**STARS VOUCHER ENTRY
FUNCTION KEYS AND COMMANDS**

STARS FUNCTION KEYS

F1 -- Transmits entry and returns a filled screen

F2 -- Returns to Previous Menu

F3 -- Accesses the voucher description entry screen

F4 -- Returns from "Link To" to the original screen

F5 -- "Looks up" data before actually posting

F6 -- Accesses the DA-118 encumbrance description entry screen

F8 -- Goes to next record or displays a new page

F9 -- Goes to the Batch Balancing screen

F10 -- Goes to "Recall a Batch for Correction", Screen 51

F11 -- Goes to "View or Print a Batch", Screen 52

F12 -- Goes to "View or Print Batch Headers", Screen 53

ENTER Transmits entry and returns a fresh screen

ESCAPE Releases the PC from a "locked-up" situation caused by entering data in an inappropriate position. The user should Tab into data entry fields to avoid being locked up again.

HOME Accesses "Link To" field in a screen

TAB Moves cursor to next field

ON-LINE VOUCHER ENTRY STEPS

(1) Entry of batch header information
(2) Entry of voucher funding lines
(3) Entry of voucher descriptive information
(4) Balancing the batch
(5) Printing the batch sheet and the vouchers
(6) Batch approval and processing