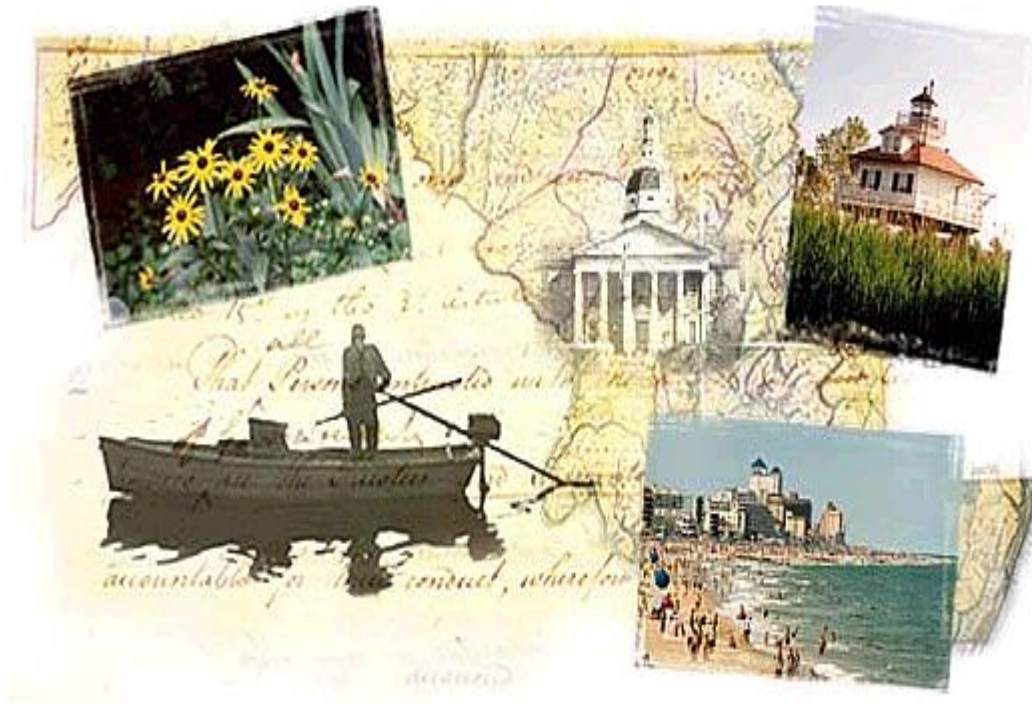


OFFICE OF INFORMATION TECHNOLOGY



ERROR CORRECTION

Financial Management Information System



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GENERATING AND CORRECTING ON-LINE ERRORS

On-line errors do not occur when creating batches in edit mode 0. This edit mode is normally reserved for interfacing agencies. All editing and posting to the financial tables will occur during the nightly batch cycle.

On-line errors occur when creating batches in edit modes 1 and 2. Additional errors may generate during the nightly batch cycle for edit mode 1 batches. ***Note that all journal entries must be created in edit mode 1.*** No additional errors will generate during the nightly batch cycle for edit mode 2 batches. Edit mode 2 batches edit and post to the financial tables on-line.

Let's demonstrate an online error when creating an edit mode 1 journal entry transaction:

1. Begin creating a journal entry batch on the Batch Header Entry (screen 500). Enter the Batch Agency, Batch Date, Batch Type, and Batch Number and press F10-SAVE. Time saver—Press F10-SAVE when accessing this screen and some of the data elements in the Batch ID will be completed by the system.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S500 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 12/10/13 12:48 PM
LINK TO: BATCH HEADER ENTRY DB2A

BATCH AGENCY: TRN
BATCH DATE: 121013
BATCH TYPE: 5
BATCH NUMBER: 117
BATCH COUNT: 00000

BATCH EDIT MODE: 2
PAYMENT DIST TYPE:
DISB METH IND:
EFFECTIVE DATE: 121013
FAST ENTRY:
USER ID: A60T17
USER CLASS: 01
ACTION CODE AGENCY:
ACTION CODE:

Complete the Batch ID information (Batch Agency, Batch Type, Batch Date, and Batch Number) or press F10-Save to default some of the information. Use Batch Type 5 and Batch Number based upon your login ID.

(MMDDYY, DEFAULTS TO TODAY'S DATE)
(M/S/I/A/)
TRAINING ID#17

B10 INVALID BATCH # B14 BATCH TYPE NOT VALID

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT

Ready Running APL NUMFLD ADTFS91 OVR CAP NUM W 9,26

1. In this example, we will use Batch Type 5 and Batch Number 1 plus the last two digits of your login ID. After all the elements in the Batch ID have been completed, press F10-SAVE to save the batch header.

Batch Agency: TRN

Batch Date: (today's date MMDDYY)

Batch Type: 5

Batch Number: 1+last 2 digits of login ID

- ❖ If F10 is pressed first, it will fill in your agency and today's date. It will then also display the B10 and B14 error messages as shown on the screen shot above.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 12/10/13 12:50 PM
 LINK TO: JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A
 BATCH: AGENCY TRN DATE 121013 TYPE 5 NO 117
 DOC DATE: 121013 EFF DATE: 121013 DUE D
 CUR DOC/SFX: JE000539 001 REF DOC/SFX:
 TRANS CODE: 413 EXPENDITURE ADJUS
 INDEX: BLANK BLANK PCA TEST
 PCA: 10015 FUND 0001
 COMP/AGY OBJ: 0101 0808 REGULAR EARNINGS
 AMOUNT: 00000000100.00 RVS: -
 DOC COUNT: DOC AMT: 000000
 GL ACCT/AGY:
 DESCRIPTION:
 FUND: 0001 GRANT NO/
 DEBT/INVEST ISSUE #:
 F96 INVALID EDIT MODE

Required Data Elements:

Doc Date	Today's Date
Curr Doc #	JE_____/001
Trans Code	413
PCA	10015
AOBJ	0808
Amount	\$100.00
Doc Amount	\$200.00

Press F4-Edit and F10-Save. Note the error that the system generates.

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
 F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready Running APL NUMFLD ADTFS91 OVR CAP NUM W 5,16

- After the Batch Header is saved successfully, the system will advance to the transaction entry screen. Complete the required data elements as shown below:
 Doc Date: Today's Date
 Cur Doc/SFX: JE_____/001 (System will automatically fill in a JE number for you, as the D59 Current Document Number Increment has been created for JE document types for agency TRN.
 Trans Code: 413
 PCA: 10015
 AOBJ: 0808
 Amount 100.00
 Doc Amount: 200.00
- Press F4-EDIT and F10-SAVE to edit and save the transaction.
- Because the Batch Edit Mode on the Batch Header was "2" and a journal entry requires a Batch Edit Mode of "1", the system generated the following on-line error. You may access on-line Help, by pressing F1-Help. The system will advance to the News/Help Table (screen 90) for additional information about this error.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S090 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/09/13 02:22 PM
 LINK TO: NEWS/HELP TABLE DB2A
 ACTIVE
 KEYWORD: F96 PAGE: 01
 CODE: F96 EDIT MODE INVALID
 DATA ELEMENT: DOCUMENT NUMBER
 EXPLANATION: THE DOC TYPE ON THE DOCUMENT
 THIS IS AN INTERAGENCY TRANSACTION MAY ONLY BE ENTERED WITH A '0' OR '1'.
 EFF START DATE: 06271996 EFF END DATE:
 Z06 RECORD SUCCESSFULLY RECALLED
 STATUS CODE: A LAST PROC DATE: 06242009
 F3-DELETE F5-NEXT RECORD F8-NEXT ERROR **F9-INTERRUPT** F10-SAVE
 F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

When pressing F1-Help from the transaction screen, the system advances to the News/Help Table (screen 90) and completes the Keyword field with the 3 digit error code. An explanation of the error is displayed.

Press F9-Interrupt to return to the transaction

Ready Running APL NUMFLD ADTFVE4 OVR CAP NUM W 4,11 2:22:27 PM

The edit mode of a batch cannot be changed once you have saved the Batch Header. The batch header will have to be deleted and recreated with the correct edit mode. Instructions on how to delete a batch header with no details are described in the next section.

Press F9-Interrupt to terminate the active interrupt session and return to the transaction screen.

Press F7-Details to return to the 520-View a Batch screen and begin deleting the empty batch header.

Deleting A Batch Header When There Are No Details in the Batch

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 12/10/13 12:51 PM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY **TRN** DATE **121013** TYPE **5** NO **117** SEQUENCE **00001**
MODE **2** EFF DATE **121013** STATUS **H** PRINTER ID: **9FBL**

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT R
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—

ENTERED COUNT: 00000
COMPUTED COUNT: 00000
NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 000000000000.00
COMPUTED AMOUNT: 000000000000.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE **F6-BALANCING** F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready Running APL NUMFLD ADTFS91 OVR CAP NUM W 4,19

Link to View a Batch (screen 520) with the <Enter> key. Type the Batch ID (Batch Agency, Batch Date, Batch Type and Batch

Press F6-Balancing to advance to the 502 Batch Balancing screen.

1. Link to the View a Batch (520 screen) and type the Batch ID and press <Enter>. The Batch ID consists of the Batch Agency, Batch Date, Batch Type and Batch Number.
2. Press F6-Balancing. The system will advance to the Batch Balancing (502) screen.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 12/10/13 12:52 PM
 LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
 BATCH DATE: 121013
 BATCH TYPE: 5
 BATCH NUMBER: 117

BATCH BALANCING:
 ENTERED COUNT: 00000 ENTERED AMOUNT: 000000000000.00
 COMPUTED COUNT: 00000 COMPUTED AMOUNT: 000000000000.00

PAYMENT DIST TYPE:
 DISB METH IND:
 USER ID: A60T17 #17
 USER CLASS: 01

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION
 F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
 F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

Press F3-Delete to delete the batch header.

Ready Running APL NUMFLD ADTFS91 OVR CAP NUM W 2,11

3. Press F3-Delete. The batch may be out of balance however, the header can still be deleted.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 12/10/13 12:53 PM
 LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
 BATCH DATE: 121013
 BATCH TYPE: 5
 BATCH NUMBER: 117

BATCH BALANCING:
 ENTERED COUNT: 00000 ENTERED AMOUNT: 00000000000.00
 COMPUTED COUNT: 00000 COMPUTED AMOUNT: 00000000000.00

PAYMENT DIST TYPE:
 DISB METH IND:
 USER ID: A60
 USER CLASS: 01

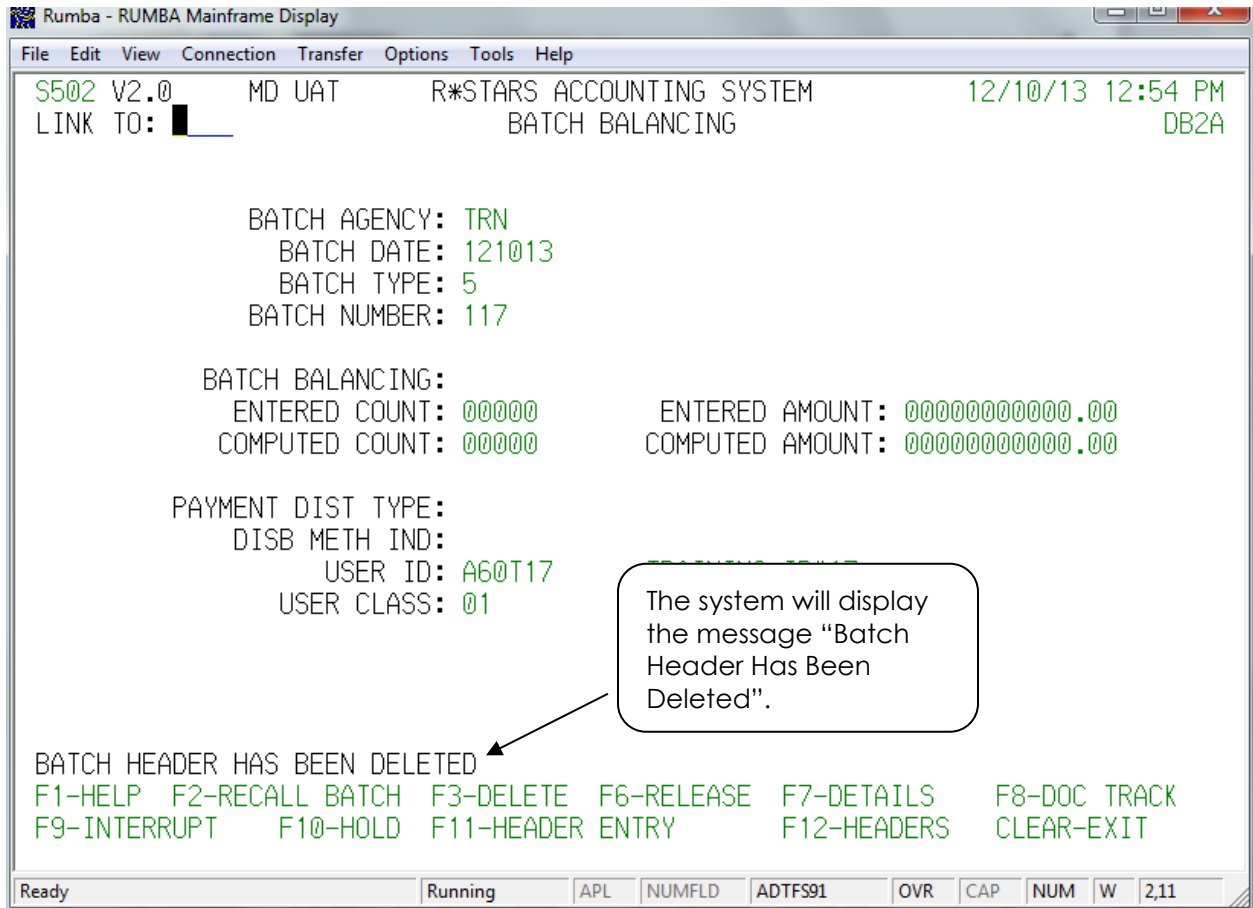
Press F-3 Delete again to confirm batch header deletion.

PRESS DELETE AGAIN TO CONFIRM

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
 F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

Ready Running APL NUMFLD ADTFS91 OVR CAP NUM W 2,11

4. The system will display the message "Press Delete Again to Confirm".
5. Press F3-Delete to confirm delete.



6. The system will display the message "Batch Header Has Been Deleted".

Now let's demonstrate an on-line error when generating an edit mode 2 deposit batch.

1. Begin creating a deposit batch on the 500 Batch Header screen. In this example, we will use the following:
 Batch Agency: TRN
 Batch Date: Today's Date
 Batch Type: 2
 Batch Number: 5 plus login ID.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S500 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 12/10/13 01:00 PM
 LINK TO: BATCH HEADER ENTRY DB2A

BATCH AGENCY: trn (SIGN ON AGENCY)
 BATCH DATE: 121013 (DATE)
 BATCH TYPE: 2
 BATCH NUMBER: 517 ← Complete the Batch ID information (Batch Agency, Batch Type, Batch Date, and Batch Number) or press F10-Save to default some of the information. Use Batch Type 2 and Batch Number based upon login ID.
 BATCH COUNT: █

BATCH EDIT MODE: 2 (T/POST)
 PAYMENT DIST TYPE: —
 DISB METH IND: —
 EFFECTIVE DATE: — (DATE)
 FAST ENTRY: —
 USER ID: A60T17 (M/3/17/17)
 USER CLASS: 01 TRAINING ID#17
 ACTION CODE AGENCY: —
 ACTION CODE: —

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT

Ready Running APL NUMFLD ADTF591 OVR CAP NUM W 9,26

2. Complete the required Batch ID information and press F10-SAVE.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S504 V2.0 MD UAT R*STARS ACCOUNTING SYS PM

LINK TO: _____ REVENUE/RECEIPTS TRANS

BATCH: AGENCY TRN DATE 121013 TYPE 2 NO 517 S

DOC DATE: 121013 EFF DATE: 121013 DUE DATE

CUR DOC/SFX: DTBE 001 REF DOC/SFX: _____

TRANS CODE: 190 RECEIPT OF REVENUE AG

INDEX: BLANK BLANK PCA TEST

PCA: 10015 FUND 0001

COMP/AGY OBJ: 0101 0808 REGULAR EARNINGS

AMOUNT: 00000000100.00 RVS: _____ DE

DOC COUNT: _____ DOC AMT: 00000000100.00 DO

VEND/MC: _____ NM: _____

PMT TYPE: _ INT: _____ ADD1: _____

BANK: _____ ADD2: _____

DISC DT: _____ TM: _____ ADD3: _____

PEN DT: _____ TM: _____ KEYWORD: _____

PEN AMT: _____ CITY: _____

DI#: _____ APPN NO: A0001 FUND: 00

GRANT NO/PH: _____ SUB GRANTEE: _____

MPCD: _____ AGY CD 1: _____ 2: _____ 3: _____ RTI: _____ CHECK#: _____

EE7 INVALID GL/OBJ COMBO EE8 INVALID OBJ/GL COMBO

F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-MESSAGE
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready Running APL NUMFLD ADTF591 OVR CAP NUM W 9,16

Required Data Elements:

Doc Date	Today's Date
Curr Doc #	DT(use your initials)____/001
Trans Code	190
PCA	10015
AOBJ	0808
Amount	\$100.00
Doc Amount	\$100.00

Press F4-Edit and F10-Save.
Note the errors that the system generates.

Press F1-Help to access Data Element Help.

- Complete the required data elements, press F4-EDIT and F10-SAVE to edit and save the transaction. Because the transaction code is a revenue transaction code and the objects entered on the transaction are expenditure objects, the system generated EE7 and EE8 on-line errors.
- You may access on-line Help, by pressing F1-Help. Note that the system **does not** advance to the 90 News/Help Table as in our previous example. Instead, the system will advance to the Comptroller Object Selection (screen 79). Remember, there are six data elements that can be selected through Data Element Help—Index, PCA, Comptroller Object, Agency Object, Vendor Number, and Vendor Name. Because we are using t-code 190, select one of the revenue objects by placing an "S" in the S (Select) column and pressing F9-Interrupt. For this exercise, select 8118.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S504 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 12/10/13 01:05 PM

LINK TO: _____ REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 121013 TYPE 2 NO 517 SEQ NO 00002 MODE EDIT AND POST

DOC DATE: 121013 EFF DATE: 121013 DUE DATE: _____ SERV DATE: _____

CUR DOC/SFX: DTBE 001 REF DOC/SFX: _____ MOD: _____ AGENCY: TRN

TRANS CODE: 190 RECEIPT OF REVENUE AGENCY DEPOSIT

INDEX: BLANK BLANK PCA TEST

PCA: 10015 FUND 0001

COMP/AGY OBJ: 8118 8118 MISC. FEES, FINES & FORFEIT

AMOUNT: _____ RVS: _____ DESC: _____

DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY

VEND/MC: _____ NM: _____

PMT TYPE: _____ INT: _____ ADD1: _____

BANK: _____ ADD2: _____

DISC DT: _____ TM: _____ ADD3: _____

PEN DT: _____ TM: _____ KEYWORD: _____

PEN AMT: _____ CITY: _____

DI#: _____ APPN NO: _____ FUND: _____ GL ACCT/AGY: _____

GRANT NO/PH: _____ SUB GRANTEE: _____ PROJ NO/PH: _____

MPCD: _____ AGY CD-1: 2: _____ 3: _____ RTI: _____ CHECK#: _____

TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-MESSAGE

F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready Running APL NUMFLD ADTFS91 OVR CAP NUM W 4,12

After using Data Element Help to select the correct COBJ/AOBJ, press F4-EDIT and F10-SAVE to create the transaction. You should receive the message "Transaction Successfully Written".

5. Press F4-EDIT again. The EE7 error is gone and the EE8 error remains. With the cursor in the AOBJ field, press F1-HELP. The system will advance to the Agency Object Selection (screen 81). Select one of the revenue objects by placing an "S" in the S (Select) column and pressing F9-Interrupt. Again, please select 8118 as the Agency Object.
6. Press F4-EDIT again. There should not be any errors. Press F10-SAVE to create the transaction. You should receive the message "Transaction Successfully Written".

To get a further explanation of the EE7 and EE8 errors, you may also link to the 90 News/Help Table. Press <HOME> and type "90" in the *Link To:* field and press F9-Interrupt.

Type EE7 in the Keyword field and press <ENTER>. The system will display the following information about the EE7 error.

```

Rumba - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help

S090 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/09/13 02:40 PM
LINK TO: _____ NEWS/HELP TABLE DB2A
ACTIVE
KEYWORD: EE7 PAGE: 01

CODE: EE7 INVALID GL/OBJ COMBO

DATA ELEMENT: AGENCY OBJECT

EXPLANATION: THE AGENCY OBJECT ENTERED MUST HAVE A CONSISTENT OBJECT TYPE AS
              THAT DEFINED FOR THE GENERAL LEDGER ACCOUNT ON THE TRANSACTION.
              THE VALID VALUES FOR THE OBJECT TYPE INDICATOR IN BOTH THE D11
              AGENCY OBJECT PROFILE & THE D31 GENERAL LEDGER ACCT PROFILE ARE:
              'E'-EXPENDITURE, 'R'-REVENUE, 'S'-STATISTICS, 'T'-TRANSFER, AND
              'O'-OTHER. IF AOBJ ENTERED ON THE TRANS HAS AN OBJ TYPE OF 'E'
              THEN ONE OF THE GL ACCTS ON THE TCODE (SEE 28A) MUST, ALSO, HAVE
              AN OBJECT TYPE OF 'E'.

              STATUS CODE: A
EFF START DATE: 07221991 EFF END DATE: _____ LAST PROC DATE: 07221991
Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

Ready Running APL NUMFLD ADTFVE4 OVR CAP NUM W 4,11 2:40:04 PM
  
```

You may also inquire about the EE8 error. Press F9-Interrupt to return to the transaction detail screen.

On-line errors must be corrected as the transaction is created to successfully write the transaction. **You must receive “Transaction Successfully Written” in order to create the transaction.**

VIEWING BATCH CYCLE ERRORS

- ❖ After the overnight batch cycle, those transactions that didn't meet edit and funding requirements do not post to the financial tables and remain on the Internal Transaction (IT) file until corrected. These batches must be corrected and balanced and released for processing in another batch cycle.
- ❖ Batches in error can be viewed on-line on the 530-View Batch Headers screen. They can be identified by edit mode 3 and "hold" status. Additionally, these batches in error will appear on the DAFR2151 Error Report. This control report displays all the transactions that were processed in the previous nightly batch cycle that encountered warning or fatal errors.
- ❖ Fatal errors on the DAFR2151 indicate that the transactions have been placed on the Internal Transaction (IT) file and will require correction and releasing to the next night's batch cycle before these transactions can be processed. Warning errors on the DAFR2151 simply alert the user to the condition, they do not impede processing and the transactions will not remain on the IT file.
- ❖ Listed on the report are:
 1. Transaction ID (Batch Agency, Batch Date, Batch Type, Batch # and Sequence #).
 2. Detailed elements of the transaction
 3. Transaction amounts
 4. Errors code(s)
 5. Description of the error code(s)
- ❖ Additionally, the error codes and messages on the report will be the same as those displayed on-line when the batch is recalled for correction. If additional explanation is needed on a particular error code, the 90 New/Help screen should be used.

Errors on the DAFR2151 Error Report

This report displays all transactions processed in the previous nightly batch cycle that encountered warning or fatal errors. This report displays the Transaction ID (batch agency, batch date, batch type, batch number and sequence number), detailed input elements of the transaction, an error code(s), and error message(s). The report lists the same error messages you will see on-line. Consequently, you can use the 90 News/Help Table to obtain more detail about any of these errors just as you would if the error message were displayed on-line.

```

REPORT:UTRN   VERSION:20130710 204727 HIERARCHY CODE:DAFR2151      PAGE: 1 ROW: 1 COL: 67
UTRN DAFR2151 CNTL 01      ***** UAT TRAINING AGENCY      *****AGCY NUMBER TRN
                                R*STARS ERROR REPORT                        AGCY PAGE 1
07/10/13 (19.59) CYCLE 5216 *****RUN PAGE 1

-----TRANS ID-----  USER ID TID EFF DT AY DMI C/I TC M R AGY RTI INDEX TRANSACTION AMOUNT CODE DESCRIPTION
APPN# FUND PCA COBJ AOBJ PROJ #/PH GRANT#/PH SUB GRANTEE
--AGY CD 1 2 3-- GL / AGY GL MULTI CODE VENDOR NO/MC
VENDOR NAME IRS
INVOICE NO INV DT DOC DATE DOC AGY CUR DOC/SFX REF DOC/SFX
DUE DT SERV DT WARR NO PDT PROPERTY # D/I NO FO CONT #
PT BANK NUMBER DISC DT TRM PEN DT TRMS INT PENALTY AMOUNT

TRN 07/09/13 5 001 00002 A60M23 FTB8 07/09/13 14 413 TRN BLANK 100.00 K21 CUM APPN OVEREXPEND
A0001 0003 10016 0101 0808 FL1 CUM APPN OVRBDG ACC

                                07/09/13 TRN JE000002 001
                                0.000 .00
TRN 07/10/13 5 002 00004 A60M23 FRC3 07/10/13 14 413 TRN BLANK 100.00 K21 CUM APPN OVEREXPEND
A0001 0005 11015 0101 0101 FL1 CUM APPN OVRBDG ACC

                                07/10/13 TRN JE000010 001
                                0.000 .00

```



Errors Related to Interfacing Agencies

Transactions that are submitted to R*STARS by agencies through interfaces that have errors so severe that they cannot be stored in the Internal Transaction (IT) file are rejected. These batches will not appear on the 530 screen. Interfacing agencies will receive either the DAFR2021 or the QAFR372R report.

Interfaced batches may be rejected due to:

- ❖ Unbatched accounting transactions
- ❖ Duplicate documents or batch headers
- ❖ Invalid effective dates

When interfaced batches or documents are rejected, the agency will receive one of two DAFR reports depending on the severity of the rejection.

1. DAFR2021 Batch Document Tracking Update

This report tracks all batches and documents that are interfaced into the R*STARS system from interfacing agencies. It displays the Transaction ID, Document ID, Entered Count and Amount and Computed Count and Amount and, if necessary, a Message related to why the batch was rejected.

REPORT:DAFR2021 VERSION:20130711 215030 HIERARCHY CODE:M39CNTL01						PAGE: 1	ROW: 1	COL: 1
DAFR2021 M39 CNTL 01 ***** DHMH - LOCAL HEALTH DEPT INTERFACE						*****AGCY NUMBER M39		
BATCH DOCUMENT TRACKING UPDATE						AGCY PAGE		
07/11/13 (18.45) CYCLE 5015 *****						*****RUN PAGE 9		
-----TRANS ID-----	--DOCUMENT ID--	APPR	-----ENTERED-----	-----COMPUTED-----	MESSAGE			
		FUND	COUNT	AMOUNT	COUNT	AMOUNT		
M39 06/26/13 4 011 00000							BATCH REJ - ID NOT UNIQUE	
M39 06/26/13 4 011 00000		121		142,564.34	121	142,564.34	BATCH REJECTED	

2. QAFR372R Interface Dataset Reject

This report displays an interfaced Transaction ID that due to some type of data error will not be processed as part of the nightly batch cycle. Only the first Transaction ID in error is displayed per dataset. One data error will result in the rejection of the entire dataset. Agencies are responsible for correcting and resubmitting the incorrect dataset. The report provides the Transaction ID and Error Message.

REPORT:QAFR372R VERSION:20130708 222454 HIERARCHY CODE:U00CNTL01			PAGE: 1	ROW: 1	COL: 1
QAFR372R U00 CNTL 01*****AGENCY INTERFACE - REJECTED FILE*****			AGCY NUMBER U00		
			AGCY PAGE 01		
07/08/13 (18.43) CYCLE 5012 *****			RUN PAGE 01		

-----TRANS ID-----		DATA ERROR	MESSAGE		
U00 07/08/13 1 001 00001		U00201207081	INVALID DETAILS FOR HEADER REC		

Viewing Errors On-Line

To view batch cycle errors on-line, link to the View Batch Headers (screen 530). Type “530” in the *Link To:* field and press <Enter>.

File Edit View Connection Options Tools Help

530 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 10:06 AM

LINK TO: VIEW BATCH HEADERS DB2A

BATCH AGENCY: TRN BATCH DATE LOW: BATCH DATE HIGH: 123149

...BATCH ID...							EFF	ENTERED	ENTERED	COMP	COMP
S	DATE	TYP	NO	STA	BAL	MODE	DATE	COUNT	AMOUNT	COUNT	AMOUNT
—	092017	A	ZWA	H	Y	3	091917	00002	000000000004.00	00002	000000000004.00
—	102317	A	0AC	H	Y	3	102317	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AP	A	Y	2	103017	00001	000000000002.00	00001	000000000002.00
—	103017	A	0AQ	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AR	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AS	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AT	R	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AU	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AV	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AW	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AX	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AY	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00
—	103017	A	0AZ	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00

PRESS PF5 KEY TO VIEW ADDITIONAL RECORDS

F1-HELP F2-INV PRINT F4-PRIOR F5-NEXT F6-BALANCING F7-DETAILS F8-DOC TRACK

F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST CLEAR-EXIT

Ready ADTB21 OVR NUM 5,16

Screen 530 displays all of the batches in the Internal Transaction File in Batch ID sequence (oldest batch date first). You may narrow your search for batches by typing a date in the “Batch Date Low” and/or “Batch Date High” field(s). The 'STA', 'BAL', and 'MODE' columns indicate the batch status, if the batch is balanced, and the edit mode, respectively. It also displays what was saved on the batch header (Entered Count and Amount fields) and the sum total of all the saved detail transactions in the batch (Computed Count and Amount fields).



R*STARS – ERROR CORRECTION

OIT Training Department

Status: H - Hold
 R - Release
 P - Posted
 A - Approval Required
 D - Marked for Deletion

Balance: Y - Yes
 N - No

Mode: 0 - Batch edit and post
 1 - On-line edit, batch post
 2 - On-line edit and post
 3 - System assigned to a batch entered in Edit Mode 0 or 1 that did not meet all the edit requirements (Batch in error)
 4 - System assigned to an error free batch that was entered in Edit Mode 0 or 1 that did not receive the required Approval before the batch cycle.

The Function Keys at the bottom of the 530-View Batch Header screen provide additional features.

F1	Help	Advances to the 90 News/Help Table and provides information about the 530 screen
F4	Prior	Provides access to the previous page of batches
F5	Next	Provides access to the next page of batches
F9	Interrupt	Allows access to other screens for inquiry on data and return to original screen with data intact.
Enter		Used for inquiry
Clear		Exit from screen



R*STARS – ERROR CORRECTION

OIT Training Department

By using the Select Column (S) and placing an “S” next to the Batch ID, you may press the following function keys at the bottom of the 530 screen to access various functions.

F2	Inv Print	Advances to the 525 Invoice/Receipt Print Request screen. Used for printing receipts and invoices in the Deposit and Account Receivable functions
F6	Balancing	Advances to the 502 Batch Balancing screen
F7	Details	Advances to the 520 View a Batch screen
F8	Doc Track	Advances to the 37 Document Tracking inquiry screen, however, from the 530 screen this function does not provide any details
F11	Correct Batch	Advances to 510 Recall a Batch for Correction screen

Determine the batch that will require correction on the 530 Batch Header screen. Press tab and type "S" next to the batch you wish to view. Press F7-View Details. The system will advance to the 520-View a Batch screen.

5530 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 10:08 AM
LINK TO: VIEW BATCH HEADERS DB2A

BATCH AGENCY: TRN BATCH DATE LOW: BATCH DATE HIGH: 123149

S	DATE	TYP	NO	STA	BAL	MODE	EFF DATE	ENTERED COUNT	ENTERED AMOUNT	COMP COUNT	COMP AMOUNT
092017	A	ZHA	H	Y	3	091917	00002				
102317	A	0AC	H	Y	3	102317	00002				
103017	A	0AP	A	Y	2	103017	00001				
<u>S</u> 103017	A	0AQ	H	Y	3	103017	00002				
103017	A	0AR	H	Y	3	103017	00002				
103017	A	0AS	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00	
103017	A	0AT	R	Y	3	103017	00002	000000000004.00	00002	000000000004.00	
103017	A	0AU	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00	
103017	A	0AV	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00	
103017	A	0AW	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00	
103017	A	0AX	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00	
103017	A	0AY	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00	
103017	A	0AZ	H	Y	3	103017	00002	000000000004.00	00002	000000000004.00	

PRESS PF5 KEY TO VIEW ADDITIONAL RECORDS
F1-HELP F2-INV PRINT F4-PRIOR F5-NEXT F6-BALANCING **F7-DETAILS** F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST CLEAR-EXIT

Ready ADTB21 OVR NUM 12,2

Screen 520 displays all of the detail transactions in a batch in sequence number order. The Batch ID (Batch Agency, Batch Date, Batch Type, and Batch Number) along with the sequence number field is displayed across the top of the screen. The Mode and Eff Date fields are carried over from the 500 Batch Header screen. The Status of the batch is displayed and the Printer ID field defaults from the user's R*STARS security profile.

Screen 520 also displays the Entered and Computed Counts and Amounts. If these counts and amounts are not equal, the batch is out of balance. An unbalanced batch will need to be recalled for correction before the batch can be successfully released. Batches that are out of balance will not leave the Internal Transaction File (530 screen) unless they are corrected or deleted.

The Function Keys at the bottom of the 520-View A Batch screen provide additional features.

F1	Help	Advances to the 90 News/Help Table and provides information about the 520 screen
F5	Next	Provides access to the next page of transactions
F9	Interrupt	Allows access to other screens for inquiry on data and return to original screen with data intact.
Enter		Used for inquiry
Clear		Exit from screen

By using the Select Column (S) and placing an “S” next to the Sequence Number, you may press the following function keys at the bottom of the 520 screen to access various functions.

F2	Select	Advances to the detail transactions of the batch
F4	Print	Produces the DAFM522-Certificate of Deposit Report
F6	Balancing	Advances to the 502 Batch Balancing screen
F7	Inv Print	Used for printing receipts and invoices in the Deposit and Account Receivable functions via 525 screen
F8	Doc Track	Advances to the 37 Document Tracking inquiry Screen; after accessing screen 37, press <Enter>
F11	Correct Batch	Advances to 510 Recall a Batch for Correction screen
F12	Headers	Advances to the 530 View Batch Headers screen

Press tab and type “S” next to the sequence you want to view. Press F2-Select to advance to the details of the batch.

S520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 10:12 AM

LINK TO: _____ VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 103017 TYPE A NO 0AQ SEQUENCE 00001
MODE 3 EFF DATE 103017 STATUS H PRINTER ID: NE0L

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT R
—	00001	IP000218	001	P3400615	001	P	TRN	484	BLANK	A0001	14	0101	2.00
<u>S</u>	00002	IP000218	001	AA0325AA	001		EUS	488	BLANK	A0001	14	8037	2.00

ENTERED COUNT: 00002
 COMPUTED COUNT: 00002
 NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 000000000004.00
 COMPUTED AMOUNT: 000000000004.00

**F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
 F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT**

Ready ADTB21 OVR NUM 9,4

OIT Training Department

R*STARS – ERROR CORRECTION

The 3-digit error code is displayed at the bottom of the transaction along with a short explanation.

File Edit View Connection Options Tools Help

S505 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 10:13 AM

LINK TO: _____ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 103017 TYPE A NO 0AQ SEQ NO 00002 MODE MASTER EDIT ONLY

DOC DATE: 103017 EFF DATE: 103017 DUE DATE: _____ SERV DATE: _____

CUR DOC/SFX: IP000218 001 REF DOC/SFX: AA0325AA 001 MOD: _____ AGENCY: EUS

TRANS CODE: 488

INDEX: BLANK

PCA: A0001 AY: 14

COMP/AGY OBJ: 8037 8037

AMOUNT: 00000000002.00 RVS: _____ DISC: 00000000000.00 1099: _____ FD: _____ PDT: 00

DOC COUNT: 00002 DOC AMT: 00000000004.00 DOC AGY: TRN CI: _____ PROP #: _____

INV NO: MEE789 DT: 103017 DESC: _____

VEND/MC: 1526002033 TRN NM: TRN

CONT NO: _____ ADDR 1: 45 _____

WARR NO: _____ ADDR 2: _____

APPN NO: A0001 ADDR 3: _____

FUND: 0001 ADDR 4: _____

GL AC/AGY: _____ CITY: ANNAPOLIS ST: MD ZIP: 21404

GRANT NO/PH: _____ SUB GRANTEE: _____ PROJ NO/PH: _____

MPCD: _____ AGY CD-1: _____ 2: _____ 3: _____ DI: _____ RTI: _____

F91 DOCUMENT LEVEL ERROR F&A CUM DOC BAL NEG

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

Ready ADTB21 OVR NUM 4,12

You may access on-line Help, by pressing F1-Help. The system will advance to the 90 News/Help Table for additional information about this error.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S090 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/09/13 02:54 PM

LINK TO: _____ NEWS/HELP TABLE

ACTIVE

KEYWORD: F91 PAGE: 01

CODE: F91 DOCUMENT LEVEL ERROR

DATA ELEMENT:

EXPLANATION: AN ERROR WAS DETECTED ON AT LEAST ONE OF THE SIDES OF TRANSFER TRANSACTION. THE OTHER ERROR MESSAGE ON YOUR SCREEN (OR THE OTHER COMPANION TRANSACTION SCREEN) IS THE SIGNIFICANT ERROR.

EFF START DATE: 07011991 EFF END DATE: _____ STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 06251992

F3-DELETE F5-NEXT RECORD **F8-NEXT ERROR** F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

Ready Running APL NUMFLD ADTFVE4 OVR CAP NUM W 4,11 2:54:21 PM

The first error should appear with an explanation of the error. Press F8-Next Error if more errors occurred on the transaction.

If there is more than one error on the transaction, press F8-Next Error to access information on the additional error(s).

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S090 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/11/13 12:23 PM

LINK TO: _____ NEWS/HELP TABLE DB2A

ACTIVE

KEYWORD: F8A PAGE: 01

CODE: F8A CUM DOC BAL NEG

DATA ELEMENT: DOCUMENT

EXPLANATION: WHEN ATTEMPTING TO POST TO THE DOCUMENT FINANCIAL TABLE FOR ACCOUNTS RECIEVABLE TRANSACTIONS, THE SUM OF THE ORIGINAL AMOUNT PLUS ADJUSTMENTS AND INTEREST/LATE FEES LESS ANY LIQUIDATIONS MUST NOT BE NEGATIVE. POSTING WILL NOT OCCUR IF THE RESULTING BALANCE IS NEGATIVE UNLESS THE USER HAS THE PROPER FUND OVERRIDE AUTHORITY. IT MAY BE HELPFUL TO VIEW THE 64 DOCUMENT RECORD INQUIRY TO DETERMINE THE BALANCE AFFECTED BY THE TRANSACTION.

EFF START DATE: 01271994 EFF END DATE: _____ STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 01271994

F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

Ready Running APL NUMFLD ADTFWC7 OVR CAP NUM W 4,11

TYPES OF R*STARS ERRORS

1. Batch Level Errors

Identified by error code “B” Type Errors – FATAL ERRORS

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S500 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/09/13 02:57 PM
 LINK TO: BATCH HEADER ENTRY DB2A

BATCH AGENCY: IRN (SIGN ON AGENCY)
 BATCH DATE: 070913 (MMDDYY, DEFAULTS TO TODAY'S DATE)
 BATCH TYPE: 9
 BATCH NUMBER: 500

BATCH COUNT: 00000 BATCH AMOUNT: 0000000000.00

BATCH EDIT MODE: 2 (@=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
 PAYMENT DIST TYPE: — (MUST BE IN D50 PDT PROFILE)
 DISB METH IND: — (H, M, R, E OR SPACE)
 EFFECTIVE DATE: 070913 (MMDDYY, DEFAULTS TO TODAY'S DATE)
 FAST ENTRY: — (M/S/I/A/)
 USER ID: A60M23 ETHERIDGE, BETH
 USER CLASS: 01
 ACTION CODE AGENCY: —
 ACTION CODE: —

B14 BATCH TYPE NOT VALID

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT

Ready Running APL NUMFLD ADTFVE4 OVR CAP NUM W 4,26 2:57:33 PM

OIT Training Department

R*STARS – ERROR CORRECTION

The R*STARS “90 News/Help Table” describes the B14 error as:

The screenshot shows a mainframe display window titled "Rumba - RUMBA Mainframe Display". The window has a menu bar with "File", "Edit", "View", "Connection", "Transfer", "Options", "Tools", and "Help". The main display area contains the following text:

```
S090 V2.0      MD UAT      R*STARS ACCOUNTING SYSTEM      07/09/13 02:57 PM
LINK TO: _____      NEWS/HELP TABLE      DB2A
ACTIVE
KEYWORD: B14_____      PAGE: 01

CODE: B14      BATCH TYPE NOT VALID

DATA ELEMENT:  BATCH TYPE

EXPLANATION:   THE BATCH TYPE MUST BE ENTERED AND MUST BE ONE OF THE FOLLOWING
                VALID VALUES:
                  1 - BUDGETARY
                  2 - REVENUES/RECEIPTS
                  3 - PRE-ENCUMBRANCES/ENCUMBRANCES
                  4 - EXPENDITURES/DISBURSEMENTS
                  5 - JOURNAL VOUCHER

                SEE HELP KEYWORD "BATCHTYPE".

                STATUS CODE: A
EFF START DATE: 06201990  EFF END DATE: _____  LAST PROC DATE: 06221992
Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE      F5-NEXT RECORD      F8-NEXT ERROR      F9-INTERRUPT      F10-SAVE
F11-SAVE/CLEAR  ENTER-INQUIRE      CLEAR-EXIT
```

At the bottom of the window, there is a status bar with the following information: "Ready", "Running", "APL", "NUMFLD", "ADTFVE4", "OVR", "CAP", "NUM", "W", "4,11", and "2:58:01 PM".

2. Data Related Errors

Identified by errors code “E” Type Errors – FATAL ERRORS or J, K, W Type Errors – WARNING ERRORS

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S504 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/09/13 02:59 PM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N DB2A
BATCH: AGENCY TRN DATE 070913 TYPE 2 NO 500 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 070913 EFF DATE: 070913 DUE DATE: SERV DATE:
CUR DOC/SFX: DTMEENNN 001 REF DOC/SFX: MOD: AGENCY: TRN
TRANS CODE: 190 RECEIPT OF REVENUE AGENCY DEPOSIT
INDEX:
PCA: 85555 AY: 14
COMP/AGY OBJ: 8118 8118 MISC. FEES, FINES & FORFEITURES
AMOUNT: 00000000100.00 RVS: DESC:
DOC COUNT: DOC AMT: 00000000100.00 DOC AGY: TRN FUND OVRD:
VEND/MC: NM:
PMT TYPE: INT: ADD1:
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: KEYWORD:
PEN AMT: CITY: ST: ZIP:
DI#: APPN NO: FUND: GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI: CHECK#:
E65 PCA NOT IN 026 PROF E47 INDEX IS REQUIRED E51 APPN REQUIRED
E60 D23 FUND REQ/VALID EJ6 D22 RECORD NOT FOUND
F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-MESSAGE
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready Running APL NUMFLD ADTFVE4 OVR CAP NUM W 7,16 2:59:17 PM

The R*STARS “90 News/Help Table” describes the E65 error as:

The screenshot shows a mainframe display window titled "Rumba - RUMBA Mainframe Display". The window contains the following text:

```

S090 V2.0      MD UAT      R*STARS ACCOUNTING SYSTEM      07/09/13 02:59 PM
LINK TO: _____      NEWS/HELP TABLE      DB2A
ACTIVE
KEYWORD: E65 _____      PAGE: 01

CODE: E65      PCA NOT IN 26 PROF

DATA ELEMENT: PCA

EXPLANATION:   IF THE TRANSACTION CODE DECISION PROFILE INDICATES THE PCA IS
                REQUIRED OR MUST BE INPUT AND THE PCA IS EITHER CODED ON THE
                ACCTG TRANSACTION OR LOOKED UP IT MUST EXIST IN THE 26 PCA
                PROFILE.

                CHECK THE AY (APPROPRIATION YEAR) ON THE TRANSACTION TO ENSURE
                IT IS CORRECT.

                STATUS CODE: A
EFF START DATE: 01111994      EFF END DATE: _____      LAST PROC DATE: 09161994
Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE      F5-NEXT RECORD      F8-NEXT ERROR      F9-INTERRUPT      F10-SAVE
F11-SAVE/CLEAR      ENTER-INQUIRE      CLEAR-EXIT
  
```

At the bottom of the window, there is a status bar with the following information:

```

Ready      Running      APL      NUMFLD      ADTFVE4      OVR      CAP      NUM      W      4,11      2:59:56 PM
  
```

3. Fund and Profile Errors

Identified by error codes “F” Type Errors – FATAL ERRORS and “K” Type Errors – WARNING ERRORS

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S505 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/09/13 03:04 PM
 LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N DB2A
 BATCH: AGENCY TRN DATE 070913 TYPE 4 NO 001 SEQ NO 00001 MODE EDIT AND POST
 DOC DATE: 070913 EFF DATE: 070913 DUE DATE: 080913 SERV DATE: 070913
 CUR DOC/SFX: VZMEE001 001 REF DOC/SFX: MOD: AGENCY: TRN
 TRANS CODE: 222 CLAIMS PAYABLE-NOT ENCUMBERED
 INDEX: BLANK BLANK PCA TEST
 PCA: 10015 FUND 0001 AY: 14
 COMP/AGY OBJ: 0101 0101 REGULAR EARNINGS
 AMOUNT: 00000000100.00 RVS: DISC: 1099: FO: PDT: 85
 DOC COUNT: 00000 DOC AMT: 00000000100.00 DOC AGY: TRN CI: PROP #:
 INV NO: DT: DESC:
 VEND/MC: 1234567890 001 NM: MELISSA'S TEST VENDOR
 CONT NO: ADDR 1: 123 MAIN
 WARR NO: ADDR 2:
 APPN NO: A0001 ADDR 3:
 FUND: 0001 ADDR 4:
 GL AC/AGY: CITY: ANNAPOLIS ST: MD ZIP: 21401
 GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
 MPCD: AGY CD-1: 2: 3: DI: RTI:
 K21 CUM APPN OVEREXPEND FL1 CUM APPN OVRBDG ACCR

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
 F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready Running APL NUMFLD ADTFVE4 OVR CAP NUM W 4,12 3:04:18 PM

The R*STARS “90 News/Help Table” describes the FL1 error as:

The screenshot shows a mainframe display window titled "Rumba - RUMBA Mainframe Display". The window contains the following text:

```

S090 V2.0      MD UAT      R*STARS ACCOUNTING SYSTEM      07/09/13 03:05 PM
LINK TO: _____      NEWS/HELP TABLE      DB2A
ACTIVE
KEYWORD: FL1      PAGE: 01

CODE: FL1      CUM APPN OVRBDG ACCR

DATA ELEMENT:  APPROPRIATION

EXPLANATION:   WHEN POSTING TO THE APPROPRIATION TABLE (AP), THE TRANSACITON
                CANNOT MAKE THE REMAINING ACCRUED BASIS BUDGET NEGATIVE.
                THE TRANSACTION THAT YOU ARE CURRENTLY ATTEMPTING TO POST WOULD
                CAUSE YOUR REMAINING ACCRUED BASIS BUDGET TO BE NEGATIVE.
                TO EXAMINE THE APPROPRIATION BALANCE FOR THE TRANSACTION, PRESS
                F9 FROM HERE AND RETURN TO THE DATA ENTRY SCREEN, ENTER 62 FOR
                THE APPROPRIATION RECORD INQUIRY IN THE 'LINK TO:' FIELD AND
                PRESS F9 AGAIN.      (SEE NEXT PAGE FOR FORMUULA)

                STATUS CODE: A
EFF START DATE: 11291993  EFF END DATE: _____  LAST PROC DATE: 07052012
Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE      F5-NEXT RECORD      F8-NEXT ERROR      F9-INTERRUPT      F10-SAVE
F11-SAVE/CLEAR  ENTER-INQUIRE      CLEAR-EXIT
    
```

At the bottom of the window, there is a status bar with the following information: Ready, Running, APL, NUMFLD, ADTFVE4, OVR, CAP, NUM, W, 12,19, 3:05:25 PM.

4. Errors Not Subject to Edits

Usually caused by keying errors such as transaction amounts and valid, but incorrect, classification elements (such as incorrect PCA, Index, Object, etc).

These errors will require a journal entry to correct.

RECALLING A BATCH FOR CORRECTION

In this section, we will discuss how to:

- ❖ Change an existing entry in a batch
- ❖ Add an entry to a batch
- ❖ Delete an existing entry in a batch
- ❖ Delete an entire batch

Let's begin this section by creating a journal entry batch on screen 500 Batch Header Entry. Press F10-Save to default some information in the Batch ID. Select Batch Type 5 and Batch Number 7 plus the last two digits of your login ID. The Batch Type is determined from the 28B Trans Code Description Profile based on the transaction code needed for this batch. The Batch Number is selected by the agency. **Remember to change the Batch Edit Mode to 1 since this is a journal entry batch.** Press F10-Save to advance to the details for this transaction.

Batch Agency: TRN

Batch Date: Today's Date (mmddyy)

Date Type: 5

Batch Number : 7+last two digits of login ID

Batch Edit Mode: 1

File Edit View Connection Options Tools Help

S500 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 10:33 AM DB2A

LINK TO: _____ BATCH HEADER ENTRY

BATCH AGENCY: TRN (SIGN ON
BATCH DATE: 020818 (MMDDYY,
BATCH TYPE: 5
BATCH NUMBER: 723
BATCH COUNT: 00000 BATCH AM
BATCH EDIT MODE: 1 (0=NO ED
PAYMENT DIST TYPE: _____ (MUST BE
DISB METH IND: _____ (H, M, R
EFFECTIVE DATE: 020818 (MMDDYY,
FAST ENTRY: _____ (M/S/I/A
USER ID: A60M23 ETHERIDG
USER CLASS: 01
ACTION CODE AGENCY: _____
ACTION CODE: _____

B10 INVALID BATCH # B14 BATCH TYPE NOT VALID

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT

Ready

ADTB21 OVR NUM 12,26

OIT Training Department

R*STARS – ERROR CORRECTION

The system advances to screen 501 Journal Voucher Transaction Entry. The screen number for the transaction entry is determined by the Batch Type selected on the Batch Header screen. Complete the required data elements listed below, press F4 then F10 to edit and save the transaction. You must receive "Transaction Successfully Written". The system will advance to sequence line 00002.

Doc Date	Today's date
Curr Doc/Sfx	JE_____/001 (automatic document numbering will complete this field)
Trans Code	413
PCA	10015
AOBJ	0808
Amount	\$50.00
Doc Amount	\$100.00

File Edit View Connection Options Tools Help

S501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:29 PM

LINK TO: JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQ NO 00002 MODE MASTER EDIT ONLY

DOC DATE: 020818 EFF DATE: 020818 DUE DATE: SERV DATE:

CUR DOC/SFX: JE002160 001 REF DOC/SFX: AGENCY: TRN

TRANS CODE: 413 EXPENDITURE ADJUSTMENT (INCREASE)

INDEX:

PCA: 10015 FUND 0001 AY: 18

COMP/AGY OBJ: 0808

AMOUNT: RVS: FUND OVRD:

DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: TRN

GL ACCT/AGY:

DESCRIPTION:

FUND: GRANT NO/PH

DEBT/INVEST ISSUE #:

TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 4,12

Complete the required data elements press F4-Edit and F-10 Save to edit and save the transactions. You must receive the message "Transaction Successfully Written". Notice that the system advances to sequence number 00002

OIT Training Department

R*STARS – ERROR CORRECTION

Complete the required data elements for sequence 00002 listed below, press F4 Edit and F10-Save to create the transaction. You must receive "Transaction Successfully Written". The system will advance to sequence line 00003.

Trans Code 412
PCA 10016
Amount \$50.00

Press F7-Details to view the details of the transaction. Confirm that the details of the transaction are correct.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar, the status bar shows 'S520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:31 PM'. The main window displays the following information:

LINK TO: _____ VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
MODE 1 EFF DATE 020818 STATUS H PRINTER ID: NE0L

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT	R
—	00001	JE002160	001					TRN	413	BLANK	10015	18 0101	50.00	
—	00002	JE002160	001					TRN	412	BLANK	10016	18 0101	50.00	

ENTERED COUNT: 00000
COMPUTED COUNT: 00002
NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 000000000000.00
COMPUTED AMOUNT: 00000000100.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT114F OVR NUM 4,19

A callout box with the text "Confirm the details of the transactions are correct and then press F6-Balancing to balance the transaction." points to the F6-BALANCING option in the bottom menu bar.

Press F6-Balancing to balance the batch.

File Edit View Connection Options Tools Help

S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:32 PM
 LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723

BATCH BALANCING:
 ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000100.00
 COMPUTED COUNT: 00002 000100.00

PAYMENT DIST TYPE:
 DISB METH IND:
 USER ID: A60M23
 USER CLASS: 01

Press F6-Release to release the batch for processing in the nightly batch cycle.

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION
 F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
 F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 2,11

Press F6-Release to release the batch so that it can be processed during the nightly batch cycle.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar, the status bar shows 'S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:34 PM'. The main window displays the following information:

LINK TO: _____ BATCH BALANCING DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723

BATCH BALANCING:
 ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000100.00
 COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000100.00

PAYMENT DIST TYPE:
 DISB METH IND:
 USER ID: A60M23
 USER CLASS: 01

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
 F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

The status bar at the bottom shows 'Ready' and 'ADT114F OVR NUM 2,11'.

The system will display the message “Batch Has Been Successfully Released”.

The system will display the message “Batch Has Been Successfully Released”.

Change an Existing Entry in a Batch

At this point, it is determined that the existing entry for sequence 00001 is incorrect and needs to be changed from PCA 10015 to 11015. Since the batch has not gone through the nightly batch cycle, the entry can be changed. This same method will be used for batches that are in error after the nightly batch cycle in edit mode 3, status “hold”.

Locate the batch that you just created on the 530 Batch Header screen. To help in your search for this batch, you can type today’s date in the Batch Date Low field and press <Enter>. Type an “S” next to the batch and press F7-Details to advance to the 520 View a Batch screen.

File Edit View Connection Options Tools Help

530 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:35 PM
LINK TO: VIEW BATCH HEADERS DB2A

BATCH AGENCY: TRN BATCH DATE LOW: 020818 BATCH DATE HIGH: 123149

...	BATCH ID...	EFF	ENTERED	ENTERED	COMP	COMP					
S	DATE	TYP	NO	STA	BAL	MODE	DATE	COUNT	AMOUNT	COUNT	AMOUNT
<u>S</u>	020818	S	723	R	Y	1	020818	00002	00000000100.00	00002	00000000100.00

NO MORE BATCHES FOR THIS AGENCY

F1-HELP F2-INV PRINT F4-PRIOR F5-NEXT F6-BALANCING F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST CLEAR-EXIT

Ready ADT114F OVR NUM 2,11

OIT Training Department

R*STARS – ERROR CORRECTION

Type an “S” next to the sequence that needs correction and press F11-Correct Batch to advance to the 510-Recall a Batch for Correction screen.

File Edit View Connection Options Tools Help

S520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:47 PM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
MODE 1 EFF DATE 020818 STATUS R PRINTER ID: NEOL

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT R
S	00001		JE002160	001				TRN	413	BLANK	10015	18 0101	50.00
-	00002		JE002160	001				TRN	412	BLANK	10016	18 0101	50.00

ENTERED COUNT: 00002
COMPUTED COUNT: 00002
NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 00000000100.00
COMPUTED AMOUNT: 00000000100.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADTII4F OVR NUM 8,4

Type an "S" next to the sequence that needs correction.

Press F11-Correct Batch to advance to 510 Recall a Batch for Correction

Press F4-Change to change the data elements for sequence 00001.

File Edit View Connection Options Tools Help

5510 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:47 PM
LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723
SEQUENCE NUMBER: 00001 (REQUIRE TRANS)

BATCH BALANCING-
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000100.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000100.00

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL USER ID:
USER CLASS:
LAST USER ID:

F1-HELP F2-CHANGE HDR F3-DELETE **F4-CHANGE** F5-VIEW F6-BALANCING F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 5,29

Note: Because the sequence was selected on the previous screen, it defaults in the sequence number field.

Press F4-Change to change the data elements in the batch.

OIT Training Department

R*STARS – ERROR CORRECTION

Tab and change the PCA to 11015 and press F10-Save. The system will display the message “Transaction Successfully Changed”.

File Edit View Connection Options Tools Help

5501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:49 PM

LINK TO: JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQ NO 00001 MODE MASTER EDIT ONLY

DOC DATE: 020818 EFF DATE: 020818 DUE DATE: SERV DATE:

CUR DOC/SFX: JE002160 001 REF DOC/SFX: AGENCY: TRN

TRANS CODE: 413 EXPENDITURE AD

INDEX:

PCA: 11015 ← BALTIMORE MD

COMP/AGY OBJ: 0808

AMOUNT: 00000000050.00 RVS:

DOC COUNT: 00002 DOC AMT: 00000000100.00 DOC AGY: TRN

GL ACCT/AGY:

DESCRIPTION:

FUND: GRANT NO/PH: PROJ NO/PH:

DEBT/INVEST ISSUE #:

Change the PCA to 11015 and press F10-Save to save the change to this transaction.

TRANSACTION SUCCESSFULLY CHANGED

F1-HELP F3-RTI F4-EDIT F5-NEXT F6-BALANCING F7-DETAILS F9-INTERRUPT

F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 4,12

Press F6-Balancing to balance the batch and F6-Release to release the batch for processing in the nightly batch cycle.

Add an Entry to a Batch

In the next exercise, we are going to add an entry to an existing batch.

Locate the batch that you just changed on the 530 Batch Header screen. To help in your search for this batch, you can type today's date in the Batch Date Low field and press <Enter>.

Type an "S" next to the batch and press F7-Details to advance to the 520 View a Batch screen.

File Edit View Connection Options Tools Help

530 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:50 PM
LINK TO: VIEW BATCH HEADERS DB2A

BATCH AGENCY: TRN BATCH DATE LOW: 020818 BATCH DATE HIGH: 123149

...	BATCH ID...	EFF	ENTERED	ENTERED	COMP	COMP
S	DATE TYP NO STA BAL MODE	DATE	COUNT	AMOUNT	COUNT	AMOUNT
S	020818 5 723 R Y 1	020818	00002	00000000100.00	00002	00000000100.00

NO MORE BATCHES FOR THIS AGENCY

F1-HELP F2-INV PRINT F4-PRIOR F5-NEXT F6-BALANCING F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST CLEAR-EXIT

Ready ADT114F OVR NUM 2,11

OIT Training Department

R*STARS – ERROR CORRECTION

Press F11-Correct Batch to recall the batch for correction.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar is a toolbar with various icons. The main window shows the following information:

5520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 01:59 PM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
MODE 1 EFF DATE 020818 STATUS R PRINTER ID: NEOL

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT	R
—	00001	JE002160	001				TRN	413	BLANK	11015	18	0101	50.00	
—	00002	JE002160	001				TRN	412	BLANK	10016	18	0101	50.00	

ENTERED COUNT: 00002 ENTERED AMOUNT: 000000000100.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 000000000100.00
NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT114F OVR NUM 4,19

OIT Training Department

R*STARS – ERROR CORRECTION

The system will advance to the 510 Recall a Batch for Correction screen. Notice the Sequence Number is 00000 as you did not select a Sequence number on the previous screen.

File Edit View Connection Options Tools Help

S510 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 02:00 PM
LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723
SEQUENCE NUMBER: 00000 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
ENTERED COUNT: 00002 00100.00
COMPUTED COUNT: 00002 00100.00

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL USER ID:
USER CLASS:
LAST USER ID:

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 5,29

Press F10-Add to add a transaction to this batch.

S501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 02:02 PM

LINK TO: _____ JOURNAL VOUCHER TRANSACTION ENTRY NOTE: DB2A

BATCH: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQ NO 00003 MODE MASTER EDIT ONLY

DOC DATE: 020818 EFF DATE: 020818 DUE DATE: _____ SERV DATE: _____

CUR DOC/SFX: je 001 AGENCY: _____

TRANS CODE: 410

INDEX: _____

PCA: 10015

COMP/AGY OBJ: 8118

AMOUNT: 25.

DOC COUNT: _____ DOC AMT: 50. DOC AGY: TRN

GL ACCT/AGY: _____

DESCRIPTION: _____

FUND: _____ GRANT NO/PH: _____ PROJ NO/PH: _____

DEBT/INVEST ISSUE #: _____ RTI: _____

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE

F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 11,43

Complete the required data elements below to add a sequence(s) to this batch.
Press F4-Edit and F10-Save to create the transactions.

Doc Date	Today's Date
Curr Doc/Sfx	JE_____/001 (automatic document numbering will complete the field).
Trans Code	410
PCA	10015
AOBJ	8118
Amount	\$25.00
Doc Amount	\$50.00

File Edit View Connection Options Tools Help

S501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 02:04 PM

LINK TO: _____ JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQ NO 00004 MODE MASTER EDIT ONLY

DOC DATE: 020818 EFF DATE: 020818 DUE DATE: _____ SERV DATE: _____

CUR DOC/SFX: JE002161 001 REF DOC/SFX: _____ AGENCY: TRN

TRANS CODE: 410 REVENUE ADJUSTMENT (INCREASE)

INDEX: _____

PCA: 10015 FUND 0001

COMP/AGY OBJ: _____ 8118

AMOUNT: _____ RVS: _____

DOC COUNT: 00001 DOC AMT: _____

GL ACCT/AGY: _____

DESCRIPTION: _____

FUND: _____ GR: _____

DEBT/INVEST ISSUE #: _____

RTI: _____

TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE

F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 4,12

Complete the required data elements and press F4-Edit then F10-Save to edit and save the transaction. You must receive "Transaction Successfully Written". Press F7-Details to advance to the 520 View a Batch screen.

Complete the required data elements for the next sequence listed below; press F4-Edit and F10-Save to create the transaction. You must receive "Transaction Successfully Written". The system will advance to the next sequence.

Trans Code	411
PCA	10016
Amount	\$25.00

Press F7-Details to view the details of the batch.

File Edit View Connection Options Tools Help

5520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 02:06 PM
 LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
 MODE 1 EFF DATE 020818 STATUS H PRINTER ID: NEOL

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT	R
—	00001	JE002160	001					TRN 413	BLANK	11015	18	0101	50.00	
—	00002	JE002160	001					TRN 412	BLANK	10016	18	0101	50.00	
—	00003	JE002161	001					TRN 410	BLANK	10015	18	8118	25.00	
—	00004	JE002161	001					TRN 411	BLANK	10016	18	8118	25.00	

ENTERED COUNT: 00002
 COMPUTED COUNT: 00004
 NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 000000000100.00
 COMPUTED AMOUNT: 000000000150.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
 F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT114F OVR NUM 4,19

Press F6-Balancing to balance the batch. Because we have added transactions to this batch, it is out of balance. We must get the batch to balance before we can release it to be processed to the nightly batch cycle.

Correcting a Batch that Is Not Balanced

File Edit View Connection Options Tools Help

5502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/08/18 02:10 PM
LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000100.00
COMPUTED COUNT: 00004 COMPUTED AMOUNT: 00000000150.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: A60M23
USER CLASS: 01

WARNING...BATCH OR DOCUMENTS NOT IN BALANCE

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

Ready ADT114F OVR NUM 2,11

Batch or Documents are not in balance. Press F7-Details to return to the 520-View a Batch screen.

Notice the Entered Count and Entered Amount do not match the Computed Count and Computed Amount. This is causing the out-of-balance condition.

Press F7-Details to return to the 520-View A Batch screen.

File Edit View Connection Options Tools Help

5520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:38 AM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
MODE 1 EFF DATE ID: NEOL

S	SEQ	CUR	DOC/SFX	REF	DO	AMOUNT R
—	00001	JE002160	001			50.00
—	00002	JE002160	001			50.00
—	00003	JE002161	001			25.00
—	00004	JE002161	001			25.00

ENTERED COUNT: 00002
COMPUTED COUNT: 00004
NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 00000000100.00
COMPUTED AMOUNT: 00000000150.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT1741 OVR NUM 4,19

Notice the Entered Count and Entered Amount do not match the Computed Count and Computed Amount, causing the out-of-balance condition.

Press F11-Correct Batch to advance to the 510 Recall a Batch for Correction screen.

Because we added sequences 00003 and 00004, the Entered Count and Entered Amount (from the first journal entry) do match the Computed Count and Computed Amount. To correct this out-of-balance condition, press F11-Correct Batch to advance to the 510 Recall a Batch for Correction screen.

File Edit View Connection Options Tools Help

SS10 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:39 AM
 LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: **TRN**
 BATCH DATE: **020818**
 BATCH TYPE: **5**
 BATCH NUMBER: **723**
 SEQUENCE NUMBER: **00000** (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
 ENTERED COUNT: **00002** ENTERED AMOUNT: **00000000100.00**
 COMPUTED COUNT: **00004** COMPUTED AMOUNT: **00000000150.00**

PAYMENT DIST TYPE:
 DISB METH IND:
 ORIGINAL USER ID:
 USER CLASS:
 LAST USER ID:

Press F2-Change Hdr to advance to the 511 Change Header

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
 F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

Ready ADT1741 OVR NUM 5,29

Press F2-Change Hdr to change the batch header information. The system will advance to the 511 Change Batch Header screen.

File Edit View Connection Options Tools Help

S511 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:40 AM
 LINK TO: _____ CHANGE BATCH HEADER DB2A

ENTER CHANGES - PRESS SAVE KEY TO UPDATE OR CANCEL KEY TO CANCEL

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723

BATCH BALANCING:
 ENTERED COUNT: 00002
 COMPUTED COUNT: 00004
 BATCH EDIT MODE: 1
 PAYMENT DIST TYPE: _____
 DISB METH IND: _____
 EFFECTIVE DATE: 020818
 USER ID: A60M23
 USER CLASS: 01

ENTERED AMOUNT: 00000000100.00
 COMPUTED AMOUNT: 00000000150.00

Changed the Entered Count and Entered Amount to match the Computed Count and Computed Amount. Press F10-Save to save the Change Batch Header screen.

F1-HELP F9-INTERRUPT F10-SAVE F12-CANCEL CLEAR-EXIT

Ready ADT1741 OVR NUM 12,30

Change the Entered Count and Amount to match the Computed Count and Amount and press F10-Save to save the Change Batch Header screen. The system will return back to the 510 Recall a Batch for Correction screen. Press F7-Details to view the details of the transaction.

The screenshot shows the R*STARS ACCOUNTING SYSTEM interface. At the top, there is a menu bar with options: File, Edit, View, Connection, Options, Tools, Help. Below the menu bar is a toolbar with various icons. The main window displays the following information:

5510 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:42 AM
LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723
SEQUENCE NUMBER: _____ (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
ENTERED COUNT: 00004
COMPUTED COUNT: 00004
ENTERED AMOUNT: 00000000150.00
COMPUTED AMOUNT: 00000000150.00

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL USER ID:
USER CLASS:
LAST USER ID:

A callout box with the text "Press F7-Details to view the Details." has an arrow pointing to the **F7-DETAILS** option in the function key list at the bottom.

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

The status bar at the bottom shows "Ready" and "ADTI741 OVR NUM 5,29".

Notice the Entered Count matches the Computed Count and The Entered Amount matches the Computed Amount. Press F7-Details to view the transactions within the batch on the 520 screen.

File Edit View Connection Options Tools Help

5520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:45 AM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
MODE 1 EFF DATE 020818 STATUS H PRINTER ID: NEOL

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT R
—	00001	JE002160	001				TRN	413	BLANK	11015	18	0101	50.00
—	00002	JE002160	001				TRN	412	BLANK	10016	18	0101	50.00
—	00003	JE002161	001				TRN	413	BLANK	10017	18	0118	25.00
—	00004	JE002161	001				TRN	413	BLANK	10017	18	0118	25.00

The Entered Count and Amount match the Computed Count and Amount. Press F6-Balancing to balance this batch.

ENTERED COUNT: 00004
COMPUTED COUNT: 00004
NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 00000000150.00
COMPUTED AMOUNT: 00000000150.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT1741 OVR NUM 4,19

The Entered Count and Amount now match the Computed Count and Amount. Press F6-Balancing to balance the batch and F6-Release to release the batch to be processed in the nightly batch cycle. After balancing and releasing the batch, the status of the batch will be "R".

OIT Training Department

R*STARS – ERROR CORRECTION

Press F12 – Headers from the 502 screen to go to the 530 screen.

File Edit View Connection Options Tools Help

S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:46 AM
LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723

BATCH BALANCING:
ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
COMPUTED COUNT: 00004 COMPUTED AMOUNT: 00000000150.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: A60M
USER CLASS: 01

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

Ready ADTI741 OVR NUM 2,11

Press F12-Headers to go to the 530 View Batch Headers Screen.

Delete an Existing Entry in a Batch

Locate the batch on the 530 Batch Header screen to which you just added a transaction. To help in your search for this batch, you can type today's date in the Batch Date Low field and press <Enter>. Type an "S" next to the batch and press F7-Details to advance to the 520 View a Batch screen.

File Edit View Connection Options Tools Help

530 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:47 AM
LINK TO: VIEW BATCH HEADERS DB2A

BATCH AGENCY: TRN BATCH DATE LOW: 020818 BATCH DATE HIGH: 123149
...BATCH ID...

S	DATE	TYP	NO	STA	BAL	MODE	EFF DATE	ENTERED COUNT	ENTERED AMOUNT	COMP COUNT	COMP AMOUNT
S	020818	5	723	R	Y	1	020818	00004	00000000150.00	00004	00000000150.00

NO MORE BATCHES FOR THIS AGENCY

F1-HELP F2-INV PRINT F4-PRIOR F5-NEXT F6-BALANCING F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST CLEAR-EXIT

Ready ADT1741 OVR NUM 2,11

OIT Training Department

R*STARS – ERROR CORRECTION

Type an “S” next to the sequence that will be deleted and press F11-Correct Batch to advance to the 510-Recall a Batch for Correction screen. For this batch we want to delete sequences #00001 and #00002.

File Edit View Connection Options Tools Help

5520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:51 AM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
MODE 1 EFF DATE 020818 STATUS R PRINTER ID: NEOL

S	SEQ	CUR DOC/SFX	REF DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT R
S	00001	JE002160	001		TRN	413	BLANK	11015	18	0101	50.00
-	00002	JE002160	001		TRN	412	BLANK	10016	18	0101	50.00
-	00003	JE002161	001		TRN	410	BLANK	10015	18	8118	25.00
-	00004	JE002161	001		TRN	411	BLANK	10016	18	8118	25.00

ENTERED COUNT: 00004
COMPUTED COUNT: 00004
NO MORE DETAILS IN THIS BATCH

COMPUTED AMOUNT: 00000000150.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH P12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT1741 OVR NUM 8,4

After confirming that the sequence number is correct in the “sequence number” field, press F3-Delete

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar, the status bar shows '5510 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 09:52 AM DB2A'. The main screen displays the following information:

LINK TO: _____ RECALL A BATCH FOR CORRECTION

BATCH AGENCY: **TRN**
 BATCH DATE: **020818**
 BATCH TYPE: **5**
 BATCH NUMBER: **723**
 SEQUENCE NUMBER: **00001** (REQUIRED IF CH TRANS)

BATCH BALANCING-
 ENTERED COUNT: **00004** ENTERED AMOUNT: **00000000150.00**
 COMPUTED COUNT: **00004** COMPUTED AMOUNT: **00000000150.00**

PAYMENT DIST TYPE:
 DISB METH IND:
 ORIGINAL USER ID:
 USER CLASS:
 LAST USER ID:

At the bottom, a list of function keys is displayed: F1-HELP F2-CHANGE HDR **F3-DELETE** F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT. The 'F3-DELETE' key is circled in red.

A callout box with a red border and a red arrow pointing to the 'SEQUENCE NUMBER' field contains the text: "After confirming that the sequence number is correct, press F3-Delete to delete the sequence."

The status bar at the bottom shows 'Ready' and 'ADTT741 OVR NUM 5,29'.

Press F3-Delete again to confirm the deletion. The system will display the message “Transaction Successfully Deleted”.

The screenshot shows the R*STARS ACCOUNTING SYSTEM interface. The main display area contains the following information:

SS10 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 10:06 AM
LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723
SEQUENCE NUMBER: 00001 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
ENTERED COUNT: 00004
COMPUTED COUNT: 00003

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL USER ID: A60M23
USER CLASS: 01
LAST USER ID: A60M23

TRANSACTION SUCCESSFULLY DELETED

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

A callout box points to the **F7-DETAILS** option in the transaction list.

Delete Sequence 00002 by entering the number in the ‘Sequence Number’ field. Press F3-Delete twice to delete. The system will display the message “Transaction Successfully Deleted”.

Press F7-Details to review the remaining transactions in the batch.

5520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 10:08 AM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 020818 TYPE 5 NO 723 SEQUENCE 00001
MODE 1 EFF DATE 020818 STATUS H PRINTER ID: NE0L

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT R
—	00003	JE	002161	001			TRN	410	BLANK	10015	18	8118	25.00
—	00004	JE	002161	001			TRN	411	BLANK	10016	18	8118	25.00

ENTERED COUNT: 00004
COMPUTED COUNT: 00002
NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 00000000150.00
COMPUTED AMOUNT: 00000000050.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT1741 OVR NUM 4,19

After reviewing the transactions in the batch on the 520 View a Batch screen, press F6-Balancing and F-6 Release to release the batch to be processed in the nightly batch cycle.

It should be noted that after a sequence has been deleted from a batch it probably will not balance. At that point, see the instructions for changing the batch header so that the Entered Count and Entered Amount match the Computed Count and Computed Amount, starting on page 48 'Correcting a Batch that is Not Balanced'. Additional information on batch balancing appears in the following section of this manual (page 71).

Deleting an Entire Batch (Sequences and Batch Header)

Locate a batch on the 530 View Batch Header screen with sequences. (Hint: The Comp Count cannot be 00000.) This batch will be deleted, first by deleting all the sequences and then by deleting the batch header. Empty batch headers should not appear on the 530 screen and should be deleted also.

For this exercise we will use the batch we just created – batch type 5, batch number starting with 7 plus our login ID.

File Edit View Connection Options Tools Help

5530 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 10:10 AM
LINK TO: VIEW BATCH HEADERS DB2A

BATCH AGENCY: TRN BATCH DATE LOW: 020818 BATCH DATE HIGH: 123149

...BATCH ID...

S	DATE	TYP	NO	STA	BAL	MODE	EFF	ENTERED	ENTERED	COMP	COMP AMOUNT
S	020818	5	723	H	N	1	02			2	00000000050.00

NO MORE BATCHES FOR THIS AGENCY

F1-HELP F2-INV PRINT F4-PRIOR F5-NEXT F6-BALANCING F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST CLEAR-EXIT

Ready ADTJ741 OVR NUM 2,11

Tab and type an "S" next to the batch that you want to delete. Press F7-Details to advance to the 520-View a Batch screen.

File Edit View Connection Options Tools Help

5510 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:12 PM
 LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723
 SEQUENCE NUMBER: 00003 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
 ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
 COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000050.00

PAYMENT DIST TYPE:
 DISB METH IND:
 ORIGINAL USER ID:
 USER CLASS:
 LAST USER ID:

Press F3-Delete to delete sequence 00003 in the batch.

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
 F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

Ready ADTICAF OVR NUM 5,29

Press F3-Delete to delete sequence number 00003.

File Edit View Connection Options Tools Help

SS10 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:14 PM
 LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723
 SEQUENCE NUMBER: 00003 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
 ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
 COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000050.00

PAYMENT DIST TYPE:
 DISB METH IND:
 ORIGINAL USER ID: A60M23 ETHERIDGE, BETH
 USER CLASS: 01
 LAST USER ID: A60M23 ETHERIDGE, BETH

PRESS DELETE AGAIN TO CONFIRM

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
 F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

Ready ADTICAF OVR NUM 5,29

Press F3-Delete to confirm the deletion.

Press F3-Delete again to confirm the deletion.

File Edit View Connection Options Tools Help

5510 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:14 PM
 LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723
 SEQUENCE NUMBER: 00003 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
 ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
 COMPUTED COUNT: 00001 COMPUTED AMOUNT: 00000000025.00

PAYMENT DIST TYPE:
 DISB METH IND:
 ORIGINAL USER ID: A60M23 ETHERIDGE, BETH
 USER CLASS: 01
 LAST USER ID: A60M23 ETHERIDGE, BETH

TRANSACTION SUCCESSFULLY DELETED

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
 F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

Ready ADTICAF OVR NUM 5,29

The system will display the message "Transaction Successfully Deleted"

The system will display the message "Transaction Successfully Deleted".

To delete the next sequence in the batch, change the sequence number “00003” to “00004” and press F3-Delete to delete the next sequence in the batch.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar, the status bar shows '5510 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:16 PM'. The main window displays the following information:

LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723
 SEQUENCE NUMBER: 00004 (REQUIRED IF TRANS)

BATCH BALANCING-
 ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
 COMPUTED COUNT: 00000 COMPUTED AMOUNT: 00000000000.00

PAYMENT DIST TYPE:
 DISB METH IND:
 ORIGINAL USER ID: A60M23 ETHERIDGE, BETH
 USER CLASS: 01
 LAST USER ID: A60M23 ETHERIDGE, BETH

TRANSACTION SUCCESSFULLY DELETED

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
 F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

A callout box with an arrow pointing to the 'F3-DELETE' option in the menu bar contains the text: 'Change the sequence number to 00004 and press F3-Delete to delete the next sequence in the batch.'

The status bar at the bottom shows 'Ready' and 'ADTICAF OVR NUM 5,29'.

Press F3-Delete to confirm the deletion of this sequence.

Continue changing the sequence number and pressing F3-Delete until all the sequences in the batch are deleted. When all sequences are deleted, press F7-Details to advance to the 520-View a Batch screen.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar, the status bar shows 'SS10 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:16 PM'. The main screen displays the following information:

LINK TO: _____ RECALL A BATCH FOR CORRECTION DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723
 SEQUENCE NUMBER: 00004 (REQUIRED IF CHANGING, DELETING, OR VIEWING A TRANS)

BATCH BALANCING-
 ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
 COMPUTED COUNT: 00000

PAYMENT DIST TYPE:
 DISB METH IND:
 ORIGINAL USER ID: A60M23
 USER CLASS: 01
 LAST USER ID: A60M23

TRANSACTION SUCCESSFULLY DELETED

F1-HELP F2-CHANGE HDR F3-DELETE F4-CHANGE F5-VIEW F6-BALANCING F7-DETAILS
 F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

A callout box with an arrow pointing to the 'F7-DETAILS' option contains the text: 'After all the sequences are deleted, press F7-Details to advance to the 520 View a Batch screen.'

The bottom status bar shows 'Ready' and 'ADTICAF OVR NUM 5,29'.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar, the status bar shows '5502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:19 PM DB2A'. The main window displays the following information:

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723

BATCH BALANCING:
ENTERED COUNT: 00004
COMPUTED COUNT: 00000

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: A60M23
USER CLASS: 01

ENTERED AMOUNT: 00000000150.00
COMPUTED AMOUNT: 00000000000.00

ETHERIDGE, BETH

WARNING....BATCH OR DOCUMENTS NOT IN BALANCE

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

A callout box with an arrow pointing to the 'F3-DELETE' option in the menu bar contains the text: 'Press F3-Delete to delete the batch header.'

The status bar at the bottom shows 'Ready' and 'ADTICAF OVR NUM 2,11'.

The batch may be out of balance at this point, but the batch header can still be deleted.

Press F3-Delete to delete the batch header.

File Edit View Connection Options Tools Help

5502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:20 PM
LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
BATCH DATE: 020818
BATCH TYPE: 5
BATCH NUMBER: 723

BATCH BALANCING:
ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
COMPUTED COUNT: 00000 COMPUTED AMOUNT: 00000000000.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: A60M23 ETHERIDGE, BETH
USER CLASS: 01

PRESS DELETE AGAIN TO CONFIRM

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

Ready ADTICAF OVR NUM 2,11

Press F3-Delete to confirm the deletion of the batch header.

File Edit View Connection Options Tools Help

S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/09/18 02:21 PM
 LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
 BATCH DATE: 020818
 BATCH TYPE: 5
 BATCH NUMBER: 723

BATCH BALANCING:
 ENTERED COUNT: 00004 ENTERED AMOUNT: 00000000150.00
 COMPUTED COUNT: 00000 COMPUTED AMOUNT: 00000000000.00

PAYMENT DIST TYPE:
 DISB METH IND:
 USER ID: A60M23 ETHERIDGE, BETH
 USER CLASS: 01

BATCH MARKED FOR DELETE

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
 F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

Ready ADTICAF OVR NUM 2,11

System message will say “Batch Marked for Delete” or “Batch Header Has Been Deleted”.

BATCH BALANCING

The batch balancing function must be performed to allow the batch to be released for processing in the nightly batch cycle where the transactions are posted.

The system checks three items to determine if the batch is in balance:

1. The Entered Count and the Computed Count must match.
2. The Entered Amount and the Computed Amount must match.
3. The total dollar amount of the Current Document Number (all suffixes) totals the Document Amount of the transaction.

The Entered Count and Amount and the Computed Count and Amount appear on the 520 View a Batch screen and on the 530 Batch Header screen.

Let's take a look at how the total dollar amount of the Current Document Number effects the balancing of a batch.

OIT Training Department

R*STARS – ERROR CORRECTION

Create a Journal Entry for agency TRN, Batch Type of 5 and Batch Number 8+last two digits of your login ID. Remember, Edit Mode will need to be 1

File Edit View Connection Options Tools Help

S500 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 08:01 AM

LINK TO: _____ BATCH HEADER ENTRY DB2A

BATCH AGENCY: trn (SIGN ON AGENCY)

BATCH DATE: 022018 (MMDDYY, DEFAULTS TO TODAY'S DATE)

BATCH TYPE: 5

BATCH NUMBER: 823

BATCH COUNT: _____ BATCH AMOUNT: _____

BATCH EDIT MODE: 1 (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)

PAYMENT DIST TYPE: _____ (MUST BE IN D50 PDT PROFILE)

DISB METH IND: _____ (H, M, R, E OR SPACE)

EFFECTIVE DATE: _____ (MMDDYY, DEFAULTS TO TODAY'S DATE)

FAST ENTRY: _____ (M/S/I/A/)

USER ID: A60T23 TRAINING ID#23

USER CLASS: 01

ACTION CODE AGENCY: _____

ACTION CODE: _____

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT

Ready ADT466 OVR NUM 12,26

The first part of the batch will contain journal entries where revenue was posted incorrectly.

Revenue of \$100.00 should have been posted to PCA 10015, AY = CY, AOBJ 8118. Instead it had been posted to PCA 100015, AY= CY, AOBJ = 8119 and PCA 10016, AY=CY and AOBJ 8118 equally (\$50.00 each).

R*STARS – ERROR CORRECTION

OIT Training Department

Below is the first transaction to get you started:

The screenshot shows the R*STARS Accounting System interface. The title bar includes menu items: File, Edit, View, Connection, Options, Tools, Help. The main window displays the following information:

S501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 08:28 AM

LINK TO: JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 022018 TYPE 5 NO 823 SEQ NO 00001 MODE MASTER EDIT ONLY

DOC DATE: 022018 EFF DATE: 022018 DUE DATE: SERV DATE:

CUR DOC/SFX: JE002162 001 REF DOC/SFX: AGENCY: TRN

TRANS CODE: 410 REVENUE ADJUSTMENT (INCREASE)

INDEX: BLANK BLANK PCA TEST

PCA: 10015 FUND 0001 AY: 18

COMP/AGY OBJ: 8118 8118 MISC. FEES, FINES & FORFEITURES

AMOUNT: 00000000100.00 RVS: FUND OVRD:

DOC COUNT: DOC AMT: 00000000200.00 DOC AGY: TRN

GL ACCT/AGY: DESCRIPTION:

FUND: 0001 GRANT NO/PH: PROJ NO/PH:

DEBT/INVEST ISSUE #: RTI:

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE

F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

The status bar at the bottom shows "Ready" and "ADT1466 OVR NUM 4,12".

You should have entered 3 transactions for this cur doc number.

There was also an error with expenditures that were posted incorrectly. Expenditures of \$100.00 had been charged to PCA 11015, AY=CY, AOBJ 0101 when they should have been charged to PCA 11016, AY=CY, AOBJ 0101.

OIT Training Department

R*STARS – ERROR CORRECTION

Below is the first transaction to get you started:

File Edit View Connection Options Tools Help

5501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 08:37 AM

LINK TO: JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 022018 TYPE 5 NO 823 SEQ NO 00004 MODE MASTER EDIT ONLY

DOC DATE: 022018 EFF DATE: 022018 DUE DATE: SERV DATE:

CUR DOC/SFX: JE002163 001 REF DOC/SFX: AGENCY: TRN

TRANS CODE: 413 EXPENDITURE ADJUSTMENT (INCREASE)

INDEX: BLANK BLANK PCA TEST

PCA: 10015 FUND 0001 AY: 18

COMP/AGY OBJ: 0101 0101 REGULAR EARNINGS

AMOUNT: 00000000100.00 RVS: FUND OVRD: _

DOC COUNT: 00003 DOC AMT: 00000000200.00 DOC AGY: TRN

GL ACCT/AGY: DESCRIPTION:

FUND: 0001 GRANT NO/PH: PROJ NO/PH:

DEBT/INVEST ISSUE #: RTI:

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Ready ADT1466 OVR NUM 4,12

OIT Training Department

R*STARS – ERROR CORRECTION

After both transactions have been entered, balance and release the batch.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar is a toolbar with various icons. The main window shows the following information:

S502 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 08:39 AM
LINK TO: BATCH BALANCING DB2A

BATCH AGENCY: TRN
BATCH DATE: 022018
BATCH TYPE: 5
BATCH NUMBER: 823

BATCH BALANCING:
ENTERED COUNT: 00005 ENTERED AMOUNT: 00000000400.00
COMPUTED COUNT: 00005 COMPUTED AMOUNT: 00000000400.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: A60T23 TRAINING ID#23
USER CLASS: 01

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F2-RECALL BATCH F3-DELETE F6-RELEASE F7-DETAILS F8-DOC TRACK
F9-INTERRUPT F10-HOLD F11-HEADER ENTRY F12-HEADERS CLEAR-EXIT

The status bar at the bottom shows "Ready" and "ADT466 OVR NUM 2,11".

Press F7 to look at the details on the 520 screen.

File Edit View Connection Options Tools Help

SS20 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 08:41 AM
 LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 022018 TYPE 5 NO 823 SEQUENCE 00001
 MODE 1 EFF DATE 022018 STATUS R PRINTER ID: AFDL

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT R
—	00001	JE002162	001				TRN	410	BLANK	10015	18	8118	100.00
—	00002	JE002162	002				TRN	411	BLANK	10015	18	8118	50.00
—	00003	JE002162	003				TRN	411	BLANK	10016	18	8118	50.00
—	00004	JE002163	001				TRN	413	BLANK	10015	18	0101	100.00
—	00005	JE002163	002				TRN	412	BLANK	10016	18	0101	100.00

ENTERED COUNT: 00005
 COMPLETED COUNT: 00005
 NO MORE DETAILS IN THIS BATCH

ENTERED AMOUNT: 00000000400.00
 COMPLETED AMOUNT: 00000000400.00

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
 F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT1466 OVR NUM 4,19

The Entered Count and Amount must match the Computed Count and Computed Amount.

File Edit View Connection Options Tools Help

SS20 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 08:41 AM
LINK TO: VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 022018 TYPE 5 NO 823 SEQUENCE 00001
MODE 1 EFF DATE 022018 STATUS R PRINTER ID: AFDL

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT	R
-	00001	JE002162	001				TRN	410	BLANK	10015	18	8118	100.00	
-	00002	JE002162	002				TRN	411	BLANK	10015	18	8118	50.00	
-	00003	JE002162	003				TRN	411	BLANK	10016	18	8118	50.00	
-	00004	JE002163	001				TRN	413	BLANK	10015	18	8101	100.00	
-	00005	JE002163	00							18	8101	100.00		

JE000633 should have a total dollar amount in the Document Amount field of \$200.00

ENTERED COUNT: 00005 ENTERED AMOUNT: 00000000400.00
COMPUTED COUNT: 00005 COMPUTED AMOUNT: 00000000400.00

NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT1466 OVR NUM 4,19

The first three sequences represent JE002162 with 3 separate accounting lines or suffixes. The total dollar amount of this transaction is \$200.00, which should represent the Document Amount in the transaction.

Place an 'S' next to the first sequence and press F2 – Select.

File Edit View Connection Options Tools Help

5501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 08:43 AM

LINK TO: JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 022018 TYPE 5 NO 823 SEQ NO 00001 MODE MASTER EDIT ONLY

DOC DATE: 022018 EFF DATE: 022018 DUE DATE: SERV DATE:

CUR DOC/SFX: JE002162 001 REF DOC/SFX: AGENCY: TRN

TRANS CODE: 410

INDEX: BLANK

PCA: 10015 AY: 18

COMP/AGY OBJ: 8118 8118

AMOUNT: 00000000100.00 RVS: FUND OVRD:

DOC COUNT: 00003 DOC AMT: 00000000200.00 DOC AGY: TRN

GL ACCT/AGY: DESCRIPTION: FUND: 0001 GRANT NO/PH: PROJ NO/PH:

DEBT/INVEST ISSUE #:

The "Amount" field represents the dollar amount of each accounting line or suffix.

The "Doc Amount" field represents the total dollar amount of all suffixes in the Curr Doc #.

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

Ready ADT1466 OVR NUM 4,12

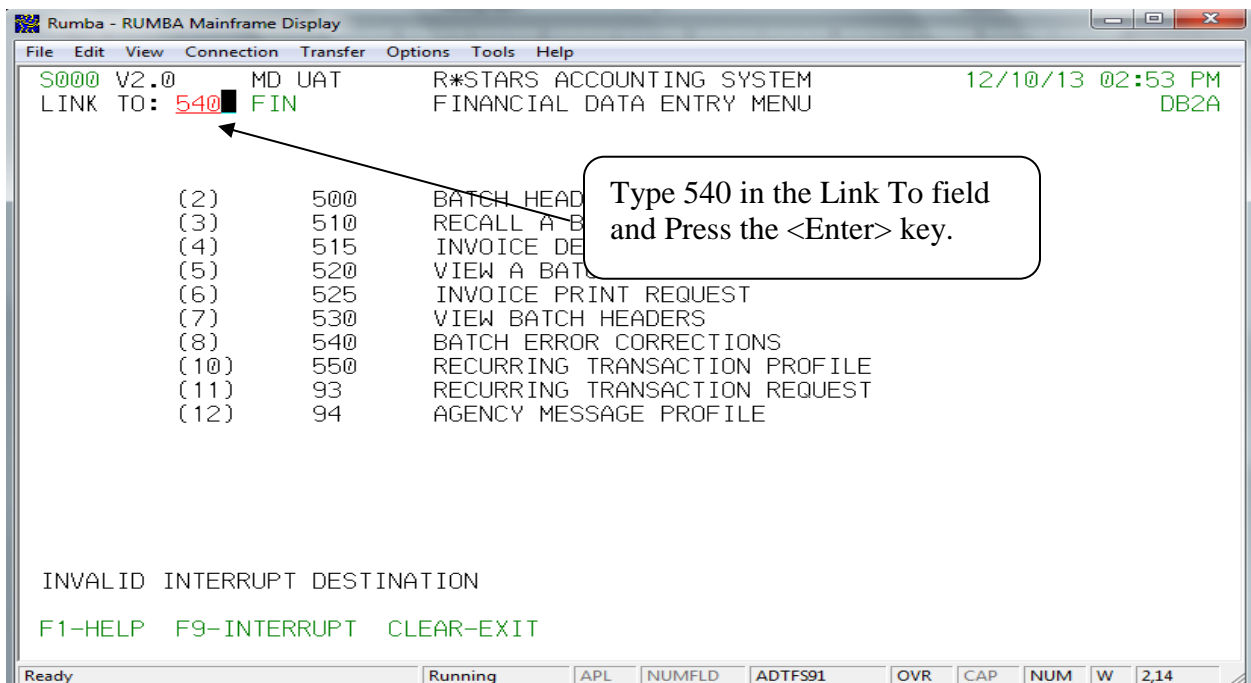
Each sequence of JE002162 should have a "Doc Amt" of \$200.00. The "Amount" field represents the dollar amount of each accounting line or suffix. The "Doc Amount" field represents the total dollar amount of all suffixes in the Current Document Number.

MASS CHANGE USING THE 540 BATCH HEADER CORRECTION SCREEN

The 540 Batch Header Correction screen displays, by batch agency, all batches on the Internal Transaction File (IT) with an edit mode of 0, 1, and 3. In addition to appearing on the 540 screen, these type batches also appear on the 530 View Batch Headers screen and can be changed using the methods described earlier in this manual. The 540 screen has the advantage of allowing the user to make a mass change of a data element to all sequences in the batch at one time. This is especially useful in batches with a large number of sequences.

We will use the Mass Change feature of the 540 screen to change the effective date on all sequences in the batch from today's date to the first day of the current month. For this example use the batch created today, batch type 5, batch number starting with 8 plus your login ID.

We can now link to the 540 Batch Header Correction screen using the <Enter> key. Note that when you arrive at the screen, it is the 54A screen.



You may need to press F8-Next several times to find your batch. It has been determined that all sequences in the batch will have the effective date changed to the first day of the current month. This can be accomplished by using the method detailed earlier in the manual or by using the 540 screen and doing a mass change. From the 540 screen tab and type “S” next to the batch that will have the effective date changed and press F5-Details.

File Edit View Connection Options Tools Help

540A V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 09:17 AM
 LINK TO: BATCH HEADER CORRECTION DB2A

BATCH AGENCY: TRN PAGE: 06

ACTION	DATE	TYPE	NO	STAT	USER ID	FID	CORRECTION VALUE
—	113017	A	1QZ	H	A60T13	—	—
—	113017	A	1Q0	H	A60T12	—	—
—	113017	A	1Q1	H	A60T16	—	—
—	113017	A	1Q2	H	A60T22	—	—
—	113017	A	1Q3	H	A60T25	—	—
—	120617	A	1T2	H	A60M23	—	—
—	020718	M	092	H	SYSTPAYM	—	—
S	022018	S	823	R	A60T23	—	—

END

R43 END OF BATCH

F1-HELP F2-HOLD F3-DELETE BATCH F4-VALUES F5-DETAILS F6-BATCH F7-PRIOR PG
 F8-NEXT PG F9-INTERRUPT F10-CHANGE F11-RELEASE ENTER-RECALL CLEAR-EXIT

Ready ADT1466 OVR NUM 13,43

OIT Training Department

R*STARS – ERROR CORRECTION

Tab and place the cursor next to the “Field Name” that you want to change on the transaction. In this case, place the cursor next to FID 24-Effective Date and press F2-Select to return the FID value back to the 54B Detail Correction screen.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S54C V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 07/10/13 11:47 AM
VALID FIELD ID VALUES DB2A

FID	FIELD NAME	FID	FIELD NAME	FID	FIELD NAME
01	AGENCY	19	DISCOUNT DATE	37	MULTI PURPOSE CODE
02	AGENCY CODE 1	20	DISCOUNT TERMS	38	OPERATOR ID
03	AGENCY CODE 2	21	DOC AGENCY	39	PAYMENT DIST TYPE
04	AGENCY CODE 3	22	DOCUMENT DATE	40	PENALTY AMOUNT
05	AGENCY GL ACCOUNT	23	DUE DATE	41	PENALTY DATE
06	AGENCY OBJECT	24	EFFECTIVE DATE		
07	APPROPRIATION NUMBER	25	FUND		
08	APPROPRIATION YEAR	26	FUND CONTROL OVR		
09	BANK NUMBER	27	GENERAL LEDGER A		
10	CAPITALIZE INDICATOR	28	GRANT NUMBER		
11	CASH RECPT PAYMT TYPE	29	GRANT PHASE		
12	COMPTROLLER OBJECT	30	IN SERVICE DATE		
13	CONTACT NUMBER	31	INDEX CODE	49	REVERSE INDICATOR
14	CURRENT DOCUMENT	32	INTEREST TERMS	50	SUBGRANTEE
15	CURRENT DOCUMENT SUF	33	INVOICE DATE	51	TRANSACTION AMOUNT
16	DEBT INVEST ISSUE NO	34	INVOICE NUMBER	52	TRANSACTION CODE
17	DESCRIPTION	35	IRS INDICATOR		
18	DISCOUNT AMOUNT	36	MODIFIER		

***** TAB TO ENTRY AND PRESS F2 TO SELECT FID *****
F1-HELP F2-SELECT F8-NEXT PAGE CLEAR-EXIT

Ready Running APL NUMFLD ADTFRC3 OVR CAP NUM W 10,29

Place the cursor next to FID 24-Effective Date and press F2-Select to return the FID value back to the 54B-Detail Correction screen.

Let's check the transaction to see if the effective date on all sequences has been changed. Escape from the 54B screen and link to the 530 screen using the <Enter> key.

The screenshot shows the R*STARS Accounting System Financial Data Entry Menu. The menu is displayed in a window with a menu bar (File, Edit, View, Connection, Options, Tools, Help) and a toolbar. The main area contains the following menu items:

Option	Sequence	Description
(2)	500	BATCH HEADER ENTRY
(3)	510	RECALL A BATCH FOR CORRECTION
(4)	515	INVOICE DETAIL ENTRY
(5)	520	VIEW A BATCH
(6)	525	INVOICE PRINT REQUEST
(7)	530	VIEW BATCH HEADERS
(8)	540	BATCH ERROR CORRECTIONS
(10)	550	RECURRING TRANSACTION PROFILE
(11)	93	RECURRING TRANSACTION REQUEST
(12)	94	AGENCY MESSAGE PROFILE

At the bottom of the screen, there are status bars showing "Ready", "ADTI466", "OVR", "NUM", and "2,14".

Tab and type “S” to select the first sequence of the batch. Press F2-Select to view the details of the transaction.

The screenshot displays the R*STARS ACCOUNTING SYSTEM interface. At the top, the menu bar includes File, Edit, View, Connection, Options, Tools, and Help. Below the menu bar, the status bar shows 'S520 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 09:27 AM'. The main window displays the following information:

LINK TO: _____ VIEW A BATCH DB2A

BATCH ID: AGENCY TRN DATE 022018 TYPE 5 NO 823 SEQUENCE 00001
 MODE 1 EFF DATE 022018 STATUS R PRINTER ID: AFDL

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT	R
S	00001	JE	002162	001					TRN 410	BL				
-	00002	JE	002162	002					TRN 411	BL				
-	00003	JE	002162	003					TRN 411	BL				
-	00004	JE	002163	001					TRN 413	BL				
-	00005	JE	002163	002					TRN 412	BL				

ENTERED COUNT: 00005 ENTERED AMOUNT: 00000000400.00
 COMPUTED COUNT: 00005 COMPUTED AMOUNT: 00000000400.00

NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F7-INV PRINT F8-DOC TRACK
 F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT

Ready ADT1466 OVR NUM 8,4

Note that the effective date of the transaction has changed.

File Edit View Connection Options Tools Help

S501 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 09:28 AM

LINK TO: JOURNAL VOUCHER TRANSACTION ENTRY NOTE: N DB2A

BATCH: AGENCY TRN DATE 022018 TYPE 5 NO 823 SEQ NO 00001 MODE MASTER EDIT ONLY

DOC DATE: 022018 EFF DATE: 020118 DUE DATE: SERV DATE:

CUR DOC/SFX: JE002162 001 REF DOC/SFX: AGENCY: TRN

TRANS CODE: 410

INDEX: BLANK

PCA: 10015 AY: 18

COMP/AGY OBJ: 8118 8118

AMOUNT: 00000000100.00 RVS: FUND OVRD:

DOC COUNT: 00003 DOC AMT: 00000000200.00 DOC AGY: TRN

GL ACCT/AGY:

DESCRIPTION:

FUND: 0001 GRANT NO/P

DEBT/INVEST ISSUE #:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

Ready ADT1466 OVR NUM 4,12

The effective date is changed. Press F5-Next to confirm that all transactions have been changed.

Press F5-Next to confirm that all sequences in the batch have been changed.

MASS DELETE

R*STARS ERROR CORRECTION

MASS DELETE USING THE 540 BATCH HEADER CORRECTION SCREEN

The 540 screen allows the user to mass delete a batch (sequences and batch header) by selecting the batch with an "S" and pressing F3-Delete. If the batch is deleted using the 530 screen method, the sequences will have to be deleted first and then the batch header. Note, however, that the 540 screen method only works with batches in edit modes 0, 1, and 3. Edit mode 2 and 4 batches must be deleted using the 530 screen method described earlier in this manual.

Let's begin this section by deleting a batch on the 540 Batch Header Correction screen. Link to the 540 screen using the <Enter> key. Tab and select the batch that you want to delete. Type "S" next to the batch and press F3-Delete. For this exercise we will use the same batch we just used in the last exercise (today's date, batch type 5, batch number 8 plus your login ID).

File Edit View Connection Options Tools Help

S54A V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 09:31 AM DB2A

LINK TO: BATCH HEADER CORRECTION

BATCH AGENCY: TRN PAGE: 06

ACTION	DATE	TYPE	NO	STAT	USER ID	FID	CORRECTION VALUE
-	113017	A	1Q2	H	A60T13	-	
-	113017	A	1Q0	H	A60T12	-	
-	113017	A	1Q1	H	A60T16	-	
-	113017	A	1Q2	H	A60T22	-	
-	113017	A	1Q3	H	A60T25	-	
-	120617	A	1T2	H	A60H23	-	
-	020718	H	092	H	SYSTPAYM	-	
S	022018	5	823	R	A60T23	-	
END							

R43 END OF BATCH

F1-HELP F2-HOLD F3-DELETE BATCH F4-VALUES F5-DETAILS F6-BATCH F7-PRIOR P6
F8-NEXT P6 F9-INTERRUPT F10-CHANGE F11-RELEASE ENTER-RECALL CLEAR-EXIT

Ready ADT1466 OVR NUM 13,43

MASS DELETE

R*STARS ERROR CORRECTION

The system will require another F3-Delete to confirm deletion of the batch.

File Edit View Connection Options Tools Help

S54A V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 09:32 AM
 LINK TO: BATCH HEADER CORRECTION DB2A

BATCH AGENCY: TRN PAGE: 06

ACTION	DATE	TYPE	NO	STAT	USER ID	FID	CORRECTION VALUE
—	113017	A	1Q2	H	A60T13	—	—
—	113017	A	1Q0	H	A60T12	—	—
—	113017	A	1Q1	H	A60T16	—	—
—	113017	A	1Q2	H	A60T22	—	—
—	113017	A	1Q3	H	A60T25	—	—
—	120617	A	1T2	H	A60M23	—	—
—	020718	H	092	H	SYSTPAYH	—	—
S	022018	S	823	R	A60T23	—	—
END							

PRESS DELETE AGAIN TO CONFIRM

F1-HELP F2-HOLD F3-DELETE BATCH F4-VALUES F5-DETAILS F6-BATCH F7-PRIOR P6
 F8-NEXT P6 F9-INTERRUPT F10-CHANGE F11-RELEASE ENTER-RECALL CLEAR-EXIT

Ready ADT1466 OVR NUM 4,16

The system will require another F3-Delete to confirm the deletion of this batch. Press F3-Delete again to confirm the deletion.

MASS DELETE

R*STARS ERROR CORRECTION

The system will display a message with the number of headers deleted.

File Edit View Connection Options Tools Help

S54A V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 02/20/18 09:33 AM
 LINK TO: BATCH HEADER CORRECTION DB2A

BATCH AGENCY: TRN PAGE: 06

ACTION	DATE	TYPE	NO	STAT	USER ID	FID	CORRECTION VALUE
—	113017	A	1QZ	H	A60T13	—	—
—	113017	A	1Q0	H	A60T12	—	—
—	113017	A	1Q1	H	A60T16	—	—
—	113017	A	1Q2	H	A60T22	—	—
—	113017	A	1Q3	H	A60T25	—	—
—	120617	A	1T2	H	A60M23	—	—
—	020718	M	092	H	SYSTPAYM	—	—
—	022018	S	823	D	A60T23	—	—
END							

TOTAL UPDATES -- HEADERS: 1 DETAILS: 0 DELETED: 0
 F1-HELP F2-HOLD F3-DELETE BATCH F4-VALUES F5-DETAILS F6-BATCH F7-PRIOR P6
 F8-NEXT P6 F9-INTERRUPT F10-CHANGE F11-RELEASE ENTER-RECALL CLEAR-EXIT

Ready ADTI466 OVR NUM 4,16

The status of the batch is now “D” status. The sequences and batch header will be deleted during the nightly batch cycle. You can see that this method is easier than using the 530 screen method where you must delete each sequence in the batch and then the batch header. **Keep in mind, however, that the 540 screen method only works with edit mode 0, 1, and 3 batches.**