return to Main Menu

Transaction Entry screen
Functions: A-Add, C-Change, D-Delete, I-Insert, N-Next,
P-Print Trans, R-Resequence, S-Search

F1---Help
F2---Retrn - Prior screen/higher menu item
F3---Quit - Logoff confirmation window
F4---GetDF - Select DF for applic field fill-ins
F5---BHdr- Return to current batch header
F6---LBtch - List current batches
F7---Bkwrd - Scroll up transactions
F8---Frwrd - Scroll down transactions
F9---Clear - Blank all keyed fields
F10---Force - Force a transaction
F11---Dfalt - Set coding defaults
F12---Main - Return to Main Menu

**NOTE**: All screens displaying a "Command:" line provide
express navigation to other CALSTARS menu items; e.g.,
**C.1.2** - Encumbrance - new batch header.

## SELECTING A BATCH HEADER AND TRANSACTION FORMAT

Five transaction entry screens and their corresponding batch header screens are available through Command **C.1** as shown below.

```
9990 C.1: New Batch Header and Transaction Entry          03-05-2008 08:01 AM


                  CODE        AVAILABLE OPTIONS

                   1       Cash Receipt
                   2       Encumbrance
                   3       Claim Schedule
                   4       Office Revolving Fund
                   5       General Purpose




            Code: __

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                                              Main
```

**Cash Receipt** (Use Command **C.1.1** for the batch header.) The Cash Receipt Transaction Entry screen is used for cash receipts. Do not use this screen for cash remittances or cash disbursements.

```
9990 Cash Receipt Transaction Entry                       03-05-2008 08:31 AM

  Function: A  (A=Add, C=Change, D=Delete, I=Insert)    Go to Seq Nbr: _____ _
              (N=Next, P=Print Trans, R=Resequence, S=Search)
  BATCH:
   DATE   : 03-05-2008      TYPE  : 02        NUMBER: 500      FM: 06
                            SEQ NBR:    1     MODE  : EDIT ONLY

  TC       : ____       MODIFIER : _          FFY       : ____
  REF DOC/S: _____ __ VENDOR/S > _____ __  DOC DATE  : __ __ ____
  CUR DOC/S: _____ __ INDEX    > ____       OBJ DTL/AO> ___ __
  PCA      > _____      AMOUNT   : _____  REVERSE   : _
  PROJ/WP  > _____ __   LC DPOSIT: _____ ___    SOURCE/AS > _____ __
  APPN SYM > ___        FUND SRCE> ____ __      FUND/DTL  > ____ __
  METHOD   > _          SUBSIDRY > _____     GLAN      > ____
  PCA ACTY > ____       LOCATION > _____       MULTI PUR : _____
  ERR OVRD > _          VEND INFO: _


Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
Enter information to be added
```

**Encumbrance** (Use Command **C.1.2** for the batch header.) The Encumbrance Transaction Entry screen is used to record an original encumbrance (TC 211), to liquidate an encumbrance (TC 210), to adjust an encumbrance (TC 212), or to decrease an encumbrance (TC 213).

```
  9990 Encumbrance Transaction Entry                      03-05-2008 08:47 AM

   Function: A  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr: _____ _
                (N=Next, P=Print Trans, R=Resequence, S=Search)
   BATCH:
    DATE    : 03-05-2008   TYPE   : 07         NUMBER: 501      FM: 06
    SCHEDULE:              SEQ NBR:    1       MODE  : EDIT ONLY

   TC       : ___          MODIFIER : _              FFY       : ____
   REF DOC/S: _____ __  VENDOR/S > _____ __  DOC DATE  : __ __ ____
   CUR DOC/S: _____ __  INDEX    > ____           OBJ DTL/AO> ___ __
   PCA      > _____        AMOUNT   : _____ REVERSE   : _
   PROJ/WP  > _____ __    PCA ACTY > ____           LOCATION  > _____
   MULTI PUR: _____ VEND INFO: _
   ERR OVRD > _




   Command: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
   Enter information to be added
```

**Claim Schedule** (Use Command **C.1.3** for the batch header.) The Claim Schedule Transaction Entry screen is used to create a claim schedule or to make an adjustment.

```
  9990 Claim Schedule Transaction Entry                   03-05-2008 08:50 AM

   Function: A  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr: _____ _
                (N=Next, P=Print Trans, R=Resequence, S=Search)
   BATCH:
    DATE    : 03-05-2008   TYPE   : 04         NUMBER: 502      FM: 06
    SCHEDULE: 0000503      SEQ NBR:    1       MODE  : EDIT ONLY

   TC       : ___          MODIFIER  : _             FFY       : ____
   REF DOC/S: _____ __  VENDOR/S  > _____ __ RPI       : _
   INVOICE  : _____ DOC DATE  : __ __ ____  CUR DOC/S: _____ __
   INDEX    > ____         OBJ DTL/AO> ___ __        PCA       > _____
   AMOUNT   : _____ REVERSE   : _       PROJ/WP  > _____ __
   SOURCE/AS> _____ __    APPN SYM  > ___           FUND SRCE> ____ __
   FUND/DTL > ____ __      METHOD    > _             SUBSIDRY > _____
   GLAN     > ____         DUE DATE  : __ __ ____    PCA ACTY > ____
   LOCATION > _____       MULTI PUR : _____  ERR OVRD > _
   RA MSG   > ____         VEND INFO : _


   Command: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
   Enter information to be added
```

**Office Revolving Fund** (Use Command **C.1.4** for the batch header.) The Office Revolving Fund Transaction Entry screen is used for all Office Revolving Fund transactions.

```
 9990 Office Revolving Fund Transaction Entry               03-05-2008 08:53 AM

  Function: A  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr: _____ _
               (N=Next, P=Print Trans, R=Resequence, S=Search)
  BATCH:
   DATE: 03-05-2008        TYPE   : 06              NUMBER: 504       FM: 06
   CK MSG:                 SEQ NBR:     1           MODE  : EDIT ONLY

   TC       : ___         MODIFIER : _             FFY     : ____
   REF DOC/S: _____ __  VENDOR/S > _____ __  INVOICE : _____
   DOC DATE : __ __ ____   CUR DOC/S: _____ __   INDEX   > ____
   AMOUNT   : _____  REVERSE  : _        PROJ/WP > _____ __
   LC DPOSIT: ___ _____  CHECK    : ___ _____  FUND/DTL> ____ __
   SUBSIDRY > _____     GLAN     > ____          DUE DATE: __ __ ____
   LOCATION > _____      MULTI PUR: _____   ERR OVRD> _
   CK MSG ID> ____        VEND INFO: _



  Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
  Enter information to be added
```

**General Purpose** (Use Command **C.1.5** for the batch header.) The General Purpose Transaction Entry screen is used to enter any CALSTARS transaction.

```
 9990 General Purpose Transaction Entry                     03-05-2008 08:54 AM

  Function: A  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr: _____ _
               (N=Next, P=Print Trans, R=Resequence, S=Search)
  BATCH:
   DATE    : 03-05-2008   TYPE   : 07       NUMBER: 505     FM: 06  CK MSG: Y
   SCHEDULE: 9999999      SEQ NBR:     1     MODE  : EDIT ONLY

   TC       : ___         MODIFIER : _             FFY      : ____
   REF DOC/S: _____ __  VENDOR/S  > _____ __  RPI      : _
   INVOICE  : _____  DOC DATE  : __ __ ____   CUR DOC/S: _____ __
   INDEX    > ____        OBJ DTL/AO> ___ __         PCA      > ____
   AMOUNT   : _____  REVERSE  : _         PROJ/WP  > _____ __
   LC DPOSIT: ___ _____  SOURCE/AS > _____ __   CHECK    : ___ _____
   APPN SYM > ___         FUND SRCE > _             FUND/DTL > ____ __
   METHOD   > _           BUD SEQ   : ____          SUBSIDRY > _____
   GLAN     > ____        DUE DATE  : __ __ ____    PCA ACTY > ____
   LOCATION > _____      MULTI PUR : _____  ERR OVRD > _
   RA MSG   > ____  CK MSG> ____  VEND INFO : _

  Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
  Enter information to be added
```

The **C.1**: New Batch Header and Transaction Entry screen may be bypassed by keying Command **C.1.n** (where **n** is Option **1 – 5)** on the Command line of any screen and pressing **Enter**. Once a transaction entry screen is selected, the applicable batch header screen is displayed.

## BATCH HEADER SCREEN

The batch header data is entered from the Batch Header Slip (Refer to coding instructions and sample in Volume 1, Chapter VIII). A new Batch Header screen automatically displays the current date and time, as displayed in the Claim Schedule Batch Header example below. Fields not underlined are not accessible by toggling the cursor and are not available for keying. The batch count and all amounts are automatically calculated each time a function is performed.

```
A    9990 C.1.3: Claim Schedule                        09-16-2007 09:40 AM

B      Function: A  (A=Add, C=Change, D=Delete, H=Hold, N=New Batch, O=Override)
                    (P=Print Batch, R=Release, V=View, X=Add Addl Trans)

C      BATCH:
        DATE       : 09 16 2007    BATCH TYPE: 04        BATCH NUMBER : 999
        EDIT IND   : 1             FM        : 02        CLAIM SCHED #: 4444444
        STATUS     : H Hold
        TRANS GROUP:  4 Claim Schedules


D                      BATCH            ABSOLUTE              OPTIONAL
                       COUNT          BATCH AMOUNT           NET AMOUNT    +/-
             ENTERED : 44            4,525.79              452579          +
             COMPUTED :

             DIFFERENCE:
                       | cursor |
E      Command: |

F    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Help  Retrn Quit        LTran LBtch              Clear              Main

G
```

The Batch Header screen includes several segments, shown as A – G. These segments identify:

A - The 4-digit Organization code, Transaction Group and current date and time.

B - The Functions available for use with this screen.

C - The Batch Header information entered. The Batch Date is set automatically. To change the date, use the [Shift, Tab] key to back tab and position the cursor on the Batch Date field and key a new date. Note the batch Status and Trans Group fields are displayed. The new batch header is automatically assigned **H-Hold** status. Check Message Indicator (CK MSG) is on the General Purpose and Office Revolving Fund Batch Headers.

D - The batch control data fields for calculating and verifying the batch is in balance before **Release**. The Absolute and Optional Net Amount fields may be keyed with or without commas and decimal points, as shown in the sample batch header.

E - The Command line is used for immediate exit from this screen and navigation to a different menu.

F - The Function (PF) keys available for use with this screen display a label below the F-key number, e.g., **F5**-LTRAN.

G - The System message and error message area, assigned as appropriate. Initial access displays the system message 'Enter information to be added'.

After the batch header information is keyed, press **Enter**. If the batch header information passes all online edits, the transaction entry screen displays according to the option chosen.

## Batch Header Functions

The Functions available for batch header entry are shown in screen segment B, above and are listed here:

**A=Add—A** is automatically set in the Function field and cannot be changed.

**C=Change—**Key **C** in the Function field and key over any allowable fields to change a batch header following successful batch header entry.

**D=Delete—**Key **D** in the Function field to delete an existing batch header following successful header entry.

> **NOTE**: A deleted batch is immediately deleted from the online file following 'delete confirmation' and no longer exists.

```
  9990 C.1.5: General Purpose                          09-16-2011 10:25 AM

    Function: D  (A=Add, C=Change, D=Delete, H=Hold, N=New Batch, O=Override)
                 (P=Print Batch, R=Release, V=View, X=Add Addl Trans)


    DATE        : 09 16 2011    BATCH TYPE: 07        BATCH NUMBER : 777
    EDIT IND   : 1             FM        : 02        CLAIM SCHED #:
    CK MSG     : N
    STATUS     : H Hold
    TRANS GROUP: General Purpose

                     BATCH            ABSOLUTE            OPTIONAL
                     COUNT          BATCH AMOUNT        NET AMOUNT   +/-
       ENTERED   :     1                 1.00                1.00 +
       COMPUTED  :     6               902.00            1,202.00 +

                  A C T I O N   C O N F I R M A T I O N

                  DELETION of batch header & all transactions

                     Press PF4 to confirm; PF2 to cancel


    BATCH HEADER  09-16-2011 07 777 displayed successfully
```

**H=Hold**—Key **H** in the Function field to exclude a batch from any processing. A new batch is automatically placed in **Hold** status until another function is keyed.

**N=New Batch**—Key **N** in the Function field to exit the current batch and display a new (blank) batch header (same type as previous batch header, e.g., Claim Schedule). The Batch Status remains unchanged (on **HOLD**) for the closing batch, and the Function is automatically set to **Add** for the new batch.

**O=Override**—Key **O** in the Function field to release a batch to the nightly update process and **override** the online edits when known online batch errors exist, but are not corrected.

> **NOTE**:   A batch containing balancing errors or other online errors will require correction the following day by using Command **C.3**. However, an out-of-balance condition in the Optional Net Batch Amount *alone* does **not** prevent posting to the master files.

**P=Print Batch**—Key **P** in the Function field to generate and send the CSO521-1, CALSTARS Online Transactions To Be Posted Report, to an agency printer (typically located in the BPRT queue). The report is a listing of all transactions in a batch currently accessible online. Refer to Exhibit IX-2 for an example of this report.

**R=Release**—Key **R** in the Function field to permit a batch of transactions to go through the nightly update batch processing for posting to the master files.

**V=View**—Key **V** in the Function field to display an existing batch header.

**X=Add Additional Transaction**—Key **X** in the Function field and press Enter to add an additional transaction to the batch after the last successfully entered transaction. The new transaction will be assigned the next available Sequence number within the batch.

## Batch Header Function (F) Keys

The program function keys available for the Batch Header screen are listed below:

**F1=Help**—Displays information useful for entry of a batch header.

**F2=Next**—When more than one batch header is selected for action from the List screen, the first selected batch header is displayed. The label below **F2** changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected batch header is displayed. The batch headers are displayed one at a time in ascending order. When the last batch header is displayed, the label below the **F2** key changes back to **Retrn**.

**F2=Rtrn** (Return)—Exits the present activity and displays the prior or higher order menu or screen. Any entry not successfully 'saved' is deleted immediately.

**F3=Quit**—Exits the present activity and exits CALSTARS. A pop-up window displays to confirm the **Quit** action. Any entry not successfully 'saved' is deleted immediately.

**F5=LTran** (List Transactions)**—**Displays the List of Transactions screen, which includes keyed and successfully 'saved' transactions in the batch. Any entry not successfully 'saved' is deleted immediately.

**F6=LBtch** (List of Batches)**—**Exits the present screen and displays the List of Batches. Any entry not successfully 'saved' is deleted immediately.

**F9=Clear**—Erases all keyed fields and any fields not locked, e.g., Batch Date.

**F12=Main**—Exits the present activity and displays the Main Menu. Any entry not successfully 'saved' is deleted immediately.

**Batch Edit Indicator Change**
If the shadow files are temporarily unavailable (typically for a short time beginning at 6:00 PM daily), Edit Indicator **2** may not be used. The Batch Header screen will display the message: '204-EDIT INDICATOR '2' NOT ALLOWED DURING NIGHTLY BATCH PROCESSING USE 1 OR 0'. If the online table files are unavailable, Edit Indicator **1** may not be used. The Batch Header screen will display the message '203-TABLE/FILE CLOSED UNTIL_____'. No further progress is allowed until the shadow files and/or table files are again available. The alternatives are:

✪  Wait for the shadow files and/or table files to open

**OR**

✪  Enter the batches with no table or shadow file editing (Edit Indicator **0**).

Since the Edit Indicator on a Batch Header cannot be changed, deleting the current batch header and starting over is the only way to change the Edit indicator. Use Function **D-**Delete to delete the current batch header online so that the batch number may be reused to enter the batch with a different Edit Indicator. This allows the batch header information to be reused with Batch Edit Indicator (**0**). Remember to note any other batch header changes in the log.

For additional information about shadow file editing and posting, refer to Volume 1, Chapter VII, Online File Inquiry

EXHIBIT IX-2

```
CSO521-1 ****************************          DEPARTMENT OF AIR QUALITY          *************************** ORG NUMBER:    9990
                          CALSTARS      ONLINE TRANSACTIONS TO BE POSTED          REPORT                     ORG PAGE  :       1
11/05/2007 (19.33) ***********************************************************************************************  RUN PAGE  :       1
    BATCH INFORMATION:
        DATE: 11-05-2007    TYPE: XA    NUMBER: 001    EDIT IND: 1   FM: 11    CLAIM SCH #: 1234567    STATUS: H HOLD
****************************************************************************************************************************************
    SEQ   TC        MOD     FFY     REF DOC-SFX   VENDOR-SFX      RPI           INVOICE         DOC DATE    CUR DOC-SFX        AMOUNT      R
    ----- ---       -       ----    -------- --   ---------- --   -            --------------   ----------  -------- --   ---------------- -
          INDX      OD  AO  PCA     PROJ-WP       LOC-DEPOSIT    SOURCE AS      CHECK           AS          FUND SRC
          ----      --- --  -----   ------ --     --- ----------  ------ --     --- ------      ---         -
          FUND-FD   METHOD  BSEQ    SUBSIDRY      GLAN           DUE DATE       PCA ACTY        LOCATION    MULTI PUR
          ---- --   -       ---     --------      ----           ----------    ----            ------      ------------
          ERR OVRD  RA MSG ID       CK MSG ID     VENDOR NAME
          -         ----            ----          ----------------------------------------

      1 232       I       2007    SA234000 00   0000081382 00                 PAYBILL1122222  10-17-2007  22334455 00          200.00
        1111      382 01  22330   FEDERL 99                                                   223         O
        0001 01   R       001                                  10-17-2010


      2 232               2007    SB444555 00   0011008762 01                 PAYINV00000001  10-15-2007  00001000 00          450.00
        1111      382 01  22330


      3 232               2007    SC226688 00                                 PAYBILL1212126  10-09-2007  98089890 01        1,000.00
        1112      342     21111
                          301
        W         JACKS HOUSE OF PAPER SUPPLIES

      4 232               2007    SD123456 00   0000032784 00                 INV77494944400  10-31-2007  00661929 00          500.00
        1112      342     40350
                          603

      5 232               2007    SE000001 00   0076545321 00                 00000667788889  10-02-2007  00081382 00          500.00
        1112      342     50500   550001
                          001

      6 232       I       2007    SF340000 00   0000081382 00                 PA000001111154  10-17-2007  67334455 00          200.00
        1111      382 01  22330   FEDERL 99                                                   223         O
        0001 01   R       001




    BATCH SUMMARY INFO:           COUNT        ABSOLUTE AMOUNT      OPTIONAL NET AMOUNT
                                  -----        ----------------      -------------------
          ENTERED  :                7             3,480.11
          COMPUTED :                6             2,850.00
                                  -----        ----------------      -------------------
          DIFFERNCE:                1               630.11
```

## TRANSACTION ENTRY SCREENS

After the Batch Header screen information is keyed and the **Enter** key is pressed, the appropriate transaction entry screen is displayed. The transaction data is keyed from the transaction coding document or source document. (Refer to coding instructions and samples in Volume 1, Chapter VIII). A fresh transaction entry screen with Sequence **1** and the current date and time is automatically displayed, as shown in the following example. Fields not underlined are not accessible for keying.

The transaction entry screen typically displays only fields that are allowed, e.g., the Transaction Code (TC) "required" and "optional" fields (Volume 5, Transaction Illustrations). Fields that are "not allowed" are not typically displayed, e.g., PCA and Fund Source are not allowed on ORF transactions, etc. If transaction exceptions occur, use the General Purpose Transaction Entry screen for keying the batch of transaction(s).

```
A    9990 General Purpose Transaction Entry                10-06-2011 01:40 PM

B      Function: A  (A=Add, C=Change, D=Delete, I=Insert)      Go to Seq Nbr: _____ _
                    (N=Next, P=Print Trans, R=Resequence, S=Search)
C      BATCH:
        DATE   : 10-06-2011   TYPE  : 08        NUMBER: 800      FM: 03  CK MSG: N
        SCHEDULE: 4444444          SEQ NBR:     1        MODE  : EDIT ONLY

D      TC      : ___          MODIFIER  : _            FFY     : ____
       REF DOC/S: _____ __  VENDOR/S  > _____ __  RPI     : _
       INVOICE  : _____  DOC DATE  : __ __ ____  CUR DOC/S: _____ __
       INDEX    > ____         OBJ DTL/AO> ___ __       PCA     > ____
       AMOUNT   : _____  REVERSE   : _          PROJ/WP > _____ __
       LC DPOSIT: ___ _____  SOURCE/AS > _____ __    CHECK   : ___ _____
       APPN SYM > ___          FUND SRCE > _            FUND/DTL > ____ __
       METHOD   > _            BUD SEQ   : ___          SUBSIDRY > _____
       GLAN     > ____         DUE DATE  : __ __ ____   PCA ACTY > ____
E      LOCATION > _____       MULTI PUR : _____  ERR OVRD > _
       RA MSG   > _____  CK MSG> _____  VEND INFO : _

F      Command: _____
G      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Help  Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
H      Enter information to be added
```

The transaction entry screen includes several segments, shown as A – H. These screen segments identify:

A - The 4-digit Organization code, Transaction Group and date and time.

B - The Functions available for use with this screen and the 'Go to Seq Nbr:' search field.

C - The Batch Header information entered.

D - The data fields available for use with this screen.

E - The Remittance Advice Message ID and the Check Message ID. The Vendor ID indicator used to access the vendor information pop-up window. The Vendor ID indicator field is only used if the Vendor Number field is not used.

F -   The Command line used for immediate exit from this screen and navigation to a different menu.

G -   The F keys available for use with this screen display a label below each one that is available.

H -   The system message and error message area, assigned as appropriate. Initial access displays the system message 'Enter information to be added'.

Refer to Chapter VIII for examples of the transaction entry coding forms, which are referred to as posting tags. The forms are available on the Internet at http://www.dof.ca.gov/accounting/calstars/forms/. All data coded on the posting tag should be entered on the transaction entry screen or errors and/or incomplete recording may occur.

## Transaction Entry Screen Functions

The Functions available for transaction entry (located in segment B, above) are displayed at the top of the screen, as follows:

**A=Add—A** is set automatically set on the transaction entry screen. When all data is entered on the screen, press Enter. If the transaction passes all online edits, the message '176-TRANSACTION SUCCESSFULLY WRITTEN' is displayed at the bottom of the screen and the transaction is 'saved'.

**C=Change—** Key **C** in the Function field, key over the fields to be changed, and press **Enter**. If the transaction passes all online edits, the message '179-TRANSACTION SUCCESSFULLY CHANGED' is displayed at the bottom of the screen. Use **F2** to return to the List of Transactions screen.

**D=Delete—**Key **D** in the Function field to delete a transaction and press **Enter**. The transaction and the Action Confirmation pop-up screen are displayed as shown here:

```
  9990 Encumbrance Transaction Entry                        09-16-2007 08:52 AM

   Function: D  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr:
               (N=Next, P=Print Trans, R=Resequence, S=Search)
  BATCH:
   DATE    : 09-16-2007   TYPE  : 03        NUMBER: 999     FM: 02
   SCHEDULE:              SEQ NBR:    1     MODE  : EDIT ONLY

  TC      : 211           MODIFIER :                  FFY      : 2007
  REF DOC/S:              VENDOR/S > 9999999999 00    DOC DATE : 08 30 2007
  CUR DOC/S: GLR-ENC1 00  INDEX    > 1530             OBJ DTL/AO: 243
  PCA      > 53010        AMOUNT   :          10.00   REVERSE  :
  PROJ/WP >               PCA ACTY :                  LOCATION :
  MULTI PUR:              VEND INFO:
  ERR OVRD >

                   A C T I O N   C O N F I R M A T I O N

                        DELETION of transaction

                    Press PF4 to confirm; PF2 to cancel


   Transaction 1 0  9990-20-07-09-16-03-999-1-0 displayed successfully
```

If **F4** is selected, the transaction is deleted immediately.

If **F2** is selected, the message: '252-DELETE FUNCTION CANCELLED' PRESS F2 TO CONTINUE/RETURN' is displayed at the bottom of the screen.

**I—Insert** – Key **I** in the Function field to add a transaction to a batch by placing it between two existing transactions. When this function is used, up to nine transactions may be inserted before the **R**-Resequence function (see below) must be used to realign the Batch Sequence Numbers.

Use the following steps to Insert 1 – 9 transactions. Assume for example, the current transaction Sequence Number is **00008**:

1. Key Function **I** in the "F" column next to Sequence **8** and press **Enter**.

2. Key a transaction on the fresh transaction entry screen that appears. Note that the Sequence Number is **00008 1**.

3. Press **Enter** to save this transaction. Note that a fresh screen appears with Sequence Number **00008 2**.

4. Continue to key and enter up to 9 transactions using this process. (The **F11**-Default option may be used with this process.)

5. After the transactions are inserted (up to 9), key function **R**-Resequence and press **Enter** to realign the batch Sequence Numbers and eliminate the Insert Numbers.

**N=Next**—Key **N** in the Function field to retain the same information on the next screen that was entered for the previous transaction except the Amount, the Reverse Code and the Modifier.

**P=Print Transaction**—Key **P** in the Function field to generate and ROPE the CSO522-1, Online Print A Transaction Report, to an agency printer (typically located in the BPRT queue). The report displays the individual transaction displayed on the screen at the time of the print request. This is similar to the 'Screen Print'. If the vendor name and information entry option is used, it appears as keyed on the CSO522-1. Refer to Exhibit IX-3.

**R=Resequence**—Key **R** in the Function field to renumber the transactions successfully entered in a batch following the use of the **I**-Insert function.

**S=Search**— Key **S** in the Function field to initiate a search of all transactions within one batch for a specified criterion. Enter a value in one of the fields on the search pop-up screen, and pressing **Enter**. An example of the search screen is displayed here:

```
 9990 List of Transactions: Screen 1                    09-16-2007 02:40 PM
                                                                  MORE=>

 BATCH: DATE: 09 08 2007 TYPE: 11 NBR: 111 FM: 02 STATUS: R CLM SCH #: _____

 Function: S (A=Add Addl Trans, P=Print Batch, S=Search)   Go To Seq Nbr: _____
 Enter under F below: (C=Change, D=Delete, I=Insert, V=View)
                         CURRENT              OBJECT AO
 F   SEQ TC   FFY   DOC NBR  SFX INDX   PCA   SOURCE AS            AMOUNT R M
 -  ----- --- ----  -------- -- ----   ----- ------ -- ---------------- - -
        1 101 2007  GARYBUCK 00  0060   01026 160600            2,000.00

                   SEARCH  TRANSACTIONS  IN  THE  BATCH  FOR

   TC    :  ___         INDEX    :  ____        PCA    :  _____
   VENDOR/S: _____  CUR DOC/S: _____     REF DOC/S: _____  __
   REVERSE : _          PROJ/WP  :  _____ __    AMOUNT  : 1000.00|_____

            PLEASE  COMPLETE  ONE  FIELD  AND  PRESS  ENTER   [cursor]


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Retrn Quit         BHdr  LBtch Bkwrd Frwrd       Left  Right Main
```

```
CSO522-1 **************************        DEPARTMENT OF AIR QUALITY        ************************** ORG NUMBER: 9990
                                    O N L I N E   P R I N T   A   T R A N S A C T I O N   R E P O R T
11/16/10 (10:35) ******************************************************************************************* PAGE NUMBER:    1
BATCH INFO:
        DATE   : 11-16-2010   TYPE  : 07      NUMBER: 700                 FM        : 04
        SCHEDULE:             SEQ NBR:    1    STATUS: H HOLD              TRANS GROUP: GENERAL PURPOSE
***************************************************************************************************************************
TC      : 242              MODIFIER  :            FFY      : 2009
REF DOC/S:                 VENDOR/S  : NFR1234500 00  RPI      :
INVOICE  :                 DOC DATE  :            CUR DOC/S: TRYTHIS0 00
INDEX    : AAAA            OBJ DTL/AO: 213       PCA      : A0012
AMOUNT   :        10,000.00  REVERSE   :            PROJ/WP  :
LC DPOSIT:                 SOURCE/AS :            CHECK    :
APPN SYM :                 FUND SRCE :            FUND/DTL :
METHOD   :                 BUD SEQ   :            SUBSIDARY:
GLAN     :                 DUE DATE  :            PCA ACTY :
LOCATION :                 MULTI PUR :            ERR OVRD :
RA MSG   : 1234  CK MSG: 1234

VENDOR NAME:
ADDRESS 1  :
ADDRESS 2  :
ADDRESS 3  :
CITY       :
STATE      :    ZIP:            FOREIGN COUNTRY:
```

The search results are displayed on the List of Transactions screen. In the following example, $1,000.00 was keyed in the Amount field.

```
 9990 List of Transactions: Screen 1                      09-16-2007 01:08 PM
                                                                    MORE=>
 BATCH: DATE: 09 16 2007 TYPE: 11 NBR: 111 FM: 02 STATUS: H CLM SCH #:

 Function: _  (A=Add Addl Trans, P=Print Batch, S=Search)   Go To Seq Nbr: _____
 Enter under F below: (C=Change, D=Delete, I=Insert, V=View)
                           CURRENT              OBJECT AO
 F    SEQ  TC   FFY   DOC NBR  SFX INDX   PCA   SOURCE AS            AMOUNT R M
 -   -----  ---  ----  --------  --  ----  -----  ------ --   ---------------- - -
 _      2  101  2007  REFUND-1 00  0060  01026  160400             1,000.00 R
 _      4  101  2007  REFUND-2 00  0050  02360  160400             1,000.00 R
                        *** End of Data ***




 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit        BHdr  LBtch Bkwrd Frwrd      Left  Right Main
```

**'Go To Seq Nbr' Field**—To navigate to a specific transaction on the List of Transactions screen, key the Sequence Number in the 'Go To Seq Nbr:' field and press **Enter**.

## Transaction Entry Screen Function Keys

The program function keys available for the Transaction Entry screen are listed here:

**F1=Help**—Help is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed in any position in one of these fields and the **F1** key is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the **F7** and **F8** keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press **Enter**. To insert a code on a Financial Transaction Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Financial Transaction Entry screen when **Enter** is pressed.

> **Note:** If the F1 key is pressed when the cursor is not on the fields specified above, another help screen, the Transaction Entry Screen Help, displays.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key:

**Next**—When more than one transaction is selected for action from the List screen, the first selected transaction is displayed. The label below **F2** changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected transaction is displayed. The transactions are displayed one at a time in ascending order. When the last transaction is displayed, the label below the **F2** key changes back to **Retrn**.

**Retrn** (Return)**—**Exits the present activity and returns to previous screen or menu. Any entry not successfully 'saved' is deleted immediately.

**F3=Quit—**Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected.

**F4=GetDF** (Get Document File)**—**Searches the Document File to verify the Reference Document Number and Suffix entered. If a match is found, the coding information is retrieved into the current transaction. To use this feature, key the Transaction Code (**TC**), Funding Fiscal Year (**FFY**), Reference Document Number and Suffix (**Ref Doc / S**) and press **F4**. Refer to the *Document File Data Retrieval* section in this chapter for detailed information.

**F5=BHdr** (Batch Header)**—**Exits the transaction entry screen and displays the current batch header. Any entry not successfully 'saved' is deleted immediately.

**F6=LBtch** (List of Batches)**—**Exits the transaction entry screen and displays the List of Batches screen (Command **C.2**). Any entry not successfully 'saved' is deleted immediately.

**F7=Bkwrd** (Backward)**—**Exits the current Financial Transaction Entry screen and displays the prior sequential Financial Transaction Entry screen if a prior screen exists.

**F8=Frwrd** (Forward)**—**Exits the current Financial Transaction Entry screen and displays the next sequential Financial Transaction Entry screen if an additional screen exists.

**F9=Clear—**Erases all keyed fields except any fields locked by **F11**-Default. If **F9** is pressed while entering the data for a financial transaction, that data is erased.

**F10=Force**—Overrides any online error(s), and 'saves' the transaction for nightly batch update processing. If the cause of the online error is not corrected prior to the end of the day, the nightly batch update process will cause the released transaction to go to the Error File.

> **NOTE**: Automated check transactions cannot be forced if the Vendor Number is not on file.

**F11=Dfalt** (Default)—Promotes accurate and efficient transaction entry by allowing coding fields to be retained or skipped when consecutive transactions are keyed.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## LIST OF TRANSACTIONS SCREEN

The List of Transactions screen is available from any Batch Header screen or by keying **L** in the F Action Column on the List of Batches, Command C.2 screen to the left of the desired batch. An example of the screen is displayed here:

```
 9990 List of Transactions: Screen 1                     03-20-2008 04:22 PM
                                                                    MORE=>
  BATCH: DATE: 03-20-2008 TYPE: 03 NBR: 041 FM: 09 STATUS: R CLM SCH #:

  Function: _  (A=Add Addl Trans, P=Print Batch, S=Search)   Go To Seq Nbr: _____
  Enter under F below: (C=Change, D=Delete, I=Insert, V=View)
                         CURRENT            OBJECT AO
  F   SEQ  TC   FFY   DOC NBR  SFX INDX  SOURCE AS  PCA           AMOUNT R M
  -  ----- ---  ----  -------- --  ----  ------ --  -----  ---------------- - -
  _       1 211  2007  07215508 20  0215   436      80000          2,211.30
  _       2 211  2007  07215508 10  0215   446      80000         15,138.89
  _       3 211  2007  07215706 10  0215   486      94401         72,095.61
  _       4 211  2007  07130907 90  0130   217      80000            300.00
  _       5 211  2007  07250207 40  0250   205      80000          1,000.00
  _       6 211  2007  PTR72080 00  0600   245      80000          1,699.00
  _       7 211  2007  07215508 30  0215   436      80000         14,099.09
  _       8 211  2007  07215508 50  0215   445      80000          4,209.79
  _       9 211  2007  07550907 70  0550   418      80000            400.00
  _      10 211  2007  07250706 40  0250   238      80000            320.73
  _      11 211  2007  07215507 70  0215   445      80000          3,245.00
  Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit       BHdr  LBtch Bkwrd Frwrd       Left  Right Main
```

The List screen gives departments the ability to select multiple transactions from the screen. Scrolling to another screen is not allowed until all selected maintenance is finished or cancelled.

To perform transaction maintenance, enter an **A**, **P**, or **S** in the Function field or enter a **C**, **D**, **I**, or **V** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However multiple transactions may be selected from the F action column.

When multiple transactions are selected on the List screen and **Enter** is pressed, the first transaction is displayed on the transaction entry screen. When **C**, **D**, **I** or **V** is selected, the value is inserted in the Function field of the Entry screen. All transactions are displayed in sequence number order.

## List of Transactions Screen Functions

The Functions available for the List of Transactions screen are listed here:

**A=Add**—Key **A** in the Function field and press **Enter** to add an additional transaction to the batch after the last successfully entered transaction. The new transaction will be assigned the next available Sequence number within the batch.

**C=Change**—Key **C** in the F action column to the left of the desired transaction(s), and press **Enter** to display the record on the transaction entry screen. Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the transaction is displayed with the changes. A message confirming that the transaction was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected transaction or to return to the List of Transactions screen.

**D=Delete**—Key **D** in the F action column to the left of the desired transaction(s), and press **Enter**. The transaction and the Action Confirmation pop-up screen is displayed as shown here:

```
 9990 Encumbrance Transaction Entry                    09-16-2007 08:52 AM

  Function: D  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr:
              (N=Next, P=Print Trans, R=Resequence, S=Search)
  BATCH:
   DATE    : 09-16-2007   TYPE   : 03         NUMBER: 999      FM: 02
   SCHEDULE:              SEQ NBR:    1     MODE  : EDIT ONLY

  TC       : 211          MODIFIER :                 FFY        : 2007
  REF DOC/S:              VENDOR/S > 9999999999 00   DOC DATE  : 08 30 2007
  CUR DOC/S: GLR-ENC1 00  INDEX    > 1530            OBJ DTL/AO: 243
  PCA      > 53010        AMOUNT   :           10.00 REVERSE   :
  PROJ/WP  >              PCA ACTY :                 LOCATION  :
  MULTI PUR:              VEND INFO:
  ERR OVRD >

              A C T I O N   C O N F I R M A T I O N

                     DELETION of transaction

                  Press PF4 to confirm; PF2 to cancel


   Transaction 1 0  9990-20-07-09-16-03-999-1-0 displayed successfully
```

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the message: '252-DELETE FUNCTION CANCELLED' is displayed at the bottom of the screen.

**I=Insert**—Key **I** in the F action column to the left of the desired transaction. The new transaction is inserted after the selected transaction. When this function is used, up to nine transactions may be inserted before the **R**-Resequence function (see below) must be used to realign the **Batch Sequence Numbers**.

Use the following steps to **Insert** 1 – 9 transactions. Assume for example, the current transaction Sequence Number is **00008**:

1.  Key Function **I** in the "F" column next to Sequence **8** and press **Enter**.

2.  Key a transaction on the fresh transaction entry screen that appears. Note that the **Sequence Number** is **00008 1**.

3.  Press **Enter** to save this transaction. Note that a fresh screen appears with **Sequence Number 00008 2**.

4.  Continue to key and enter up to 9 transactions using this process. (The **F11**-Default option may be used with this process.)

5.  After the transactions are inserted (up to 9), key function **R**-Resequence and press **Enter** to realign the batch Sequence Numbers and eliminate the **Insert Numbers**.

**P=Print Batch**—Key **P** in the Function field to generates and ROPE the CSO521-1, Online Transactions To Be Posted Report, to an agency printer (typically located in the BPRT queue). This report displays a listing of all transactions in the batch. Refer to Exhibit IX-2.

**S=Search**—Key **S** in the Function field to initiate a search of all transactions within one batch for a specified criterion. Enter a value in one of the fields on the search pop-up screen, and press **Enter**. An example of the search screen is displayed here:

```
    9990 List of Transactions: Screen 1                    09-16-2007 02:40 PM
                                                               MORE=>

   BATCH: DATE: 09 08 2007 TYPE: 11 NBR: 111 FM: 02 STATUS: R CLM SCH #: _____

   Function: s (A=Add Addl Trans, P=Print Batch, S=Search)   Go To Seq Nbr:
   Enter under F below: (C=Change, D=Delete, I=Insert, V=View)
                             CURRENT           OBJECT AO
   F   SEQ  TC   FFY   DOC NBR  SFX  INDX   PCA   SOURCE AS          AMOUNT R M
   -  -----  ---  ----  --------  --  ----  -----  ------ --  ----------------- - -
          1  101  2007  GARYBUCK 00  0060  01026  160600              2,000.00

       ┌─────────────────────────────────────────────────────────────────────┐
       │                SEARCH TRANSACTIONS IN THE BATCH FOR                   │
       │                                                                       │
       │   TC      : ____      INDEX   : _____     PCA      : _____            │
       │   VENDOR/S: _____ _  CUR DOC/S: _____ _  REF DOC/S: _____     │
       │   REVERSE : _         PROJ/WP : _____ _    AMOUNT  : 1000.00         │
       │                                                                       │
       │         PLEASE COMPLETE ONE FIELD AND PRESS ENTER   ┌────────┐        │
       │                                                     │ cursor │        │
       └─────────────────────────────────────────────────── └────────┘ ───────┘

   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
             Retrn Quit        BHdr  LBtch Bkwrd Frwrd       Left  Right Main
```

**V=View—**Key **V** in the F action column to the left of the desired transaction, and press **Enter**. The transaction is displayed on the transaction entry screen with a confirmation message at the bottom of the screen.

## List of Transactions Screen Function Keys

The program function keys available for the List of Transactions screen are listed here:

**F1=Help**—Displays the List of Transactions Help pop-up screen.

**F2=Rtrn** (Return)—Exits the present activity and returns to previous screen or menu.

**F3=Quit—**Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected.

**F5=BHdr** (Batch Header)**—**Displays the Batch Header screen.

**F6=LBtch** (List of Batches)**—**Displays the List of Batches screen (Command **C.2**).

**F7=Bkwrd** (Backward)**—**Go to the previous page of records.

**F8=Frwrd** (Forward)**—**Go to the next page of records.

**F10=Left**—Go to the left to display additional transaction information

**F11=Right**—Go to the right to display additional transaction information.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## LIST OF BATCHES SCREEN

All batch headers entered during the day and those not released in previous days may be accessed for viewing and/or maintenance by using Command **C.2**-List of Batches. Up to thirteen batch headers may be displayed on one screen. This screen is useful when it is necessary to review the status of or perform maintenance on one or more batches. A batch header is displayed in this listing of batches only *after* it successfully passes all online edits for a new batch and the first transaction entry screen (Sequence **1**) is available for keying. Fields not underlined are not accessible by toggling the cursor and not available for keying.

The List of Batches consists of three screens of data for each batch that are displayed by pressing the **F10** or **F11** keys to move left or right and view more batch information. A sample of each screen is shown here.

```
A   9990 C.2: List of Batches: Scrn 1                    09-24-2007 09:29 AM
                                                                   MORE=>
B    BATCH SEARCH:  DATE: __ __ ____     TYPE: ___  NUMBER:___
C    Enter under F below: (A=Add Addl Trans, C=Change Batch Hdr, D=Delete, H=Hold)
     (L=List of Trans, O=Override, P=Print Batch, R=Release, V=View Batch Hdr)
D     F    DATE   TYPE NBR  GROUP   EDIT STAT BAL   FM   SCHEDULE      ENTERED AMOUNT
      -   ------  --   ---  -----    -    -    -    --   -------   -----------------
      _   090307  07  100   GENL     1    H    N    03                        300.00
      _   091607  05  123   SCHED    1    H    N    03   1232456               25.00
      _   092007  01  127   GENL     1    H    N    03                         66.01
      _   092107  06  132   ORF      1    R    Y    03                          1.00
      _   092207  01  128   CASH     1    H    N    03                      5,000.00
      _   092407  03  140   ENC      1    H    N    03                     55,500.00
      _   092407  03  155   GENL     1    H    N    03                         20.00
                            *** End of Data ***


E    Command: _____
F    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Retrn Quit  PList               Bkwrd Frwrd        Left  Right Main
G
```

```
    9990 C.2: List of Batches: Scrn 2 - Counts and Amounts     09-24-2007 09:55 AM
                                                                     <=MORE=>
     BATCH SEARCH:  DATE: __ __ ____     TYPE:      NUMBER:
     Enter under F below: (A=Add Addl Trans, C=Change Batch Hdr, D=Delete, H=Hold)
        (L=List of Trans, O=Override, P=Print Batch, R=Release, V=View Batch Hdr)
    F  DATE   NBR  ECT  CCT  DIF   ENTERED AMOUNT  COMPUTED AMOUNT      DIFFERENCE
    -  ------ ---  ---- ---- ---- ---------------- ---------------- ----------------
    _  090307 100   2   19   17           300.00           240.00            60.00+
    _  091607 123   5    5    0            25.00         1,225.00         1,200.00-
    _  092007 127   4    4    0            66.01            66.67             0.66-
    _  092107 132   1    1    0             1.00             1.00             0.00+
    _  092207 128   3    1    2         5,000.00         1,000.00         4,000.00+
    _  092407 140   2    1    1        55,500.00         3,000.00        52,500.00+
    _  092407 155   1    0    1            20.00             0.00            20.00+
                             *** End of Data ***

    Command: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Help  Retrn Quit  PList               Bkwrd Frwrd        Left  Right Main
```

```
   9990 C.2: List of Batches: Scrn 3 - Optional Net Amnts      09-24-2007 10:06 AM
                                                                  <=MORE
  BATCH SEARCH:  DATE: __ __ ____      TYPE:     NUMBER:
  Enter under F below: (A=Add Addl Trans, C=Change Batch Hdr, D=Delete, H=Hold)
      (L=List of Trans, O=Override, P=Print Batch, R=Release, V=View Batch Hdr)
  F   DATE  NBR   E-OPTIONAL AMOUNT   C-OPTIONAL AMOUNT        DIFFERENCE
  -  ------ ---  ----------------   ----------------    ----------------
  _  090307 100
  _  091607 123
     092007 127
  _  092107 132
  _  092207 128
  _  092407 140
  _  092407 155            20.00+              0.00+              20.00
  _              *** End of Data ***



  Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit  PList           Bkwrd Frwrd      Left  Right Main
```

The List of Batches screen is discussed by segments, which are designated as A-G on screen 1 on the previous page. These segments, which apply to all three screens, identify:

A -   The 4-digit Organization code, Transaction Group and current date and time.

B -   Batch Search – These fields can be used to search the batch listing to find a specific batch or group of batches using:

    ✪ Date (Month, Day, Year) – use the batch header date only

    ✪ Date (Month, Day, Year) and Batch Type

    ✪ Date (Month, Day, Year) and Batch Type and Batch Number

C -   The Functions available for use with this screen.

D -   The batch headers currently available in the batch listing for viewing or maintenance. Use the "F" (Function) column for keying any function listed in **C**, above. The cursor automatically appears in the first **F** field when this screen is accessed, but may be toggled to any available field (displays a yellow underline).

E -   The Command line is used to express navigate to any numbered menu or other screen in the system. When pressed, an immediate exit occurs from the current screen and navigates to a different screen.

F -   The Function (PF) keys available for use with this screen display a label below each one that is available.

G -   The System message and error message area displays the appropriate message depending on what action needs to be taken, or will be taken.

Most batch maintenance (**A**=Add Additional Transaction, **C**=Change Batch Header, **D**=Delete Batch, **H**=Hold, **L**=List of Transactions, **O**=Override, **P**=Print Batch, **R**=Release, and **V**=View Batch Header) may be initiated from the List of Batches screen. The List of Batches screen gives departments the ability to select multiple batches or batch headers to perform maintenance.

To perform maintenance, enter the appropriate Function(s) in the F action column to the left of the desired batch header(s). When multiple lines are selected and Enter is pressed, the transaction entry or batch header screen is displayed in batch date order. The **F2** key is used to go to the next batch number.

## List of Batches Screen Functions

The Functions available for the List of Batches screen are displayed at the top of the screen, as follows:

**A=Add Additional Transactions—** Key **A** in the F action column and press **Enter** to add an additional transaction to the batch after the last successfully entered transaction. The new transaction will be assigned the next available Sequence number within the batch.

**C=Change Batch Header—**Key **C** in the F action column to the left of the desired batch header, and press **Enter** to display Batch Header screen. Key over any allowable fields to change the batch header, and press **Enter**. The message 'BATCH HEADER *mm-dd-yyyy nn nnn* modified successfully' (where *nn nnn is batch type and number*) is displayed at the bottom of the screen. Use **F2** to proceed to the next selected batch header or to return to the List of Batches screen.

**D=Delete—** Key **D** in the F action column to the left of the desired batch header to delete the batch header and **all** transactions in the batch. When Enter is pressed, an Action Confirmation pop-up screen is displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the message: '194-BATCH SUCCESSFULLY DELETED' is displayed is displayed at the bottom of the screen.

<u>**NOTE**</u>: The batch header and all transactions within the batch are immediately deleted.

**H=Hold—**Key **H** in the F action column to the left of the desired batch header. When Enter is pressed, the batch header screen is displayed with the message '185-BATCH SUCCESSFULLY HELD' at the bottom of the screen. A batch header with a **Hold** status will not be processed during the nightly system update.

**L=List of Transactions—** Key **L** in the F action column to the left of the desired batch header to display the List of Transactions screen.

**O=Override—**Key **O** in the F action column to the left of the desired batch header. When Enter is pressed, the batch header screen is displayed with the message '190-BATCH SUCCESSFULLY OVERRIDDEN' at the bottom of the screen. This function releases a batch to the nightly update process and **overrides** the online edits when known online batch errors exist, but are not corrected.

> **NOTE**:   A batch containing balancing errors or other online errors will require correction the following day by using Command **C.3**. However, an out-of-balance condition in the Optional Net Batch Amount *alone* does **not** prevent posting to the master files.

**P=Print Batch—**Key **P** in the F action column to the left of the desired batch header to generate and send the CSO521-1, Online Transactions To Be Posted Report, to an agency printer (typically located in the BPRT queue). This report displays a listing of all transactions in the batch. Refer to Exhibit IX-2.

**R=Release—**Key **R** in the F action column to the left of the desired batch header to release the batch of transactions to the nightly update process for posting to the master files. When Enter is pressed, the batch header screen is displayed with the message '186-BATCH SUCCESSFULLY RELEASED' at the bottom of the screen.

**V=View—**Key **V** in the F action column to the left of the desired batch header to display the batch header.

## List of Batches Screen Function (F) Keys

The program function keys available for the batch header screen are listed below:

**F1=Help**—Displays information useful for entry of data on the screen.

**F2=Rtrn** (Return)—Exits the present activity and accesses the prior or higher order menu or screen. Any entry not successfully 'saved' is lost.

**F2=Next**—When more than one batch header is selected for action from the List screen, the first selected batch header is displayed. The label below **F2** changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected batch header is displayed. The batch headers are displayed one at a time in ascending order. When the last batch header is displayed, the label below the **F2** key changes back to **Retrn**.

**F3=Quit**—Exits the present activity and exit CALSTARS. A pop-up window will appear to confirm the **Quit** action. Any entry not successfully 'saved' is lost.

**F4=PList** (Print Batch List)**—**Produces the CSO531-1, Online List of Batches Summary Report, at an agency printer that contains the listing of all batches currently accessible online. Refer to Exhibit IX-4.

**F7=Bkwrd** (Backward)**—**Go to the previous page of batch headers.

**F8=Frwrd** (Forward)**—**Go to the next page of batch headers.

**F10=Left**—Go to the left to display additional batch header information.

**F11=Right**—Go to the right to display additional batch header information.

**F12=Main**—Exits the present activity and displays the Main Menu. Any entry not successfully 'saved' is lost.

EXHIBIT IX-4

```
******************************************************** Top of Data ****************************************************************
CSO531-1 ****************************         DEPARTMENT OF AIR QUALITY          **************************** ORG NUMBER:   9990
                    CALSTARS          ONLINE LIST OF BATCHES SUMMARY          REPORT          ****************** ORG PAGE:      1
07/08/2008 (09:21) ***********************************************************************************************  RUN PAGE:      1
----BATCH ID-----  BATCH DATA    CLAIM    ---TRANS COUNT--- -------ABSOLUTE BATCH AMOUNT------- ---------OPTIONAL NET AMOUNT---------
    DATE    TP NBR ED ST BL FM   SCHED    ENTER COMP  DIFF       ENTERED          COMPUTED          ENTERED            COMPUTED
---------- -- --- -  -  -  --   -------   ----- ----- ----- ---------------- ---------------- ------------------ ------------------
06-27-2008 04 009  0  R  Y  12  0000001     1     1               145.00           145.00
06-30-2008 06 003  0  R  Y  12             22    22             1,122.12         1,122.12
06-30-2008 04 001  1  R  Y  12  0234523   127   127            30,525.00        30,525.00
06-30-2008 04 003  1  R  Y  12  1001001    26    26             7,191.82         7,191.82
07-02-2008 02 001  1  R  Y  01            211   211         7,425,634.23     7,425,634.23      7,425,634.23       7,425,634.23
07-02-2008 02 002  1  H  N  01             83    81    2     2,761,698.00     2,732,481.00
07-02-2008 03 007  1  H  N  01              8     7    1    34,464,232.00    32,407,576.00
08-02-2005 04 001  1  H  N  01  3421000    56    55    1         5,955.33         4,834.56
07-04-2008 04 002  1  O  N  01  0006784    11    11               673.00           672.00
07-04-2008 06 001  0  R  Y  01             46    46             8,123.00         8,123.00
07-04-2008 02 001  1  R  Y  01             58    58        10,589,002.10    10,589,002.10
07-07-2008 04 001  1  H  Y  01  6578431    17    17             1,200.00         1,200.00
07-07-2008 04 002  1  H  N  01  5673451    23    18    7         6,197.32         4,863.72
07-07-2008 04 003  1  H  Y  01  9843762    45    45            24,365.19        24,365.19
07-07-2008 06 001  0  R  Y  01              6     6               853.20           853.20
07-07-2008 10 001  2  R  Y  01  4652355     1     1     1,588,944,733.00 1,588,944,733.00
07-07-2008 10 002  2  R  Y  01             76    76            76,000.00        76,000.00
07-07-2008 10 003  2  H  N  01  2342342    12    13    1           687.95           687.95
07-07-2008 10 004  2  H  N  01  7994883    37    36    1        17,422.77        17,422.77
07-07-2008 10 005  2  R  Y  01              4     4                18.88            18.77
07-07-2008 10 006  1  H  Y  01             15    15            31,272.72        31,272.72
```

## ENTERING TRANSACTIONS

Transactions may be entered by using the following functions:

### A=Add

The **A**=Add function is typically used if there is only one transaction to post or if most of the coding information changes for the next transaction. When **Enter** is pressed and the transaction is accepted for processing, the coding fields are blanked for the next transaction.

### N=Next

The **N**=Next function is used to retain all of the coding information for the next Financial Transaction Entry screen except the Amount, the Reverse Code, and the Modifier. This function is helpful when most of the information in the coding fields remain the same for multiple transactions. Use of Function **N** promotes efficient transaction entry, eliminates redundant keying and potentially reduces errors.

### Setting and Using Defaults

The Defaults feature can also be used when some or all of the coding remains the same for multiple transactions. Defaults may be set to retain coding information for use in consecutive transaction(s) and to "skip" unused fields so the cursor may only stop at blank fields (underlined fields that allow coding). Defaults may only be used when Function **A** is present in the Function field.

To set and use Defaults, follow these steps:

1. Enter a period (**.**) in the **first** position of any field that will **not** be used in the current and next transaction.

2. Enter data in all the fields that are to become defaults (i.e., used in the current and next transaction).

3. Press the **F11** key to lock these fields as defaults (i.e., the characters change to green and the underline is removed).

4. Enter the remainder of the data needed for the transaction (i.e., enter the underlined changeable data fields or tab through, as appropriate).

   **NOTE**: The **R**-Reverse code is lockable and care must be exercised if it is set as a Default.

5. Press the **Enter** key to 'save' the transaction. If the transaction passes the online edits, the data defaults are retained, but the other fields are now blank. A message appears at the bottom of the screen: '176-TRANSACTION SUCCESSFULLY WRITTEN'.

> **NOTE**: If errors occur for data in any default (locked) field, the field will be highlighted and the default removed (unlocked). The default feature will not save the new coding entered in that field unless the defaults are reset.
>
> Press **Enter** to save the transaction after correcting the error.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing the **F11** key. Information that is entered and appears on the screen becomes locked or unlocked with *each* press of the **F11** key.

## General Keying Information

Information may be keyed only in the fields that contain yellow underlines (on correctly color formatted screens). Key all transaction information using the letter and number keys (avoid use of special character keys). Do not use blank spaces between letters or numbers except in the Invoice field. Alpha characters may be keyed in lower case (e.g., **a**, **b**, **c**, etc); however, CALSTARS writes the transactions using the standard upper case character set (e.g., **A**, **B**, **C**, etc.) when **Enter** is pressed.

The **Forward** Tab, **Back** Tab and **New Line** Tab are best for navigating to the first space in a field. The cursor direction (arrow) keys are slow and seldom used for data entry.

If a key is pressed when the cursor is not on an open field, the device will "beep" and an **X** (Entry Inhibited symbol) or equivalent symbol will appear at the bottom-left of the screen. The **X** indicates a *keying position error* and locks the keyboard. Locked keyboards may be corrected by using the following steps:

1. **Reset** or **ESC** key to unlock the keyboard.

2. Tab key (**Forward**, **Back** or **New Line**) to return to a valid keying position.

3. Key the character(s) or field.

Any number or letter entered on the screen may be changed (before pressing the **Enter** key) by moving the cursor to that position using the Tab and direction (arrow) keys, and over-keying the data. Unneeded data may be deleted by using the **Delete** key, **Erase EOF** (End of Field) key or **Space Bar**.

Any field on a transaction entry screen may be changed by keying over the existing information.

If all online edits are passed successfully when **Enter** is pressed, a message is displayed at the bottom of the screen: '176-TRANSACTION SUCCESSFULLY WRITTEN'. If online errors are detected, all fields with errors are highlighted in red. Error codes and/or messages are also displayed in red, but only 3 are shown

simultaneously due to space limitations on the screen. As errors are corrected and **Enter** is pressed, the remaining error messages are displayed. Once all errors are corrected and **Enter** is pressed, the transaction is successfully written.

Refer to Volume 4, Error Correction, for information on the meanings, probable causes and action(s) needed to correct errors.

**Entering Another Transaction**
Once a transaction is successfully written (saved) by pressing **Enter**, a new screen is displayed. The information contained on the new screen is dependent on which function was previously selected and if defaults were set. The 5-digit Transaction Sequence Number is incremented by one. When the last transaction for a batch has been successfully entered, press **F5**-Batch Header.

<u>CAUTION:</u>    The last transaction in the batch must be "successfully written" (**Enter** key pressed) before pressing **F5**. Otherwise, whatever data is on the screen when **F5** is pressed is **deleted**.

**Force Entry Of A Transaction**
There may be occasions when a transaction should be written (saved), even if there are errors. For example, a Vendor Number may not be on file, but will be entered the same day. Since **table entries** post *before* **financial transactions**, the transaction may post properly if the online edit features are bypassed. A transaction with online errors may be 'saved' by pressing **F10**-Force. When **F10** is pressed, a message is displayed at the bottom of the screen: '174-FORCED TRANSACTION SUCCESSFULLY WRITTEN'.

**Fund Control Override**
A W in the ERR OVRD field will override all errors which can be corrected by using data element 44 with a value of W during error correction. The overridden transaction will show as a Warnings on the Edit Activity Error Report (CFB800-2).

## Document File Data Retrieval (F4)

This feature is designed for accounting transactions that adjust or liquidate Document File (DF) records. The intent is to save key entry time and to improve data accuracy and completeness by having the system retrieve data from the DF for populating the Transaction Entry screen. Up to seventeen entry fields will be populated by this feature, as illustrated below by '**N**' shown in those fields.

```
   9990 Cash Receipt Transaction Entry                    09-16-2007 12:48 PM

   Function: A   (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr:
               (N=Next, P=Print Trans, R=Resequence, S=Search)
   BATCH:
    DATE  : 09-16-2007      TYPE  : 02          NUMBER: 999      FM: 02
                            SEQ NBR:    1       MODE  : EDIT ONLY

   TC      : 142      MODIFIER : _            FFY      : 2007
   REF DOC/S: A9900288 01  VENDOR/S > _____ __    DOC DATE  : __ __ ____
   CUR DOC/S: _____ __  INDEX    > ____         OBJ DTL/AO: ___ __
   PCA     > _____        AMOUNT   : _____  REVERSE   : _
   PROJ/WP > _____ __    LC DPOSIT: __ _____    SOURCE/AS : _____ __
   APPN SYM : ___        FUND SRCE: _            FUND/DTL  : ____ __
   METHOD   : _          SUBSIDRY : _____      GLAN      : ____
   PCA ACTY : ____       LOCATION : _____        MULTI PUR : _____
   ERR OVRD > _          VEND INFO: _



   Command: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
   Enter information to be added
```

The following criteria are used to determine how and if particular data will be
retrieved from the Document File:

- ✪ Reference Document Number **and** *Suffix* is appropriate, even if the Suffix is
  **not keyed**.

    **NOTE**:  If a Reference Document Number is entered without a Suffix and
             that Document Number exists on file with more than one Suffix
             (e.g., 00, 01, etc.) then a pop-up screen is displayed with the
             multiple suffix records. View and select the appropriate record.

- ✪ The PCA is retrieved from the Document File. Funding information
  (Appropriation Symbol, Fund, Fund Source, and Method) is only retrieved if it
  is different than the disbursing segment on the PCA table.

- ✪ Vendor *Name* is retrieved only if the DF Vendor *Number* is blank.

- ✪ Blank fields retrieved from the DF record are considered valid values.

To use this feature:

1. Enter the Transaction Code (**TC**), Funding Fiscal Year (**FFY**) and Reference
   Document Number/Suffix (**Ref Doc/S**), Suffix is optional

2. Press the **F4** key.

Once the **F4** key is pressed, the system will attempt to find a matching DF record
based on the keyed information **and the General Ledger Account** (as derived by
the TC). The system will respond as follows:

✪ Issue Message: '129-DOCUMENT FILE RETRIEVAL PROCESS
COMPLETED SUCCESSFULLY' and populate up to seventeen fields.
Complete the entry activity and press the **Enter** key to edit the transaction. If
appropriate, overlay any field populated by the DF Retrieval Process (e.g.,
change the Vendor Number). Refer to the following example.

```
9990 Cash Receipt Transaction Entry                      09-16-2007 11:36 AM

 Function: A  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr:
              (P=Print Trans, R=Resequence, S=Search)
 BATCH:
  DATE  : 09 16 2007     TYPE  : 02          NUMBER: 001     FM: 02
                         SEQ NBR:    1       MODE  : EDIT ONLY

 TC       : 142       MODIFIER :  _          FFY      : 2007
 REF DOC/S: A9900288 01  VENDOR/S >  _        DOC DATE :  __ __ ____
 CUR DOC/S:  _____ __  INDEX    > 0050    OBJ DTL/AO:  ___ __
 PCA     > 80143      AMOUNT   :  _           REVERSE  :  _
 PROJ/WP >  _____ __   LC DPOSIT:  __ _____  SOURCE/AS : 125700 01
 APPN SYM :  ____      FUND SRCE:  _          FUND/DTL :  ____ __
 METHOD   :  _         SUBSIDRY :  _____   GLAN     :  ____
 PCA ACTY :  ____      LOCATION :  _____     MULTI PUR :  _____
 ERR OVRD >  _         VEND INFO:  _ SAN DIEGO STATE UNIVERSITY



 Command:  _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
 129-DOCUMENT FILE RETRIEVAL PROCESS COMPLETED SUCCESSFULLY
```

**OR**

✪ Issue Message: '818-REQUESTED RECORD NOT FOUND' if a matching
DF record is not found. Recheck the data entered for TC, FFY, Reference
Document Number and Suffix.

**OR**

✪ Move to a screen entitled **Document File Retrieval Selection** that lists the
document summary information when more than one matching DF record is
found. Refer to the following example for a document with Suffix **00** and **01**.

```
 9990 Document File Retrieval Selection                    09-16-2007 02:07 P

 TC: 142  FFY: 2007  GL: 1313  REF DOC/S: A9900288    AMT $0.00

 Enter under F below:  (S=Select Record, V=View Record in Detail)

                            OBJ DTL/AO    APPN          FUND  FUND
  F   SUF   INDX   PCA    SOURCE AS    SYM    FUND   SRCE  DTL    METH
  -   --    ----   -----    ------ --    ---    ----   -    --     -
  _   00    0050   80143    125700 01    803    0143   O           1
  _   01    0050   80143    125700 01    803    0143   O           1
                           *** End of Data ***




 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Retrn Quit                   Bkwrd Frwrd                   Main
 128-MULTIPLE DF RECORDS WERE FOUND
```

When viewing multiple Document File records on the DF Retrieval Selection screen, the options are to:

✪ Select the DF record to be retrieved based on the information shown by entering Function **S** in the **F** column on the appropriate line and pressing **Enter**.

✪ View a DF record in greater detail by entering Function **V** in the **F** column on the appropriate line and pressing **Enter**.

✪ Return to the previous screen without taking any action by pressing **F2**.

These options are shown in the screen heading. Standard scrolling navigation (**F7** and **F8**) keys are available if there are multiple screens of data.

When Function **V** is used to **View** a DF record in greater detail, a new screen appears titled DF Retrieval Detail, as shown in the following example. A message is shown at the bottom of the screen when a detailed document record is successfully displayed.

```
 9990 DF Retrieval Detail: Screen 1 - Required Elements      09-16-2007 02:24 PM
                                                                         MORE=>
 REF DOC/S : A9900288 01        FFY     : 2007        GLAN     : 1313
 SECTION   : 00                 APPN SYM : 803         PROGRAM  : 00
 ELEMENT   : 00                 COMPONENT: 000          TASK     : 000
 FUND      : 0143               FUND DTL : 00           FUND SRCE : O
 METHOD    : 1                  CATEGORY : 0            OBJECT   : 00
 OBJ DTL/AO: 000                SOURCE   : 125700       REFERENCE : 980
 CHARACTER : 1                  ENACT YR : 2007


                           CURRENT MONTH        PRIOR MONTH        PRIOR YEAR
 DOCUMENT AMT      :           2,016.00+         2,016.00+            0.00+
 ADJUSTMENT AMT    :               0.00+             0.00+            0.00+
 LIQUIDATION AMT   :           2,016.00-         2,016.00-            0.00+
 COLLECTION/PMT AMT:               0.00+             0.00+            0.00+
 BALANCE           :               0.00+             0.00+            0.00+
 RETENTION AMT     :               0.00+             0.00+            0.00+



 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Retrn Quit  Retrv                                 Left  Right Main
  Document 9990-A9900288-01-2007-1 displayed successfully
```

This screen is similar to the Command **H.4**-Document Shadow File Inquiry screen. From the DF Retrieval Detail screen, either:

✪ Retrieve the DF record by pressing the **F4**-Retrieve key.

**OR**

✪ Return to the previous screen by pressing the **F2** key and select another DF record for detailed viewing.

These F-key options are shown at the bottom of the screen.

## Vendor Identification Coding

The only data fields not included on the transaction entry posting tags are the vendor name and address. The vendor name and address is keyed directly from the source document, and is used only **if** the Vendor Number is **not** required.

To use the optional vendor information fields, key any character in the 1-digit Vend Info field and press **Enter**. (The Vendor Number/Suffix must be blank.) The Vendor Information Entry Screen is displayed. After keying the vendor name and address information in the pop-up screen, press **Enter** to save this data and return to the transaction entry screen. Information that was keyed in the Vendor Name field now appears in the Vend Info field. When all data is keyed, press **Enter** again to 'save' the transaction. An example of the vendor information pop-up window is shown here.

```
 9990 Claim Schedule Transaction Entry                09-10-2007 11:40 AM


                         VENDOR INFORMATION ENTRY SCREEN   09-10-07   11:40 AM

      Vendor Name: _____

      Address 1  : _____

      Address 2  : _____

      Address 3  : _____

      City       : _____

      State      : __    Zip: _____ ____    Foreign Country: _____

               Enter Vendor Name/Address Information and Press Enter



      Extended information displayed


  Enter information to be added
```

## RELEASING A BATCH FOR PROCESSING

Once all transactions in the batch are successfully entered, return to the Batch header screen by using the **F5** key, as previously described. After accessing the Batch Header, a variety of tasks may be necessary before using the **R**-Release Function.

## Submitting A Batch To The Nightly Update Process

Some or all of the activities listed below may be required by a department.

✪ Check the batch header screen to assure the batch is balanced.

Use the **C**-Change Function to replace or over-key any incorrect information in the data fields. Press the **Enter** key when completed. All counts and amount fields are automatically recalculated when **Enter** is pressed.

If the batch is balanced by changing the screen batch header, the message: 'BATCH HEADER *MM-DD-YYYY NN NNN* MODIFIED SUCCESSFULLY' (where the actual Batch Date, Batch Type and Batch Number are shown in the message) is displayed.

✪ Check the batch header screen to ensure it is the same as the Batch Header Slip form.

✪ Check the keyed transactions to assure they are the same as the Posting Tag coding:

Press the **F5**-List of Transactions key and compare the data to the Posting Tags (not all fields are displayed on the List of Transactions).

**OR**

Enter Function **P**-Print Batch to print the batch report (CSO521-1, Online Transactions To Be Posted Report). Check the transaction coding on the CSO521-1 against the Posting Tags.

After completing the preceding steps, key Function **R**-Release to submit a batch of transactions to undergo nightly batch processing for posting to the master files. The message: '186-BATCH SUCCESSFULLY RELEASED' displays at the bottom of the screen.

## Balancing An Out of Balance Batch

When there is a Difference in the various amount fields, a message "BATCH OUT OF BALANCE" displays at the bottom of the Batch Header screen. Check the following table for possible problems and solutions.

| Problem | Analysis | Solution |
|---|---|---|
| Calculated Batch Count is out of balance and does not agree with the Batch Header Form. | Use the **F5 – List Transactions** or the CSO521-1 Report and compare the transaction Sequence Numbers with the coding document(s) to find duplicate or *omitted* transactions and/or incorrectly keyed counts. | ✪ Add any omitted (missing) transactions. <br><br> ✪ Delete any duplicate transactions. <br><br> ✪ Change any miscalculated or incorrectly keyed counts |
| Calculated Amount(s) is out of balance and does not agree with the Batch Header Form. | ✪ Check the entered transaction amounts. Use the list or report, above. <br><br> ✪ Recalculate the coding forms. | a. Change any incorrectly keyed transaction amounts. <br><br> b. Change the batch header form Amount(s) and header screen, if wrong. |
| Optional Net Amount does not balance. | 1. Check the Transaction Illustrations (Vol. 5) for the Net Batch Balance effect (plus/minus). <br><br> 2. Check the calculation for **R – Reverse** transactions. | a. Recalculate plus/minus values. <br><br> b. Change or key a code in the (+/-) field, as appropriate. |

Use the **C**-Change Function and replace or over-key the field(s) with correct data. Press the **Enter** key when completed. All counts and amount fields are automatically recalculated when **Enter** is pressed.

If the batch is balanced by changing the screen batch header, the message: 'BATCH HEADER *MM-DD-YYYY NN NNN* MODIFIED SUCCESSFULLY' (where the actual Batch Date, Batch Type and Batch Number are shown in the message) is displayed.

After correcting the out of balance problem, the batch is ready to be released. Repeat any steps needed under the *Submitting A Batch To the Nightly Update Process* section if data was changed.