# BATCH CHANGES OR CORRECTIONS

- Once a batch of vouchers has been entered on-line, users can still make changes to the batch until the batch is sent to the Division of Accounts and Reports, Audit Services Team. Users can change batch header control information; change incorrect funding lines or descriptive information; delete incorrect funding or descriptive information; add new funding lines and descriptive information; or add new vouchers to the batch.

- Changes can be made to the batch using the same operator ID that was used to enter the transactions unless the batch has been released. If a batch has been released, an error correction operator ID must be used to make changes.

- Generally, the sequence of changes are as follows: 1) Change the funding line, 2) Change the voucher detail and reprint individual voucher if needed, 3) Change (recompute) the batch header if needed, 4) Reprint the batch header or the entire batch if needed.

- All changes and corrections are made by accessing the batch through Screen 510, Recall a Batch for Correction. In addition, two additional screens may be used in the change or correction process. The screens are: View or Print Batch Headers, Screen 530 and View or Print a Batch, Screen 520. Each of these screens are discussed as follows:

View or Print Batch Headers - Screen 530

```
EXTRA! F - CICST                                                    _ □ ×
File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0  S530                    STARS                10/23/98 11:39 AM
 LINK TO:               VIEW OR PRINT BATCH HEADERS

 FUNCTION: s (F=FIRST PAGE, N=NEXT PAGE, P=PRINT SUMMARY, S=SELECT BATCH,
              V=VOUCHER PRINT, B=BATCH HEADER PRINT)
          AGENCY:  173                             PRINTER-ID: 1740
 S ----BATCH ID----   BATCH EFFECT  ENTERED      ENTERED        COMPUTED
   DATE TYP NO MODE STA BAL DATE AL COUNT        AMOUNT         AMOUNT
   091698 4 287   2   H  Y 091698 5 00001 0000000019.50  0000000019.50
   091698 4 288   2   H  Y 091698 5 00003 0000000471.18  0000000471.18
   091698 4 496   2   H  Y 091698 5 00001 0000000034.30  0000000034.30
   091698 4 613   2   H  Y 091698 5 00036 0000010921.82  0000010921.82
   091698 4 851   2   H  N 091698 5 00065 0000018136.99  0000018088.83
   091798 4 048   2   H  Y 091798 5 00012 0000080370.12  0000080370.12
   091798 4 111   2   H  Y 091798 5 00053 0000009430.96  0000009430.96
   091798 4 128   2   H  N 091798 5 00049 0000006838.21  0000000229.69
   091798 4 194   2   H  N 091798 5 00042 0000016595.85  0000000306.14
   091798 4 291   2   H  Y 091798 5 00002 0000000236.80  0000000236.80
   093098 3 001   2   H  N 093098 7 00000 0000000000.00  0000117556.00
   102398 3 001   2   R  Y 102398 7 00001 0000010000.00  0000010000.00
 x 102398 4 001   2   H  Y 102398 5 00003 0000000210.00  0000000210.00

 TO VIEW ADDITIONAL SUMMARY RECORDS, PRESS ENTER
 PF9=BATCH BALANCING, PF10=RECALL/CORRECT, PF11=VIEW=/PRINT BATCH
 ▦ ■                          Aa   F CICST      R 21 C 4        11:47  10/23/98
```

- The View or Print Batch Headers, Screen 530, can be accessed from the Financial Transaction Data Entry Menu by typing a **53** in the FUNCTION field and pressing the **ENTER** key. It can also be accessed by pressing the **F12** key from any data entry screen that lists F12 as a valid function.

- Screen 530, View or Print Batch Headers, provides an easy and reliable way to start the batch change or correction process. This screen allows the user to view the batches that have been entered into STARS and to select a batch so that changes can be made to it. Using this screen as a starting point provides two main benefits:

(1) By selecting the batch from a list, the user does not have to remember and enter the ID of the batch to be changed when using Screen 510, Recall a Batch for Correction. The system "remembers" the ID of the batch selected and will default it to the required fields when accessing Screen 510 or 520. This reduces the amount of keying that must be done and reduces keying errors.

(2) The system provides easy access to screens 510 or 520 by the use of the F10 and F11 keys. By selecting a batch and pressing the F11 key, the system will access the summarized transaction information on Screen 520 for the batch selected. By selecting a batch and pressing the F10 key, the system will access Screen 510 and default in the Batch ID for the batch selected.

- Before a batch can be selected, the batch must be displayed on the screen. If the batch is not included in the first screen batch listing and additional batches are available, type an **N** (Next Page) in the FUNCTION field and press the **ENTER** key to display the next screen listing of batches. If there are more batches than will fit on one screen, the message "To View Additional Summary Records, Press Enter" will display at the bottom of the screen. Continue this process until the desired batch is displayed on the screen. The last screen of information will display the message "No More Batches for this Agency." Typing an **F** (First Page) in the FUNCTION field and pressing the **ENTER** key will return the first screen listing of batches.

- To select a batch, type an **S** (Select Batch) in the FUNCTION field. Tab to the batch to be selected and type an **X** under the "S" column by the batch.

- Select the batch that you previously entered and press the **F11** key to access Screen 520, View or Print a Batch. Screen 520 will display the summarized batch information.

  Use Batch ID - (**173 - Today's Date - 4 - 0YY**)

View or Print a Batch, Screen 520

```
EXTRA! F - CICST                                              _ □ X

File  Edit  Transfer  Options  Connection  Macro  Window  Help
  VER 3.0   S520                      STARS              10/23/98 11:49 AM
  LINK TO:                  VIEW OR PRINT A BATCH


  FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE, P=PRINT BATCH)


  BATCH-ID: AGENCY 173 DATE 102398 TYPE 4 BATCH-NO 001 SEQUENCE 00001
  EFF-DATE 102398 STATUS H DISB METHOD R MODE 2          PRINTER-ID: 1740


                             EXP/REV  BDG       CURRENT
  SEQ  TC RVS MOD PI INDEX PCA SOBJ/DTL UNT FUND/DTL DOCUMENT      AMOUNT
  00001 703          A 0510 85010 3710     0510 1000   V000000101 0000000100.00
  00002 703          A 2180 96000 3710     2180 2295   V000000201 0000000050.00
  00003 704      P   A 0500 85000 3710     0500 1000   V000000202 0000000060.00




        BATCH BALANCE
          ENTERED COUNT:  00003        ENTERED AMOUNT:  0000000210.00
          COMPUTED COUNT: 00003        COMPUTED AMOUNT: 0000000210.00



  PF9=BATCH BALANCING, PF10=RECALL/CORRECT, PF12=VIEW/PRINT HEADERS
█ ■                        Aa   F CICST       R 4  C 13       11:53  10/23/98
```

- The View or Print a Batch, Screen 520, can be accessed from the Financial Transaction Data Entry Menu by typing a **52** in the FUNCTION field and pressing the **ENTER** key. It can also be accessed by pressing the **F11** key from any data entry screen that lists F11 as a valid function.

- The View or Print a Batch screen displays the Batch ID and related information for the batch selected. It also displays summarized transaction information for each funding line sequence number included in the batch. Batch entered and computed counts and amounts are also shown.

- This screen is useful when changing or deleting previously entered transactions. The Change and Delete functions require the user to specify the sequence number of the transaction to be changed or deleted. This screen allows the user to view selected information that can be used to help identify the transaction to be changed or deleted and its associated sequence number.

- To determine the sequence number of the funding line to be changed, review each funding line listed until the desired line is found and note the sequence number shown on the left. If more transactions are included in the batch than will fit on one screen display, change the Function to **N** and press the ENTER key. You can scroll through the entire batch by continuing to press the ENTER key. If you want to return to the first screen of data, change the FUNCTION to **F** and press the ENTER key.

- If after reviewing the summarized transaction funding information you are not sure of which transaction should be changed but you know the current document number, note the first sequence number shown for the document. This sequence number can then be entered on the Recall a Batch for Correction screen. Once the transaction has been displayed, the F8 key can be used to scroll through the data in the batch. This process can also be utilized if more than one transaction needs to be changed.

- Once the sequence number to be changed has been identified, press the **F10** key to access screen **510**, Recall a Batch for Correction.

Recall a Batch for Correction - Screen 510

```
EXTRA! F - CICST                                                    _ □ ×
File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0  S510                        STARS                10/23/98 11:53 AM
 LINK TO:                  RECALL A BATCH FOR CORRECTION

 FUNCTION: c (A=ADD TRANS,B=CHNG HEADER,C=CHNG TRANS,D=DEL TRANS,R=RECOMPUTE)

        BATCH AGENCY:          173
        BATCH DATE:            102398
        BATCH TYPE:            4
        BATCH NUMBER:          001
        SEQUENCE NUMBER:       1      (ENTER IF CHANGING OR DELETING A TRANS)
        BATCH BALANCE
          ENTERED COUNT:       00003 ENTERED AMOUNT:  0000000210.00
          COMPUTED COUNT:      00003 COMPUTED AMOUNT: 0000000210.00











 PF9=BATCH BALANCING, PF11=VIEW/PRINT DETAILS, PF12=VIEW/PRINT HEADERS
▨ ▮                      Aa   F CICST        R 10 C 31        11:58  10/23/98
```

- The Recall a Batch for Correction screen can be accessed by typing a **51** in the FUNCTION field on the Financial Transaction Data Entry Menu and pressing the **ENTER** key or pressing the **F10** key from any data entry screen that displays F10 as a valid function key.

- If the Recall a Batch for Correction screen is accessed using the **F10** key, the Batch ID will default into the appropriate fields on the screen.

- All changes and corrections to a batch are made using screen 510, Recall a Batch for Correction. To make changes to a batch, the batch ID (Batch Agency, Date, Type, and Number) must be entered. In addition when making changes or deletions, the sequence number of the transaction affected must be entered. The screen also displays the batch entered and computed counts and amounts. The functions available are as follows:

**A (Add)** - Used whenever a new transaction funding line is to be entered.  If this function is selected, the Transaction Entry screen will display with a sequence number equal to the next available number.  Use this function to add a new funding line to an existing voucher or to add a new voucher to a batch.

**B (Change Header)** - Used to change the count and amount values entered on the Batch Header Entry screen.  This function would be selected if a user needed to correct the entered count and amount values.  The Recompute function could be used to accomplish the same result.

**C (Change Transaction)** - Used to change transaction funding lines, voucher description information, or both.  Use of this option requires the entry of the sequence number of the transaction to be changed.  If several transactions in a batch need to be changed, the user can enter the sequence number of the first transaction, make and save the needed change, and then use the F8 key to page to the next transaction to be changed.  Adds, changes, and deletions to the existing voucher description information are made using this function.  To make any of these changes, enter the sequence number of any transaction included on the voucher, then access the Voucher Detail Entry screen by pressing the F3 key.

**D (Delete Transaction)** - Used to delete transaction funding lines.  Select this function to delete a single transaction line, all transactions on a voucher, or all transactions in a batch.  To delete a transaction, enter the sequence number of the line to be deleted and press the Enter key.  If multiple transactions lines are to be deleted, repeat this process for each transaction line.

**R (Recompute) -** Use the recompute function to change the entered count and amount so they equal the recomputed system count and amount totals.  If the entered count and amount are correct, do not use this function to get the batch in balance - correct the funding lines instead.

Note:  If combinations of changes (add, changes, deletes) need to be made to a batch, each type of change must be performed independently of the other type of changes.  For example, if both changes and deletes need to be made to a batch, use screen 510 to access the batch and make all needed changes.  Press the F10 function key to access screen 510 and make all deletions.

- If a batch has been balanced and the batch sheet and vouchers printed, seven basic steps may be required to make and process changes to a batch.  These steps are as follows:

  (1)  Access the batch to be changed;
  (2)  Add, change, or delete funding line(s) if needed;
  (3)  Add, change, or delete voucher description information if needed;
  (4)  Print new or revised vouchers if needed;

    (5)  Recompute the batch header if needed;

    (6)  Reprint the batch sheet if needed;

    (7) Perform batch approval and processing steps.

- Depending on the types of changes that need to be made to a batch, some steps may not be required.  The user must analyze the changes being made to determine which steps are appropriate. The steps to delete a batch are different from making changes to a batch.

- The following walkthroughs demonstrate how to make various types of changes.

- Press the **F12** key to return to the Recall a Batch for Correction screen.

## ADD NEW FUNDING LINE OR VOUCHER TO EXISTING BATCH

- Walkthrough 3A demonstrates how to add a funding line and description information to an existing batch / voucher.

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**WALKTHROUGH 3A**

In the batch you entered previously, one $65.00 printer stand was purchased from the same vendor (Vendor No/Sfx = 112233445 00) and needs to be added to the first voucher (V0000001). Use fund 1000, index 0610, PCA 85000, and Subobject 3710.

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**Step 1.  Access the Batch You Previously Entered.**

- At Screen 530, View or Print Batch Headers, Type an **S** in the FUNCTION field and place an **X** by the batch you previously entered (**Batch ID = 173, Current Date, 4, 0YY**).

- Press the **F11** key to view the batch transactions and write down the current document no./sfx to be used for the line to be added. (**V0000001 02**)

- Press the **F10** key to access Screen 510, Recall a Batch for Correction.

- Type **A** in the FUNCTION field and press **ENTER**.  The transaction entry screen will display.

**Step 2:  Add a New Funding Line.**

- Enter the new funding lines using the same process as when entering transactions in a new batch.  When adding a funding line to an existing voucher, make sure that the current document number and suffix entered for the new transaction are consistent with the voucher being changed.  After all of the funding transactions have been entered and saved for a voucher, press the **F3** key to access the Voucher Detail Entry screen.

- Key the following data:

| DOC-DATE | TODAY'S DATE |
|---|---|
| AGY | 173 |
| CURRENT DOC/SFX | V0000001 02 |
| TRANS-CODE | 703 |
| FUND | 1000 |

| BFY | Current Fiscal Year |
|---|---|
| INDEX | 0610 |
| PCA | 85000 |
| EXP-SUB-OBJ/DET | 3710 |
| AMOUNT | 65.00 |
| VEND-NO | 112233445 00 |

- Upon completion of keying the above data, press the **F5** key to recall vendor name/address and verify the correctness of funding information. Press **F1** to save the transaction.

**Step 3: Add New Description Information.**

- Press **F3** to access the Voucher Detail Entry Screen. Press the **ENTER** key to recall the existing description. Change FUNCTION to **A**. Tab to the first blank line and key the following:

| QUANT | 1 |
|---|---|
| DESCRIPTION | Printer Stand |
| PRICE | 65.00 |

- After entering the data, press the **F1** key to save the transaction.

**Step 4: Reprint the Voucher.**

Type a **V** in the FUNCTION field and press the **ENTER** key.

**Step 5: Recompute the Batch Header.**

- Press **F2** to return to the transaction entry screen. Then press **F10** to return to Screen 510, Recall a Batch for Correction. Type a **R** in the FUNCTION field and press the **ENTER** key. The batch count and amount will be recomputed by the system and the entered count and amount will be changed to match the computed values.

**Step 6: Reprint the Batch Sheet.**

- Press the **F12** key to access Screen 530, View or Print Batch Headers. Enter a **B** in the FUNCTION field, enter an **X** in the "S" column by the batch to print, and press the ENTER key. (**Batch ID=173, Current Date, 4, 0YY**)

**Step 7:  Perform Batch Approval and Processing Steps.**

- Once the changed vouchers and batch sheet has been reprinted, the documents should be processed using the Batch Approval and Processing guidelines noted in step six of the Batch Entry Procedures.

### CHANGE OR CORRECT A VOUCHER IN EXISTING BATCH

- Walkthrough 3B demonstrates how to make changes to an existing voucher.

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**WALKTHROUGH 3B**

The payment on the first voucher (V0000001 01) in the batch you entered previously is only for one $120.00 file cabinet (instead of one file cabinet and one bookcase at $50.00 each).

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**Step 1: Access the Batch to be Changed**.

- Select the batch from Screen 530, View or Print Batch Headers, type an **S** in the FUNCTION field and place an **X** by the selected batch(**Batch ID= 173, Current Date, 4, 0YY**).

- Press **F11** to access Screen 520, View or Print a Batch, to view the sequence number of the line to change (Sequence No. = 00001).

- Press **F10** to access Screen 510, Recall a Batch for Correction.

- Type **C** in the FUNCTION field, type **1** in the SEQUENCE NUMBER field, and press the **ENTER** key. The transaction entry screen will display. (Note: The leading zeroes of the sequence number do not have to be entered.)

**Step 2: Change the Funding Line.**

- Tab to the AMOUNT field and change to **120.00**. Press the **F1** key to save the change.

  Note: If changes to multiple funding lines are required, change all funding lines for a particular voucher; then change the voucher description information, if needed; and then print the revised voucher. If changes need to be made to additional funding lines on another voucher in the batch, press the **F2** key to access the transaction data entry screen. Press the **F8** key to scroll through the funding transaction lines until the next record (by sequence number) to be corrected is displayed. Make the needed corrections and continue this process until all corrections have been made to the batch.

**Step 3: Change the Description.**

- Press **F3** to access the Voucher Detail Entry screen.

- Press the **ENTER** key to recall the existing description of the voucher.

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- Key a **C** in the FUNCTION field, change the price of the file cabinet $120.00. Press the **F1** key to save the change.

- Change FUNCTION to **F** then press the **ENTER** key to recall the existing description.

- Change the FUNCTION to **D**, place an **X** in the far left column of the bookcase description line, and press the **F1** key.

**Step 4:  Reprint the Voucher.**

- Type a **V** in the FUNCTION field then press the **ENTER** key to reprint the voucher.

  **NOTE:  Step 5 and 6 are necessary only when the changes involve a change in voucher AMOUNT or COUNT which affects the batch total.**

**Step 5:  Recompute the Batch Header.**

- Press **F2** to return to the transaction entry screen.

- Press **F10** to access Screen 510, Recall a Batch for Correction.

- Type an **R** in the FUNCTION field then press the **ENTER** key to recompute the batch count and amount.

**Step 6:  Reprint the Batch Sheet**.

- Press the **F12** key to access Screen 530, View or Print Batch Headers.

- Enter a **B** in the FUNCTION field, place an **X** by the batch to be selected, and press the **ENTER** key to reprint the batch sheet (**Batch ID= 173, Current Date, 4, 0YY**).

**Step 7:  Perform Batch Approval and Processing Steps.**

- Once the changed vouchers and batch sheet has been reprinted, the documents should be processed using the Batch Approval and Processing guidelines noted in step six of the Batch Entry Procedures.

### DELETE A FUNDING LINE OR VOUCHER FROM A BATCH

- If an existing funding line should be deleted, enter function **D** (Delete) on Screen 510 and enter the sequence number of the transaction line to be deleted. Press the **ENTER** key and the transaction will be deleted. Depending on the deletion, the voucher descriptive area may also need to be changed, the voucher reprinted, and the batch header recomputed and reprinted if the above areas are affected by the deletion.

- If the funding line deletion causes the voucher to be deleted (e.g. a single line voucher), no description deletion is required.

- Walkthrough 3C demonstrates how to delete a funding line from a voucher.

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**WALKTHROUGH 3C**

The $120 file cabinet on V0000001 01 in the batch you previously entered (Batch No. 0YY) has been returned to the vendor. Delete the funding line and description for the item, reprint the voucher, recompute the batch, and reprint the batch sheet.

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**Step 1:  Access the Batch to be Changed.**

- Select the batch from Screen 530, View or Print Batch Headers, type an **S** in the FUNCTION field and place an **X** by the selected batch (**Batch ID= 173, Current Date, 4, 0YY**).

- Press **F11** to access Screen 520, View or Print a Batch, to determine the sequence number of the line to delete (**Sequence No. = 00001**) and the sequence number of the line remaining in that voucher (**Sequence No. = 00004**).

- Press **F10** to access Screen 510, Recall a Batch for Correction.

- Type **D** in the FUNCTION field, type **1** in the SEQUENCE NUMBER field, and press the **ENTER** key. The transaction funding line will be deleted. (Note:  If the voucher only had one funding line, you would skip to step 5, Recompute the Batch.)

- Type **C** in the FUNCTION field, type **4** in the SEQUENCE NUMBER field, and press the **ENTER** key. The transaction entry screen will display. (Note:  The leading zeroes of the sequence number do not have to be entered.)

**Step 2:  Change the Funding Line.**

- This step does not apply to our example. However, the description information does need to be changed.

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**Step 3:  Change the Description.**

- Press **F3** to access the Voucher Detail Entry screen.

- Press the **ENTER** key to recall the existing description of the voucher.

- Change the FUNCTION to **D**, place an **X** in the far left column of the file cabinet description line, and press the **F1** key.

**Step 4:  Reprint the Voucher.**

- Type a **V** in the FUNCTION field then press the **ENTER** key to reprint the voucher.

**Step 5:  Recompute the Batch Header.**

- Press **F2** to return to the transaction entry screen.

- Press **F10** to access Screen 510, Recall a Batch for Correction.

- Type an **R** in the FUNCTION field then press the **ENTER** key to recompute the batch count and amount.

**Step 6:  Reprint the Batch Sheet**.

- Press the **F12** key to access Screen 530, View or Print a Batch Header.

- Enter a **B** in the FUNCTION field, place an **X** by the batch to be selected (**Batch ID= 173, Current Date, 4, 0YY**), and press the **ENTER** key to reprint the batch sheet.

**Step 7:  Perform Batch Approval and Processing Steps.**

- Once the changed vouchers and batch sheet has been reprinted, the documents should be processed using the Batch Approval and Processing guidelines noted in step six of the Batch Entry Procedures.

### DELETE A BATCH

- To delete an entire batch, all funding lines must be deleted using screen 510, Recall a Batch for Correction.  Once the funding lines have been deleted, the batch header can then be deleted.  The batch header delete function is located at the Batch Balancing Screen which is accessed by pressing the **F9** key from a data entry screen.

- Walkthrough 3D demonstrates how to delete an entire batch.

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**WALKTHROUGH 3D**

Delete the batch that you entered.

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**Step 1:  Access the Batch to be Changed.**

- Select the batch from Screen 530, View or Print Batch Headers, type an **S** in the FUNCTION field and place an **X** by the selected batch (**Batch ID= 173, Current Date, 4, 0YY**).

- Press **F11** to access Screen 520, View or Print a Batch, to determine the sequence numbers of the lines to delete (**Sequence Numbers 2 thru 4**).

- Press **F10** to access Screen 510, Recall a Batch for Correction.

- Type **D** in the FUNCTION field, type the sequence number of the first funding line to be deleted in the SEQUENCE NUMBER field, and press the **ENTER** key.  The transaction funding line will be deleted.  Enter the sequence number of the next funding line to be deleted and press the **ENTER** key.  Continue until all funding lines have been deleted.

**Step 2:  Delete the Batch Header.**

- Press the **F9** key to access the Batch Balancing screen.  Ignore the 'Batch Not in Balance' warning message.

- Change FUNCTION to **D** then press the **ENTER** key. The system will prompt "Batch Header Has Been Deleted."

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```
EXTRA! F - CICST                                                    _ □ X
File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0  S502                         STARS              10/23/98 11:59 AM
 LINK TO:                         BATCH BALANCING

 FUNCTION:  _   (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
                (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)


          BATCH AGENCY:          173
          BATCH DATE:            102398
          BATCH TYPE:            4
          BATCH NUMBER:          001


          BATCH BALANCE
             ENTERED COUNT:     00003 ENTERED AMOUNT:  0000000210.00
             COMPUTED COUNT:    00000 COMPUTED AMOUNT: 0000000000.00


          BATCH APPROVED BY:



          USER APPROVAL LEVEL:
          REQUIRED APPROVAL LEVEL: 5



 BATCH HEADER HAS BEEN DELETED
  PF10=RECALL/CORRECT, PF11=VIEW/PRINT DETAILS, PF12=VIEW/PRINT HEADERS
 4 ■                       Aa   F CICST         R 4  C 13       12:04  10/23/98
```

## EXERCISE ONE

You are instructed to make payments for two invoices.

**The first invoice** is for 5 cases of computer paper for $30.00 per case and 1 case of printer ribbons for $50.00. The expenditures are not encumbered (T/C 703). Downtown Computer Store is the authorized vendor on the statewide contract number 45321.  Your agency number is 173 and your agency prefers to have the checks returned to the agency for distribution.  The purchase will be charged to fund = 1000, BFY = Current Fiscal Year, index = 0520, PCA = 96000, and subobject = 3720.   The next available voucher number is 95 and the batch and vendor information are as follows:

> Batch Date/Effective Date: MMDDYY (use today's date)
> Batch No.: 1YY (YY=your terminal No.)
>
> Downtown Computer Store
> 750 Kansas Avenue
> Topeka, Kansas 66608

**The second invoice** is a $400 installment payment from Document Number A0023578 which is a firm encumbrance.  The payment consists of 40 hammers to be paid from two separate funding sources as listed below:

1. $100 is  a partial payment from Sfx 01 on the encumbrance - fund 1000, BFY (Current Fiscal Year, index 0520, PCA 96000, and subobject 3950.

2. $300 is  a partial payment from Sfx 02 on the encumbrance - fund 1000, BFY (Current Fiscal Year, index 0610, PCA 96000, and subobject 3950.

> *Vendor(For reference only. Do not enter):  485263743 00
> Topeka Hardware
> 2500 Wanamaker Rd.
> Topeka, KS 66614

Use the information provided above to (1) create a batch header, (2) complete DA-120 Payment Vouchers, and (3) balance and print the batch.

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**STEP 1: Enter the Batch Header.**

- Select Function 50 from the Data Entry Menu and enter the following batch information:

| **Fields** | **Training Data** |
|---|---|
| Agency: | 173 |
| Batch Date: | Today's Date (Format: MMDDYY) |
| Batch Type: | 4 |
| Batch Number: | 1YY (YY=your terminal number) |
| Batch Count: | 3 |
| Batch Amount: | 600 |
| Effective Date: | Today's Date (Format: MMDDYY) |
| BFY: | Current Fiscal Year |
| Disb Method: | r |

- Press **ENTER** to access the funding entry screen.

**STEP 2: Enter Funding of First Voucher.**

| Doc-Date: | Today's Date(Format: MMDDYY) |
|---|---|
| Agency: | 173 |
| Cur-Doc/Sfx: | V0000095 01 |
| Trans-Code: | 703 |
| Fund: | 1000 |
| BFY: | Current Fiscal Year |
| Index: | 0520 |
| PCA: | 96000 |
| Exp-Sub-Obj/Det: | 3720 |
| Amount: | 200.00 |
| Vend-No: | Press the **Home** key. Type '**2A**' in the Link To field. Press **ENTER**. Search for vendor 'Downtown Computer Store'. Place an '**X**' by the correct vendor then press **F4** to return to the data entry screen. Notice the vendor number field is now filled with the vendor number. Press the **F5** key, the vendor name and address will also be populated. |

| PI: | A |
|-----|---|

- Press **F1** to save the transaction.


**STEP 3: Enter Description of First Voucher.**

- Press **F3** to access the Voucher Detail Entry Screen.  Change FUNCTION to **A**.

| Contract No:(optional) | 45321 |
|------------------------|-------|
| Quant: | 5 |
| Unit:(optional) | Case |
| Description: | Computer Paper |
| Price: | 30.00 |
| Quant: | 1 |
| Unit:(optional) | Case |
| Description: | Printer Ribbons |
| Price: | 50.00 |

- Press **F1** to transmit the transaction.

**STEP 4: Enter the Second Voucher.**

- Press **F2** to return to the transaction entry screen.

**A: Enter the first funding line:**

| Cure-Doc/Sfx: | V0000096 01 |
|---------------|-------------|
| Trans-Code: | 704 |
| Ref-Doc/Sfx: | A0023578 01 |
| Mod: | P |
| Amount: | 100.00 |
| BFY: | Current Fiscal Year |

- Press the **F5** key.  The fund, index, PCA, subobject, and vendor number/address should all be populated by the system.

- Press **F1** to save the transaction.

**B: Enter the second funding line:**

| Cur-Doc/Sfx: | V0000096 02 |
|---|---|
| Ref-Doc/Sfx: | A0023578 02 |
| Amount: | 300.00 |

- Press **F5** to preview funding.

- Press the **F1** key to save the transaction.

**STEP 5: Enter Description of Second Voucher.**

- Press **F3** to access the Voucher Detail Entry Screen. Place an '**A**' in the FUNCTION field.

| Quant: | 40 |
|---|---|
| Description: | Hammers |
| Price: | 10.00 |

- Press **F1** to save the transaction.

**STEP 6: Balance the Batch.**

- Press **F9** to access the Batch Balancing Screen.  The Entered and Computed figures should match.

**STEP 7: Print the Batch.**

- Press **F12** to access Screen 53, View or Print Batch Headers.

- Type a '**V**' in the Function field, place an '**X**' by the batch to print (**Batch ID= 173, Current Date, 4, 1YY**) and press the **ENTER** key.

## EXERCISE TWO

A. The printer ribbons on voucher number 95 cost $60 per case instead of $50.

B. You also discover that a $550 Epson printer was purchased from Downtown Computer Store and should be added to Voucher Number 95. Use agency 173, fund 1000, BFY (Current Fiscal Year), index 0520, PCA 96000, and subobject 4130.

Based on the information provided above, (1) correct voucher number 95 to reflect the price change; (2) add a funding line and description to Voucher Number 95 to pay for the printer; (3) reprint the voucher; (4) recompute the batch; and (5) reprint the batch header.

### STEP 1: Change the Dollar Amount.

- At Screen 530, View or Print Batch Headers, key an '**S**' in the Function field, place an '**X**' by the batch you created in Exercise One (**Batch ID= 173, Current Date, 4, 1YY**).
- Press **F11** to access Screen 520 to view the sequence number of the voucher to be changed (**Sequence No.=00001**).
- Press **F10** to access Screen 510, Recall a Batch for Correction.

| Function: | C |
|---|---|
| Sequence Number: | 1 |

- Press the **ENTER** key to access the transaction entry screen.

| Amount: | 210.00 |
|---|---|

- Press **F1** to save the change.
- Press **F3** to access the Voucher Detail Entry screen.
- Press **ENTER** to recall the existing description.
- Change the function to' **C**' and the price of the printer ribbons to $60.00.
- Press **F1** to save the change.

### STEP 2: Add a Line to Pay for the Printer.

   **Note**:   **Add** and **Change** functions are not interchangeable. It is necessary to first change the function to **Add** before adding a line.

- Press **F2** then **F10** to return to Screen 510, Recall a Batch for Correction.
- Type '**A**' in the Function field and press the **ENTER** key. The funding entry screen with the next available sequence number will appear.

### A:  Add the Funding:

| | |
|---|---|
| Doc-Date: | Today's Date(Format: MMDDYY) |
| Agency: | 173 |
| Cur-Doc/Sfx: | V0000095 02 |
| Trans-Code: | 703 |
| Fund: | 1000 |
| BFY: | Current Fiscal Year |
| Index: | 0520 |
| PCA: | 96000 |
| Exp-Sub-Obj/Det: | 4130 |
| Amount: | 550.00 |
| Vend-No: | 112233446 00 |
| PI: | A |

- Press **F5** to verify the correctness of the data entered.
- Press **F1** to save the transaction.
- Press **F3** to access the Voucher Detail Entry screen.

### B:  Add the Description:

- Press **ENTER** to recall the existing descriptions.

| | |
|---|---|
| FUNC: | A |
| Quant: | 1 |
| Description: | Epson Printer |
| Price: | 550.00 |

- Press **F1** to save the transaction.

**STEP 3:  Reprint the Voucher.**

- Type '**V**' in the Function field and press the **ENTER** key.

**STEP 4: Recompute the Batch.**

- Press **F2** then **F10** to access Screen 510, Recall a Batch for Correction.
- Type '**R**' in the function field and press the **ENTER** key.

**STEP 5: Reprint the Batch Header.**

- Press **F12** to access Screen 530, View or Print Batch Headers.
- Type '**B**' in the FUNCTION field.  Place an **X** by the selected batch and press the **ENTER** key (**Batch ID= 173, Current Date, 4, 1YY**).

---

### BONUS EXERCISE

Delete the batch you created for the previous exercises. (Batch ID=173, Current Date, 4, 1YY)

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**STEP 1: Delete All Funding Lines in the Batch.**

**STEP 2: Access the Batch Balancing Screen (F9) to Delete the Batch Header.**

# SUSPENSE ERROR CORRECTION

- In the STARS nightly batch cycle, fatal errors at the batch level or document level (voucher) will cause the entire batch or document (voucher) to suspend.  Multi-payee vouchers are, however, handled differently.  Payments that are free from fatal errors will be allowed to process while those containing fatal errors will suspend.

- Agencies with on-line access to STARS are responsible for correcting these errors in a timely manner so the suspended payments can be made.

- Error messages will display only on the transaction lines that contain errors.  A maximum of six errors can be displayed.  The error-free transactions will be included on the suspense file with no error message displayed. STARS report DAFR8002, STARS Edit Activity Error Report, lists those transactions with errors.  Agencies which work their own suspense on-line may want to use this report to work suspense to avoid having to scroll through all the transactions on suspense to identify those with errors.

- Error message definitions can be found on Screen 90.  Select System Management from the main menu, then select 90 to access Screen 90 (News/Help Table Maintenance).  Or the user can LINK TO Screen 90 directly from any of the non-menu screens.

- Due to the sequencing of edits in STARS, some errors may exist on a document but not be detected.  This can happen because STARS will stop editing certain items as soon as it detects the first fatal error.

- A batch mode of 3 on Screen 530 will be displayed for suspended batches.

- An error correction Operator ID must be used to correct errors on suspense.  The procedures for correcting suspended documents are basically the same as those for changing an existing batch.

- When a multi-line voucher is suspended due to invalid vendor information, be sure to correct all funding lines on that voucher.  If some lines are left uncorrected, STARS may pay the corrected lines in the next nightly cycle and thus split the payment into separate warrants.

- During month end closing, data keyed vouchers must be received by the Audit Services Team  by 5:00 PM on the last working day of the month; on-line vouchers should be entered into the system by 5:00 PM on the last working day of the month and documents be received by the Audit Services Team by noon on the first working day of the following month, or the vouchers will be deleted from the system and returned to the agency for re-batching.

- There are several different types of errors that may occur.  The first character of the error message can help determine the type of error.  Common error types include:

**B** - Batch level errors indicating things such as batch out of balance or invalid effective dates. A batch error will cause the entire batch to suspend.

**E** - Document level errors associated with invalid data field information.

**F** - Fund and file control errors generally associated with insufficient cash or spending authority balances.

**K** - These are warning messages generally associated with payments against encumbrances where the subobject, index code, or vendor on the payment is different from that shown on the encumbrance.  These types of errors will not cause a document to suspend.

- Listed below are some common STARS suspense error messages and their possible causes:

| Error Message | Possible Error Area |
|---|---|
| **B01:** Inval Batch Amount | Entered Amount Not = Computed Amount |
| **B02:** Inval Batch Count | Entered Count Not = Computed Count |
| **E9A:** Doc # Not Found | Current Document No. Missing |
| **E20:** Invalid Modifier | Encumbrance Modifier Not Valid |
| **E48:** Index Not in IC | AGY, BFY or Index Incorrect |
| **E65:** PCA Not in PA | PCA Number Incorrect |
| **E81:** VEN #/SFX Not in VE | Vendor number and/or Suffix not in vendor file |
| **E85:** Invalid Cur Doc Suffix | Current Document Suffix Missing |
| **EN2:** Fund Not=BU | Fund, BFY, or Index Incorrect or Missing |
| **F21:** Cum Appn/Cash Expend | Appropriation Limit Exceeded - Current Mo. |
| **F22:** PM Appn Overexpend | Appropriation Limit Exceeded - Prior Mo. |
| **F33:** Cum Cash Bal Neg | Insufficient Cash Balance - Current Mo. |
| **F34:** PM Cum Cash Bal Neg | Insufficient Cash Balance - Prior Mo. |
| **F71**: Ref  Doc Not Found | Referenced Encumbrance No. Incorrect |
| **FB1:** AP Cash Overexpended | Insufficient Cash Balance - Current Mo. |
| **FB2:** AP Cash Overexpended | Insufficient Cash Balance - Prior Mo. |
| **FC6:** Ref Doc/TC CL Not = | Transaction Code Incorrect |
| **FF3:** Trans Amt > Net Enc | Insufficient Balance in Referenced Encumbrance |

- Error messages that display may not directly indicate the cause of the error condition. Also, one error may cause multiple error messages. Correcting one error condition may resolve multiple error messages. To determine the actual error, all error messages must be analyzed as a group to determine the probable cause. Start by looking at the most obvious causes and work back to less obvious ones.

- The following two examples illustrate errors that might occur and their causes:

Example 1
In this example, the agency number was omitted and the vendor suffix used was invalid. The error messages indicate an index error while the actual problem lies in the missing agency number. Also, the system has not detected the vendor suffix error because the edit stopped when it encountered the first error.

```
EXTRA! F - CICST                                                    _ □ X
File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0   S505                          STARS              10/23/98 12:55 PM
 LINK TO:              PRE-ENC/ENC/EXPEND TRANSACTION ENTRY


 BATCH: ACY  173 DATE 102398 TYPE 4 NO 110 MODE EDIT AND POST    SEQ-NO 00001
 DOC-DATE   : 102398          EFF-DATE: 102398         DUE-DATE:
 ACY        :              CUR-DOC/SFX: V0000001 01 TRANS-CODE: 703
 REF-DOC/SFX:                   MOD:
 FUND/DET   : 1000            BFY: 99              INDEX: 0510
 PCA        : 85010   EXP-SUB-OBJ/DET: 3710    REV-SUB-OBJ/DET:        RVS:
 AMOUNT     : 0000000100.00   AGY USE:
 DOC TOTAL  : 0000000000.00
 INV-NO :                  INV-DESC   :
 VEND-NO: 112233445    01      NAME    :
 PI:                         NAME-2 :
                             ADDR    :
                             CITY    :
                             STATE   :     ZIP
 BUDGET UNIT:         DISC/HRS:         GRANT/PH:         PROJ/PH:
 DISB-METH: R FD-OVRD:    WARR-NO:               CI:   PROP-ID-NO:
 E48   INDEX NOT IN IC


 ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF3=VOUCHER DATA ENTRY     PF9=BATCH BALANCING
 4 ■                        Aa   F CICST         R 5  C 15       13:00  10/23/98
```

Example 2
In this example, the transaction code was incorrectly entered as 705 (for contingent encumbrance) instead of 704 (for firm encumbrance) and the modifier was entered as '**A**' instead of '**P**'.  Again, the second error has not been detected by the system yet.

```
EXTRA! F - CICST                                             _ □ ×

File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0  S505                     STARS              10/23/98 01:00 PM
 LINK TO:          PRE-ENC/ENC/EXPEND TRANSACTION ENTRY


 BATCH: AGY  173 DATE 102398 TYPE 4 NO 110 MODE EDIT AND POST   SEQ-NO 00002
 DOC-DATE  : 102398          EFF-DATE: 102398         DUE-DATE:
 AGY       : 173       CUR-DOC/SFX: V0000002 01 TRANS-CODE: 705
 REF-DOC/SFX: B0024445 02        MOD: A
 FUND/DET  : 1000              BFY: 99               INDEX: 0510
 PCA       : 85010   EXP-SUB-OBJ/DET: 3710    REV-SUB-OBJ/DET:        RVS:
 AMOUNT    : 0000000050.00   AGY USE:
 DOC TOTAL : 0000000100.00
 INV-NO :                 INV-DESC  :
 VEND-NO: 112233445    00      NAME   : OFFICE MART
 PI:                           NAME-2 :
                               ADDR   : 1000 WEST ST
                               CITY   : TOPEKA
                               STATE  : KS   ZIP 66615 9656
 BUDGET UNIT: 0510  DISC/HRS:         GRANT/PH:         PROJ/PH:
 DISB-METH: R FD-OVRD:  WARR-NO:             CI:  PROP-ID-NO:
 EY6  CONT ENC NOT ALLOWED



 ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF3=VOUCHER DATA ENTRY      PF9=BATCH BALANCING
 ▣ ■                       Aa   F CICST       R 5  C 15      13:05  10/23/98
```

# DA-118 YEAR-END ENCUMBRANCE PROCEDURES

- The purpose of form DA-118, List of Outstanding Obligations is to allow agencies to reserve funds for current year obligations that were not encumbered previously and will not be paid until after the fiscal year closing. All DA-118 obligations must be for firm orders only. Obligations that are encumbered via Real Estate Lease Cover Sheets (DA-47's), Contract Cover Sheets (Da-146's), Purchase Orders processed through the Division of Purchases (DA-101's), and Encumbrance Authorizations (DA-107's) should not be included on the DA-118 since doing so would result in encumbering those obligations twice.

- Agencies with on-line data entry capabilities may start entering DA-118 encumbrance documents directly into STARS beginning June 1 for the fiscal year that is ending. A separate sign-on must be used for the on-line entry of DA-118 year-end encumbrances. A DA-118 sign-on can be obtained by submitting a completed form TM-96, STARS Sign-on Request, to the Business Process Management Team in the Division of Accounts and Reports (Phone 785 296-2311). All Accounts and Reports forms can be found on our web site at http://da.state.ks.us/ar/forms.

- DA-118's are entered on-line using the same data entry screens and procedures as payment vouchers. The DA-118 batches should be entered as batch type "3", have a June batch date, and use June 30 of the fiscal year being closed as the batch effective date.

- The DA-118 funding information is entered using transaction code 891 (year-end firm encumbrance) or 892 (year-end contingent encumbrance). On-line agencies are responsible for assigning a current document number for each DA-118. The current document number must be in the following format:

    "P090YNNN":   P       document prefix "A", "B", or "C"
                  Y       last digit of the fiscal year being closed
                  NNN   A sequential number assigned by the agency beginning with "001" and incrementing by one. For Example, the first encumbrance number assigned with prefix "A" for FY 1999 would be "A0909001"

  Since each vendor will not be encumbered separately by vendor identification number, payments to various vendors can be combined into one funding line.

- The DA-118 Description Entry screen, S524 is accessed by pressing the F6 key from Screen S505, Pre-Enc/Enc/Expenditure Transaction Entry. The outstanding obligations should be listed either alphabetically by vendor or numerically by the agency order number. Each screen allows up to 13 descriptive lines. If more than one screen is needed, press the F8 key for an additional screen.

- Current fiscal year obligations should continue to be paid as unencumbered to the extent possible prior to the close of the fiscal year. When a payment is made unencumbered that

has been included on an on-line entered DA-118, the DA-118 can be adjusted to release the funds encumbered for that payment.  Each on-line DA-118 can be adjusted as many times as necessary prior to printing the documents and submitting them to the Audit Services Team for release.   After the documents have been printed and submitted to the Audit Services Team, no further on-line adjustments should be made.

- Agencies submitting DA-118's on-line, or by electronic media should send the original DA-118 to the Audit Services Team and retain necessary copies for the agency's files.  The Audit Services Team will not return a copy to the agency after processing is completed.

- Agencies sending DA-118's and DA-119's (List of Outstanding Obligations-Detail) for data entry by the Department of Administration should submit two copies of each document to the Audit Services Team.   Each document is limited to 99 detail funding lines.   The Audit Services Team will assign a current document number to each DA-118, batch and process the document through STARS.  After the close of the fiscal year, they will return a copy of each document to the agency.  Agencies should not batch these DA-118's.  They will be batched by the Audit Services Team.

- The Division of Accounts and Reports will issue an informational circular in May providing the specific DA-118 dates and procedures for the fiscal year that is closing.  The deadline for receiving all electronic media and paper DA-118's is 5:00 p.m. on the cutoff date.  All DA-118's entered using the on-line data entry procedures must be entered into STARS by 5:00 p.m. two working days after the cutoff date.  The supporting documents must be received by 12:00 noon the next day (the third working day after the cutoff) by the Audit Services Team in the Division of Accounts and Reports.