

DATA ENTRY SERVICES AND PROCEDURES

JULY 2008

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1 INTRODUCTION

The Department of Accounting and General Services (DAGS), Information and Communication Services Division (ICSD), Production Services Branch (PSB) can provide State of Hawaii Executive Branch departments and attached agencies with keyed-data entry services. The keyed-data service includes converting paper source data documents into an electronic machine-processable format. To confirm the accuracy of the keyed-data, DAGS ICSD PSB Data Entry Unit personnel will also key-verify the keyed-data against the paper source data documents.

DAGS ICSD PSB has standardized the procedures for any State of Hawaii Executive Branch department or agency to request and schedule the keyed-data entry request, submission, and conversion processes.

1.1 BACKGROUND

Since July 1995, DAGS ICSD has not accepted any new request for keyed-data entry services. On November 21, 2000, the State Comptroller of DAGS issued a memorandum that urged Executive Branch departments and attached agencies to migrate from using DAGS ICSD as their source for converting their paper source data documents into an electronic computer readable format to another form of source data capture or use other keyed-data entry service, such as, outsourcing.

This policy position is still effective today. DAGS ICSD PSB still does not accept any new request for keyed-data entry services. However, DAGS ICSD PSB will accept change, modification or update for any department or attached agency that currently has a valid Data Entry Instructions packet on file at DAGS ICSD PSB.

This document discusses the forms, procedures, and conventions that must be followed by a project that needs data entry services from DAGS ICSD PSB to convert batches of paper source documents into a machine-processable format.

1.2 APPLICABILITY

A user/project systems manager must follow the procedures in this document to develop and prepare the Data Entry Instructions packet that will be used by DAGS ICSD PSB Data Entry Unit personnel.

Any Data Entry Instructions packet that does not comply with the procedures, standards, or conventions within this document will be returned to the requestor.



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1.3 RESPONSIBILITY

Any individual who has a paper-copy of this Data Entry Services and Procedures document is responsible for keeping their copy current and up to date by obtaining revisions which may be placed on the State Internet website by the DAGS ICSD Project Planning and Management Office (PPMO) shortly after the revisions are announced to departmental and user agency data processing (DP) Coordinators.

1.4 COMMENTS AND RECOMMENDATIONS

Any State of Hawaii Information Technology (IT) Standards document, reference manual or users guide mentioned in this document is available through the departmental or user agency DP Coordinator. DAGS ICSD PPMO (Project Planning and Management Office) establishes and maintains the official format, layout, and master of any form mentioned in this document. The APPENDIX-A has more information related to forms mentioned in this document.

The statewide IT Standards are accessible on the Internet by going to the DAGS-ICSD home page at:

<http://www.hawaii.gov/dags/icsd/> and clicking on



The statewide DAGS ICSD Forms are accessible on the Internet by going to:

<http://www.hawaii.gov/dags/icsd/forms> and clicking on [Statewide ICSD Forms](#) 

Many Statewide Forms for other agencies and departments are also accessible on the Internet at Forms Central by going to:

<http://www.hawaii.gov/forms/> and clicking on the agency name or clicking on the



to view a list of all forms for all agencies.



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Any comment, recommendation, proposal, or suggestion related to a standard, convention, form or the contents of this document may be sent either via e-mail to icsd.admin.ppmo@hawaii.gov or in writing to:

Department of Accounting and General Services
Information and Communication Services Division
Project Planning and Management Office
1151 Punchbowl Street, B-10
Honolulu, Hawaii 96813-3024



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2 POLICIES, PROCEDURES, AND CONVENTIONS

The primary purpose of this document is to consolidate and organize the pertinent policies, procedures, and conventions that must be followed by any program or project that requires Data Entry services and resources from the DAGS ICSD Production Services Branch (PSB).

2.1 DATA ENTRY POLICIES

- a. Before DAGS ICSD PSB Data Entry Unit will accept batched source documents submitted by a User/Client/Customer (UCC), the following must have already occurred:
 - i. The UCC/Project Manager had assembled and submitted a Data Entry Instructions packet to a DAGS ICSD PSB Data Entry Unit Supervisor for review and acceptance.
 - ii. The Data Entry Instructions packet must have been approved by the DAGS ICSD PSB Data Entry Unit Supervisor at least twenty (20) work-days before the UCC/Project Manager submits the first batch of source documents.
- b. The "correctness" of the data in the source documents is the responsibility of the UCC/Project Manager who submits the batched source documents.
- c. The "accuracy" of the key-entered data is the responsibility of DAGS ICSD PSB Data Entry Unit.

2.2 DATA ENTRY SERVICES PROCEDURES

The Requesting UCC must follow procedures in this document when:

- a. Requesting keyed-data entry resources and/or services.
- b. Requesting any change to a Data Entry Instructions packet for DAGS ICSD PSB Data Entry Unit personnel to follow when UCC source documents need to be processed and converted at DAGS ICSD PSB.
- c. Submitting batches of UCC source documents for DAGS ICSD PSB Data Entry Unit personnel to key into a machine-processable format.



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2.3 DATA ENTRY SERVICES CONVENTIONS

Appendix-A has an explanation of each standardized form that may be used by the UCC/project for DAGS ICSD PSB Data Entry Unit personnel to use to process the keyed-data entry service request.

The UCC/project is responsible for accessing and duplicating relevant forms found in Forms Central (on the Internet) onto standard 8.5 by 11 inch paper for use by their projects and/or programs.

For any other form discussed in this document that is not found in Forms Central, for example, multi-part carbon forms or half sheet forms, the UCC/project (via the departmental or user agency DP Coordinator) needs to contact DAGS ICSD PPMO in writing, to request a reasonable supply of that form.



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3 DUTIES AND RESPONSIBILITIES

To optimize the effectiveness and efficiency of people who handle and process UCC source documents, there must be a clear understanding of who is responsible for what resource or piece of information, and when that resource or piece of information should be available.

3.1 DP COORDINATOR

A person designated by a department or user agency director who is:

- a. Responsible for planning and coordinating the data processing (DP) activities of the department or user agency, and who is the official liaison between DAGS ICSD and the department or user agency.
- b. Responsible for maintaining the accuracy and completeness of the DAGS ICSD PSB "PERSON TO CONTACT" list for the production projects of the UCC/project.
- c. Responsible for providing their department or user agency projects with a reasonable supply of special forms, such as the multiple sheet ICSD C-100 BATCH SUBMISSION SHEET.

3.2 REQUESTING USER/CLIENT/CUSTOMER (UCC)

An employee of the Executive Branch of State Government, a consultant, vendor, or contractor working for the State of Hawaii who will be turning over the processing or control of an application production job to DAGS ICSD PSB and who is:

- a. Responsible for submitting written service requests for data processing services and/or resource support, and for submitting UCC source documents for information and/or communication services from DAGS ICSD.
- b. Responsible for insuring that batched source documents are delivered to DAGS ICSD PSB no later than the mutually agreed upon date and time stated on the project's SDM/Structured form, SDM-1886, PRODUCTION SCHEDULE.



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3.3 PROJECT MANAGER

A person from a UCC, a State Executive Branch department, an attached user agency, or a DAGS ICSD branch who functions as the primary person who is to be held responsible for a computerized application project. This is the person who plans, organizes, coordinates, and directs the analysis, design, creation, implementation, and maintenance of a computerized application system who is:

- a. Responsible for the development of the Data Entry Instructions packet that is turned over to DAGS ICSD PSB Data Entry Unit.
- b. Responsible for the accuracy of a Data Entry Instructions packet that DAGS ICSD PSB Data Entry Unit personnel will follow to process batched source documents.

3.4 PROJECT DEVELOPER

A technically skilled person, for example, a computer programmer, a data processing systems analyst, an information technology specialist or a computer specialist, who analyzes, designs, creates, implements, and documents each computer program that will process and manipulate data in a computerized system. This person is responsible for the following:

- a. Designing, developing and maintaining accurate Data Entry Instructions packets to be used by DAGS ICSD PSB Data Entry Unit personnel.
- b. Assisting in the design and development of application data input source forms with accompanying procedures and instructions that meet the expectations of the departmental or user agency personnel, and meets the approval of the DAGS ICSD PSB Data Entry Unit Supervisor.
- c. Designing, developing, creating and maintaining the computer program that will process the input data that will be key-entered by DAGS ICSD PSB Data Entry Unit personnel.



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3.5 PRODUCTION SERVICES BRANCH (PSB) PERSONNEL

DAGS ICSD PSB personnel must be familiar with any convention, procedure, and form discussed in this document. The following are the position names and duties of personnel from DAGS ICSD PSB referenced in this document.

- a. OPERATIONS SCHEDULER - A person in DAGS ICSD PSB Scheduling and Control Unit who schedules computer resources for the execution and processing of computer assisted jobs.
- b. DATA ENTRY SUPERVISOR - A person in the DAGS ICSD PSB Data Entry Unit who has overall responsibility for the review and acceptance of all keyed-data entry applications, and manages the DAGS ICSD PSB Data Entry Unit.
- c. KEY EQUIPMENT SUPERVISOR - A person in the DAGS ICSD PSB Data Entry Unit who is directly in charge of key-entry and key-verify equipment operators.
- d. KEY EQUIPMENT OPERATOR - A person who key-enters and/or key-verifies data from UCC provided source documents into a machine-processable format that will be transferred onto magnetic disks or magnetic tapes.
- e. COMPUTER OPERATOR - A person in the DAGS ICSD PSB who operates and maintains the State of Hawaii's main central data center or remote site computer that are used to read and process the converted machine-processable input data.



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4 GENERAL DATA ENTRY SERVICES PROCEDURES

The general steps to submit and get a completed Data Entry Instructions packet approved by DAGS ICSD PSB is titled:

"4.1 PROCEDURE: DATA ENTRY INSTRUCTIONS PACKET APPROVAL."

The general steps to submit UCC source documents for electronic data processing, and to have them key-entered into a machine-processable format is titled:

"4.2 PROCEDURE: SUBMIT AND PROCESS BATCH JOBS."



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4.1 PROCEDURE: DATA ENTRY INSTRUCTIONS PACKET APPROVAL

PERSON	ACTIVITY
UCC/Project Manager	<ol style="list-style-type: none">1. Estimates the expected Data Entry resource requirements needed to process production job.2. Gets the necessary SDM/Structured forms for a Data Entry Instructions packet:<ol style="list-style-type: none">2a. SDM-882-A, Key-Entry Instructions I2b. SDM-882-B, Key-Entry Instructions II2c. Sample of the input source document that DAGS ICSD PSB Data Entry Unit personnel will be key-entering data from.3. Provides required data criteria, characteristics or attributes (for DAGS ICSD PSB Data Entry Unit personnel to follow when keying source data into the machine-processable format) specified on SDM-882-A, Key-Entry Instructions I, and SDM-882-B, Key-Entry Instructions II forms.4. Identifies areas on sample input source document with a field number in a red-circle to correspond to the field numbers on the SDM-882-B, Key-Entry Instructions II form.5. Completes the SDM/Structured form SDM-1886, PRODUCTION SCHEDULE with desired schedule for UCC and DAGS ICSD PSB to follow when processing UCC source documents.

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PERSON	ACTIVITY
UCC/Project Manager	6. Sends original Data Entry Instructions packet which has a SDM/Structured form SDM-1886, PRODUCTION SCHEDULE to DAGS ICSD PSB for review, comments, and approval.
DAGS ICSD Data Entry Unit Supervisor	7. Reviews proposed Data Entry Instructions packet. 7a. If proposed Data Entry Instructions packet for keying data is not acceptable, sends the packet back to the UCC/project manager with suggested modifications or with questionable items flagged. 7b. If proposed Data Entry Instructions packet for keying data is acceptable, confers with UCC/project manager and DAGS ICSD PSB Operations Scheduler to get mutual agreement for proposed schedule on SDM/Structured form SDM-1886, PRODUCTION SCHEDULE that would be followed to process UCC submitted source documents. 8. Reproduces the Data Entry Instructions packet. 9. Sends a copy to each of the following people: 9a. UCC Project Manager 9b. Requesting UCC via the UCC Project Manager 9c. DAGS ICSD PSB Control Unit Supervisor 10. Files original Data Entry Instructions packet at DAGS ICSD-PSB Data Entry Unit.

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4.2 PROCEDURE: SUBMIT AND PROCESS BATCH JOBS

PERSON	ACTIVITY
UCC/Project Manager	<ol style="list-style-type: none">1. Follows DAGS ICSD PSB Data Entry Unit character coding conventions (see Appendix-B, TABLE-1 and TABLE-2) to code data on UCC source documents that will be key-entered by DAGS ICSD PSB Data Entry Unit personnel.2. Completes a pink form, ICSD C-100, BATCH SUBMISSION SHEET.<ol style="list-style-type: none">2a. If balance control totals are on a separate sheet, checks off box in item 6 on ICSD C-100, BATCH SUBMISSION SHEET, and attaches control totals sheet to ICSD C-100, BATCH SUBMISSION SHEET.2b. When a batch of UCC source documents is the last one for the processing cycle, checks off box in Item 8 on the last ICSD C-100, BATCH SUBMISSION SHEET.3. Follows schedule on the SDM/Structured form SDM-1886, PRODUCTION SCHEDULE as to when to submit UCC source documents to DAGS ICSD PSB.4. Sends form ICSD C-100, BATCH SUBMISSION SHEET and associated UCC source documents to DAGS ICSD PSB Data Entry Unit.
DAGS ICSD Data Entry Unit Supervisor	<ol style="list-style-type: none">5. Verifies incoming batch has only one type of source documents.6. Logs a UCC batch number on form ICSD C-127, KEY-DISK JOB CONTROL LOG with date and time the batch was accepted by DAGS ICSD PSB Data Entry Unit.

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PERSON	ACTIVITY
DAGS ICSD Data Entry Unit Personnel	7. Keys data within the time frame specified on the SDM/Structured form SDM-1886 PRODUCTION SCHEDULE and follows the instructions on the SDM/Structured forms SDM-882-A, Key-Entry Instructions I and SDM-882-B, Key-Entry Instructions II.
DAGS ICSD Data Entry Computer Operator	8. Transfers keyed-data onto magnetic tape. 9. Sends half sheets from ICSD C-100, BATCH SUBMISSION SHEETS and data transfer report to DAGS ICSD PSB Control Unit with magnetic tape containing keyed UCC source data.
DAGS ICSD PSB Data Entry Unit Supervisor	10. Returns source documents to Requesting UCC by sending UCC source documents to DAGS ICSD PSB Control Unit per the SDM/Structured form SDM-882-A, Key-Entry Instructions I.
DAGS ICSD PSB Control Unit Personnel	11. Gets PRODUCTION JOB DOCUMENTATION packet that has instructions on how to process the keyed-data, and sends the magnetic tape from DAGS ICSD PSB Data Entry Unit to DAGS ICSD PSB Computer Operations Unit for processing on the mainframe computer.
DAGS ICSD PSB Computer Operations Unit Personnel	12. Runs production job that processes input data, and sends results of production job run to DAGS ICSD PSB Control Unit.
DAGS ICSD PSB Control Unit Personnel	13. Sends UCC source documents, any generated report, and edit listings to Requesting UCC.



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5 CHARACTER SET CONVENTIONS

Standard character set coding conventions used at DAGS ICSD PSB Data Entry Unit are listed in this document in Appendix-B, as TABLE 1 - ALPHABETIC & NUMERIC CHARACTER SET CONVENTIONS and TABLE 2 - SPECIAL CHARACTERS CODING CONVENTIONS.

The UCC/project manager must follow the DAGS ICSD PSB Data Entry Unit coding conventions when submitting any written data on any form developed for any State of Hawaii Information Technology related purpose.



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6 RESPONSIBILITY FOR DATA CONTENT

The Requesting UCC is responsible for the quality, integrity, and reliability of the data that is submitted to DAGS ICSD PSB Data Entry Unit.

The UCC Project Manager is responsible for developing consistent instructions and procedures that will insure the accurate coding and editing of data found on UCC source documents sent to DAGS ICSD PSB.

The DAGS ICSD PSB Data Entry Unit is responsible for accurately converting data from source documents into a machine-processable format. DAGS ICSD PSB Data Entry Unit will key-enter, key-verify, and transfer keyed-data exactly as they were coded on the UCC source documents.



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7 ESTIMATE DATA ENTRY RESOURCE REQUIREMENTS

Realistic estimates of anticipated DAGS ICSD PSB Data Entry Unit personnel and equipment resource requirements must be itemized by the UCC/project manager on a form ICSD-102, ICSD S-1 SERVICE REQUEST for any proposed Data Entry Instructions packet.

Initial estimates are needed to give the DAGS ICSD PSB Data Entry Unit Supervisor some lead time to make appropriate adjustments to DAGS ICSD PSB Data Entry Unit personnel and equipment resources.

The UCC/project manager should specify a best-guess estimate of the DAGS ICSD PSB Data Entry Unit resource needs for the proposed Data Entry Instructions packet that will be sent to the DAGS ICSD PSB Data Entry Unit Supervisor for review and approval.

After an application system has been designed, created, tested, installed and implemented, the UCC/project manager should refine the DAGS ICSD PSB Data Entry Unit resource estimates.



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8 DEVELOP DATA ENTRY INSTRUCTIONS PACKET

All data entry services performed at DAGS ICSD PSB Data Entry Unit must be reviewed by the DAGS ICSD PSB Data Entry Unit Supervisor. Any data entry services request that has not been reviewed and approved by a DAGS ICSD PSB Data Entry Unit Supervisor will not be implemented.

Project developers are responsible for designing and creating projects that will optimize the key data entry, data edit criteria, data validation, and data conversion processes.

The Data Entry Instructions packet for any data entry work must have been approved by a DAGS ICSD PSB Data Entry Unit Supervisor at least twenty (20) work days before the production data entry services are required.

A Data Entry Instructions packet must have the following standardized forms:

- a. SDM-882-A, KEY-ENTRY INSTRUCTIONS I, form is required.
- b. SDM-882-B, KEY-ENTRY INSTRUCTIONS II, form is required.
- c. Sample of the UCC source document that DAGS ICSD PSB Data Entry Unit personnel will be keying data from, form is required.

The field names corresponding to the field numbers on the SDM/Structured form(s), SDM-882-B, KEY-ENTRY INSTRUCTIONS II, must be noted (in red-ink) on the sample UCC source document.

The field numbers corresponding to the field numbers on the SDM/Structured form(s), KEY-ENTRY INSTRUCTIONS II, must be coded in red circles near the area on the UCC source document that will have data that must be key-entered.



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9 SCHEDULE DATA ENTRY SERVICES

Before any new or revision to an existing data entry service request can be implemented at DAGS ICSD PSB Data Entry, a production job schedule must be agreed upon among the Requesting UCC, the UCC project manager, DAGS ICSD PSB Operations Scheduler, and DAGS ICSD PSB Data Entry Supervisor.

A SDM/Structured form SDM-1886, PRODUCTION SCHEDULE, must be established and approved before any data entry work for a production job will be processed by DAGS ICSD PSB Data Entry Unit personnel.

The mutually agreed upon production schedule of job events specifies:

- a. When batched UCC source documents should be submitted to DAGS ICSD PSB for data entry services.
- b. When DAGS ICSD PSB Data Entry Unit should complete keying, verifying, and transferring the batched UCC source documents into a machine-processable format.
- c. When the keyed batched UCC source documents, output reports and listings should be returned to the Requesting UCC.

The production schedule of job events is based on the anticipated volume of data that should typically be submitted for one production job processing cycle.

Once the production schedule is established and approved, every effort must be made by DAGS ICSD PSB and the UCC to adhere to the deadlines listed on the production schedule.

If a submission deadline cannot be met, DAGS ICSD PSB Data Entry Unit will process as much of the data as possible. A Data Entry Key-Equipment Unit Supervisor will notify the UCC data submitter if any data could not be processed by the scheduled deadline.

Any change to an established data entry services schedule on a SDM/Structured form SDM-1886, PRODUCTION SCHEDULE must be agreed to by all parties (DAGS ICSD PSB Operations Scheduler, DAGS ICSD PSB Data Entry Unit Supervisor, UCC Project Manager and Requesting UCC) involved with the production job prior to the implementation of a change.



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10 SUBMIT WORK TO DAGS ICSD PSB

UCC source documents should be grouped into convenient batches of source documents. The Requesting UCC must complete and attach one ICSD C-100, BATCH SUBMISSION SHEET to the front of each batch of UCC source documents that is sent to DAGS ICSD PSB.

Each batch must have only one (1) type of UCC source document.

Do not mix different types of UCC source documents in one batch of source documents.

If a batch has different types of UCC source documents, the entire mixed batch will be rejected. The ICSD C-100, BATCH SUBMISSION SHEET and the entire batch of UCC source documents will be sent back to the Requesting UCC.

The Requesting UCC must place a UCC specified control Batch Number on each batch of UCC source documents that is submitted to DAGS ICSD PSB for data entry services. It is recommended that the UCC specified control Batch Number be incremented by 1 each time a Batch Number needs to be assigned to field#1 on the ICSD C-100, BATCH SUBMISSION SHEET.

The UCC specified Batch Number must be a unique identifier for each batch of source documents that the Requesting UCC submits. Any references to batched data by the Requesting UCC or DAGS ICSD PSB Data Entry Unit will be by the Requesting UCC specified Batch Number.

It is strongly recommended that the Requesting UCC set up a control log sheet to help them control, track, and monitor batched jobs that are submitted to DAGS ICSD PSB.

There is a maximum of one-hundred (100) UCC source documents in any batch.

Typical batch sizes should be around twenty-five (25) UCC source documents per batch.



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11 MODIFY DATA ENTRY INSTRUCTIONS PACKET

Any modification to a Data Entry Instructions packet at DAGS ICSD PSB Data Entry Unit, must be reviewed and approved by a DAGS ICSD PSB Data Entry Unit Supervisor.

Modifications to any production Data Entry Instructions packet must be submitted to DAGS ICSD PSB at the earliest possible date after a review of a production job determines that the Data Entry Instructions packet needs to be modified.

The UCC Project Manager responsible for the production job determines when a Data Entry Instructions packet must be changed, and notifies the UCC. The UCC must complete an ICSD-102, ICSD S-1 Service Request form to describe the needed changes, and attach to the completed ICSD-102, ICSD S-1 Service Request form, a sample of the revised UCC source document with all input data elements identified, named and highlighted with red-ink.

The UCC sends the completed ICSD-102, ICSD S-1 Service Request form and attachments to the DAGS ICSD Client Services Branch (CSB) Chief at least forty (40) work days before the revised UCC source documents may be sent to DAGS ICSD PSB Data Entry Unit for processing.

The DAGS ICSD CSB Chief accepts and approves the ICSD-102, ICSD S-1 Service Request form and assigns the change request to the UCC Project Manager. The UCC Project Manager responsible for the production job modifies the Data Entry Instructions packet.

Any of the required forms in the Data Entry Instructions packet may be modified:

- a. SDM-882-A, KEY-ENTRY INSTRUCTIONS I,
- b. SDM-882-B, KEY-ENTRY INSTRUCTIONS II,
- c. Sample of form that DAGS ICSD PSB Data Entry personnel will be keying from.

The UCC Project Manager will create the appropriate revised SDM/Structured forms: SDM-882-A, KEY-ENTRY INSTRUCTIONS I, and/or the needed SDM-882-B, KEY-ENTRY INSTRUCTIONS II forms that must have field numbers and field names noted (in red-ink) that match the field numbers and field names on the sample revised UCC source document.

The UCC Project Manager must send the modified Data Entry Instructions packet to DAGS ICSD PSB at least twenty (20) work days before the revised UCC source documents may be sent to DAGS ICSD PSB for processing and conversion.



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12 REASONS FOR REJECTING SOURCE DOCUMENT

The DAGS ICSD PSB Data Entry Unit may reject an entire batch of UCC source documents if any one of the following reasons occurs on any UCC source document in a batch:

- a. Missing, incomplete, or unreadable KEY-ID item.
- b. Unreadable data element value.
- c. Missing or wrong transaction indicator.
- d. Wrong data attribute - For example, alphabetic data in a numeric field.
- e. Wrong input UCC source document type for the listed OS Job Name.
- f. More than one type of UCC source document in one batch.
- g. Other (reason to be specified).



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13 TERMINATE DATA ENTRY SERVICES

When a job, project, or program no longer needs DAGS ICSD PSB Data Entry Unit services, the Requesting UCC or the UCC Project Manager (through the departmental or user agency DP coordinator) must send each DAGS ICSD PSB supervisor a written notification of the termination.

The Requesting UCC must send a copy of the termination notification letter to DAGS ICSD PSB supervisors in the DAGS ICSD PSB Operations Unit, the DAGS ICSD PSB Control Unit and the DAGS ICSD PSB Data Entry Unit.

The Requesting UCC termination notification must be on a completed ICSD C-110, TERMINATING DATA ENTRY SERVICES, form letter.

The formal notification is required to keep the production application system and operations documentation current.



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14 DATA ENTRY SERVICES PROCEDURES

The UCC Project Manager is responsible for estimating data entry resource requirements. These estimates will not include any data entry services time that project developers may need for any application program logic design, source code creation, program debugging, testing or development.

The UCC Project Manager must send the estimated data entry services and resource requirements to DAGS ICSD PSB for approval on an ICSD-102, ICSD S-1 SERVICE REQUEST form.

There are five procedures related to data entry services requests and processes:

- a. 14.1 PROCEDURE: ESTIMATE DATA ENTRY RESOURCE REQUIREMENTS
- b. 14.2 PROCEDURE: DEVELOP DATA ENTRY INSTRUCTIONS PACKET
- c. 14.3 PROCEDURE: SCHEDULE DATA ENTRY SERVICES
- d. 14.4 PROCEDURE: SUBMIT DATA ENTRY SERVICES WORK
- e. 14.5 PROCEDURE: PROCESS WORK IN DATA ENTRY UNIT



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14.1 PROCEDURE: ESTIMATE DATA ENTRY RESOURCE REQUIREMENTS

PERSON	ACTIVITY
UCC Project Manager	<ol style="list-style-type: none">1. Completes an ICSD-102, ICSD S-1 SERVICE REQUEST form.2. Confers with project developers to develop estimates of data entry resource requirements. (Estimates do not include any data entry services time that may be needed for any program analysis, design, creation or testing.)3. Describes anticipated data entry resource requirements on an ICSD-102, ICSD S-1 SERVICE REQUEST form.4. Sends the ICSD-102, ICSD S-1 SERVICE REQUEST form with estimated data entry requirements to ICSD PSB Data Entry Unit Supervisor for review and approval at least sixty (60) days before data entry services are needed.



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14.2 PROCEDURE: DEVELOP DATA ENTRY INSTRUCTIONS PACKET

PERSON	ACTIVITY
UCC Project Manager	<ol style="list-style-type: none">1. After receiving approval for estimated data entry resource requirements, fills in pertinent data on the following forms for a Data Entry Instructions packet.<ol style="list-style-type: none">1a. SDM-882-A, Key-Entry Instructions I,1b. SDM-882-B, Key-Entry Instructions II,1c. Sample of the form that ICSD PSB Data Entry Unit personnel will be keying from.2. Sends proposed Data Entry Instructions packet to ICSD PSB Data Entry Unit Supervisor for review, comments, and approval.
DAGS ICSD PSB Data Entry Unit Supervisor	<ol style="list-style-type: none">3. Reviews Data Entry Instructions packet for completeness, clarity, details, and reviews requested due-in, due-out date and time on a job production schedule.<ol style="list-style-type: none">3a. If packet is not approved, writes a brief memo with reason for non-approval, and sends Data Entry Instructions packet with non-approval memo to the requesting UCC Project Manager.3b. If packet is accepted, skips step 4 and does step 5 of this procedure.

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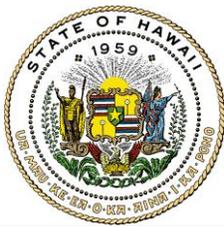
PERSON	ACTIVITY
UCC Project Manager	4. Coordinates changes to proposed Data Entry Instructions packet, confers with UCC and DAGS ICSD PSB Data Entry Unit Supervisor, and revises and resubmits Data Entry Instructions packet to DAGS ICSD PSB Data Entry Unit Supervisor for review and approval.
DAGS ICSD PSB Data Entry Unit Supervisor	5. Makes three (3) copies of approved Data Entry Instructions packet for the following: 5a. Project Developer via the UCC Project Manager. 5b. UCC Project Manager. 5c. DAGS ICSD PSB Control Unit Supervisor.
DAGS ICSD CSB Project Developer	6. Files original Data Entry Instructions packet at DAGS ICSD PSB Data Entry Unit. 7. Receives and files copy of Data Entry Instructions packet. 8. Designs, develops, and tests programs to process UCC source documents that DAGS ICSD PSB Data Entry Unit personnel will key-enter to magnetic media.
DAGS ICSD PSB Data Entry Unit Supervisor	9. Receives copy of Data Entry Instructions packet, and makes duplicate copy for the assigned DAGS ICSD PSB Data Entry Unit personnel. 10. Prepares file folder for original copy of the Data Entry Instructions packet. 11. Prepares the ICSD C-127, KEY-DISK JOB CONTROL LOG, forms for the new data entry



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production job.

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14.3 PROCEDURE: SCHEDULE DATA ENTRY SERVICES

PERSON	ACTIVITY
Requesting UCC	1. Sends desired due dates for a cycle to the UCC Project Manager. This should include a date for batch submission cut-off, and a date when computer-generated output should be sent back to the Requesting UCC.
UCC Project Manager	2. Gets a SDM/Structured form SDM-1886, PRODUCTION SCHEDULE, and enters DUE-IN and DUE-OUT days and times to meet the Requesting UCC desired due dates. 3. At least twenty (20) work days before the first submission of actual batched data, sends copies of the SDM-1886, PRODUCTION SCHEDULE, form to the following people to resolve any potential conflict for the proposed DAGS ICSD PSB data entry services schedule: 3a. Requesting UCC. 3b. DAGS ICSD PSB Operations Scheduler. 3c. DAGS ICSD PSB Data Entry Supervisor.
DAGS ICSD PSB Operations Scheduler	4. Determines computer submission and run dates needed to deliver outputs to Requesting UCC by the requested dates.
DAGS ICSD PSB Data Entry Unit Supervisor	5. Determines schedule for data to be submitted to DAGS ICSD PSB Data Entry Unit in order to have data keyed, verified, and ready for scheduled processing on the computer.

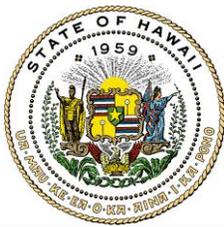
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PERSON	ACTIVITY
Requesting UCC	<p>6. Reviews due dates proposed by DAGS ICSD PSB Operations Scheduler and DAGS ICSD Data Entry Unit Supervisor.</p> <p>6a. If proposed schedule is not acceptable, asks DAGS ICSD PSB Operations Scheduler and DAGS ICSD Data Entry Unit Supervisor for another date/time.</p> <p>6b. If proposed schedule is acceptable, notifies DAGS ICSD PSB Operations Scheduler and DAGS ICSD PSB Data Entry Unit Supervisor.</p>
Requesting UCC, DAGS ICSD PSB Operations Scheduler, DAGS ICSD PSB Data Entry Unit Supervisor	<p>7. Signs mutually agreed upon schedule of due dates/times on the SDM/Structured SDM-1886, PRODUCTION SCHEDULE, form.</p>
DAGS ICSD PSB Operations Scheduler	<p>8. Makes copies of approved SDM/Structured SDM-1886, PRODUCTION SCHEDULE.</p> <p>9. Sends copy of approved production schedule to:</p> <p>9a. DAGS ICSD PSB Control Unit Supervisor.</p> <p>9b. Requesting UCC.</p> <p>9c. DAGS ICSD PSB Data Entry Supervisor.</p> <p>10. Sends original SDM-1886, PRODUCTION SCHEDULE form to UCC Project Manager.</p>
Requesting UCC	<p>11. Initiates "14.4 Procedure: Submit Data Entry Services Work".</p>

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14.4 PROCEDURE: SUBMIT DATA ENTRY SERVICES WORK

PERSON	ACTIVITY
Requesting UCC	<ol style="list-style-type: none">1. Follows coding conventions in TABLE-1 and TABLE-2 of APPENDIX-B in this document to code and review the UCC source documents.2. Places UCC source documents into batches. Group one type of UCC source document per batch, maximum of 100 documents per batch.3. Completes coding of each ICSD C-100, BATCH SUBMISSION SHEETS
NOTE:	<p>The ICSD C-100, BATCH SUBMISSION SHEET accompanies the batched UCC source documents throughout the submission cycle.</p>
	<ol style="list-style-type: none">4. When UCC provides a balance control total for a batch of source documents, UCC also enters the control total on the ICSD C-100, BATCH SUBMISSION SHEET.5. Sends batch of UCC source documents to DAGS ICSD PSB Data Entry Unit.
DAGS ICSD PSB Data Entry Unit Supervisor	<ol style="list-style-type: none">6. Accepts batch from Requesting UCC.7. Checks ICSD C-100, BATCH SUBMISSION SHEET for UCC supplied Batch Number, any batch control total, and the OS JOB NAME.

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PERSON	ACTIVITY
DAGS ICSD PSB DATA ENTRY Unit Supervisor	<p>8. Does the following tasks:</p> <p>8a. Gets ICSD C-127, KEY-DISK JOB CONTROL LOG forms for specified OS JOB NAME, and enters next unique sequential DAGS ICSD PSB Data Entry Batch Number from the ICSD C-127, KEY-DISK JOB CONTROL LOG forms.</p> <p>8b. Copies unique sequential DAGS ICSD PSB Data Entry Batch Number to upper right hand corner of ICSD C-100, BATCH SUBMISSION SHEET.</p> <p>8c. Copies UCC supplied Batch Number found on ICSD C-100, BATCH SUBMISSION SHEET to ICSD C-127, KEY-DISK JOB CONTROL LOG forms.</p>
DAGS ICSD PSB Data Entry Unit Operator	<p>9. Does steps 4 through 8 of "14.5 PROCEDURE: PROCESS WORK IN DATA ENTRY UNIT".</p> <p>10. Confirms that only one type of UCC source document is in a batch.</p> <p>10a. If an ICSD C-100, BATCH SUBMISSION SHEET is on top of one type of source document, does steps 10 through 14 of "14.5 PROCEDURE: PROCESS WORK IN DATA ENTRY UNIT".</p> <p>10b. If more than one type of UCC source document is submitted under one ICSD C-100, BATCH SUBMISSION SHEET, sends entire unprocessed batch back to the Requesting UCC.</p>

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14.5 PROCEDURE: PROCESS WORK IN DATA ENTRY UNIT

PERSON	ACTIVITY
DAGS ICSD PSB Data Entry Unit Supervisor	<ol style="list-style-type: none">1. Receives batch(s) of UCC source documents from Requesting UCC.2. Puts electronic date-time-stamp on each batch of source documents received at DAGS ICSD PSB Data Entry Unit on ICSD C-100, BATCH SUBMISSION SHEET.3. Enters UCC provided Batch Number found on ICSD C-100, BATCH SUBMISSION SHEET to the ICSD C-127, KEY-DISK JOB CONTROL LOG.4. Sight checks count of UCC source documents in each batch, and enters batch number in the ICSD C-127, KEY-DISK JOB CONTROL LOG.5. Does the following tasks:<ol style="list-style-type: none">5a. Assigns next unique DAGS ICSD PSB Data Entry Unit Batch Number from ICSD C-127, KEY-DISK JOB CONTROL LOG.5b. Uses OS JOB NAME to identify Data Entry Instructions packet with the SDM-822-A, Key-Entry Instructions I form, and gets Data Entry Format Name.5c. Enters "Data Entry Batch Number" and "Data Entry Format Name" on upper right corner of the ICSD C-100, BATCH SUBMISSION SHEET.

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PERSON	ACTIVITY
DAGS ICSD PSB Data Entry Unit Supervisor	<ol style="list-style-type: none">6. Removes top half-sheet of ICSD C-100, BATCH SUBMISSION SHEET.7. Files ICSD C-100, BATCH SUBMISSION SHEET, half-sheet in "OUTSTANDING WORK" file, ordered by "due-date".8. Places batch of source documents on "TO BE KEYED" shelf, ordered by "due-date" .
DAGS ICSD PSB Data Entry Unit Operator	<ol style="list-style-type: none">9. Gets a batch of UCC source documents from the "TO BE KEYED" shelf, selects batch with the earliest "due-date".10. Gets Data Entry Instructions packet from central file that pertains to batch of UCC source documents to be keyed.11. Follows Data Entry Instructions packet specifications to key-enter data elements from UCC source documents to convert paper source data into a machine-processable format.12. For data element(s) on UCC source document that cannot be read or converted, encircles the questionable item(s) with red ink, flags UCC source document with a goldenrod sheet of paper and rejects the entire source document.

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PERSON	ACTIVITY
DAGS ICSD PSB Data Entry Unit Operator	<ol style="list-style-type: none">14. Places Data Entry Instructions packet and keyed batch of UCC source documents on "TO BE VERIFIED" shelf, ordered by "due-date".15. Gets another batch of UCC source documents and its Data Entry Instructions packet from the "TO BE VERIFIED" shelf, selects batch with earliest due-date.16. Uses SDM-882-B, Key-Entry Instructions II forms, in the Data Entry Instructions packet for the previously key-entered source documents, and re-keys source document data to verify that batched source documents had been keyed as coded on the source documents.17. Corrects any error when detected during the key-verification process before proceeding to the next UCC source document.18. Returns and files Data Entry Instructions packet back to the Data Entry Central File.19. Places key-verified batch of UCC source documents on the "COMPLETED" shelf.
DAGS ICSD PSB Data Entry Unit Supervisor	<ol style="list-style-type: none">20. Checks the "COMPLETED" shelf, and checks the ICSD C-127, KEY-DISK JOB CONTROL LOG to confirm that all batches scheduled to be sent to DAGS ICSD PSB Data Entry for an OS JOB NAME for the cycle had been key-entered and key-verified.21. Gets half sheet of ICSD C-100, BATCH SUBMISSION SHEET for key-entered and key-verified UCC source documents from "OUTSTANDING WORK" file.

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PERSON	ACTIVITY
DAGS ICSD PSB Data Entry Unit Supervisor	22. Runs Job Status for all completed half sheets of ICSD C-100, BATCH SUBMISSION SHEET, forms for a scheduled cycle. 23. Returns processed batch of source documents to Requesting UCC that do not need to be sent to DAGS ICSD PSB Control Unit.
DAGS ICSD PSB Data Entry Unit Computer Operator	24. Transfers key-entered and key-verified data for a scheduled cycle to magnetic tape to be ready for processing on the mainframe computer. 25. Sends magnetic tape, with dated printout of transfer, along with half sheets of ICSD C-100, BATCH SUBMISSION SHEETS, to DAGS ICSD PSB Control Unit.



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15 APPENDIX-A

DAGS ICSD PSB

KEYED-DATA ENTRY SERVICES

FORMS AND USAGE



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15.1 ICSD-102, ICSD S-1 SERVICE REQUEST

The ICSD-102, ICSD S-1 SERVICE REQUEST is used by a Requesting UCC to request data entry services from DAGS ICSD PSB. This form is needed to provide the DAGS ICSD PSB Data Entry Unit Supervisor with anticipated data entry services resource requirements that should be available to successfully process the UCC source documents into an electronic machine-processable format.

A Requesting UCC needs to send DAGS ICSD CSB Branch Chief an ICSD-102, ICSD S-1 SERVICE REQUEST form to request a change or revision to a Data Entry Instructions packet for an existing keyed-data production job.

The Requesting UCC (with the help of the UCC Project Manager) prepares an ICSD-102, ICSD S-1 SERVICE REQUEST form at least forty (40) work days before the proposed Data Entry Instructions packet needs to be used by DAGS ICSD PSB Data Entry Unit personnel.

The completed request form is sent to the DAGS ICSD CSB Branch Chief for review and comments. The DAGS ICSD CSB Branch Chief will send the request form back to the Requesting UCC. The returned request form may include comments from a DAGS ICSD CSB Project Manager.

The DAGS ICSD CSB Branch Chief needs to approve an ICSD-102, ICSD S-1 SERVICE REQUEST form and also attach an ICSD C-102, MODIFYING DATA ENTRY INSTRUCTIONS PACKET form letter that requests that the existing production job Data Entry Instructions packet be assigned so that the requested change or revision may be implemented.

The assigned UCC Project Manager who implements the approved ICSD-102, ICSD S-1 SERVICE REQUEST should make two copies of the completed approved form. The original ICSD-102, ICSD S-1 SERVICE REQUEST is for DAGS ICSD PSB files for Data Entry Service Requests. The first duplicate copy is for the DAGS ICSD CSB files for S-1 Service Requests. The second duplicate copy is for the Requesting UCC files for S-1 Service Requests.



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15.2 SDM-882-A, KEY-ENTRY INSTRUCTIONS I

The SDM/Structured form SDM-882-A, KEY-ENTRY INSTRUCTIONS I, is needed to provide DAGS ICSD PSB Data Entry Unit personnel with the necessary instructions to successfully process UCC provided source documents into a machine-processable format.

The SDM/Structured form SDM-882-A, KEY-ENTRY INSTRUCTIONS I, is also known as "*the cover sheet*," and is a required form in a Data Entry Instructions packet.

When an application job is designed to require data entry services, the UCC Project Manager also develops a Data Entry Instructions packet. This packet must be reviewed and approved by a DAGS ICSD PSB Data Entry Unit Supervisor.

It is only after an UCC Project Manager receives DAGS ICSD PSB Data Entry Unit Supervisor approval, that project developers can begin to design and develop the modules needed to process the anticipated converted data from the anticipated UCC source documents.

The UCC Project Manager is responsible for completing the SDM/Structured form SDM-882-A, KEY-ENTRY INSTRUCTIONS I. The SDM-882-A form has information that DAGS ICSD PSB Data Entry Unit personnel needs to reference whenever a Requesting UCC sends batched source documents to DAGS ICSD PSB Data Entry Unit.

The DAGS ICSD PSB Data Entry Unit Supervisor, the Requesting UCC and the UCC Project Manager should each have a copy of the approved SDM/Structured form SDM-882-A, KEY-ENTRY INSTRUCTIONS I, form.



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15.3 SDM-882-B, KEY-ENTRY INSTRUCTIONS II

The SDM/Structured SDM-882-B, KEY-ENTRY INSTRUCTIONS II is to provide DAGS ICSD PSB Data Entry Unit personnel with detailed instructions to successfully extract data from batched UCC source documents and to key-enter the UCC source data into a machine-processable format.

The SDM/Structured SDM-882-B, KEY-ENTRY INSTRUCTIONS II, is a required form in a Data Entry Instructions packet.

There may be more than one SDM/Structured SDM-882-B, KEY-ENTRY INSTRUCTIONS II forms in a Data Entry Instructions packet. The SDM/Structured SDM-882-B forms have the attributes and characteristics definitions of each data element to be captured from the UCC source documents.

A sample copy of the UCC source document must accompany each SDM/Structured SDM-882-B, KEY-ENTRY INSTRUCTIONS II, form.

Any element on the sample form that may have data that DAGS ICSD PSB Data Entry Unit personnel should key data from must have a FIELD NUMBER that is circled in red near the data element. This encircled FIELD NUMBER on the sample form must correspond to a FIELD NUMBER on the SDM/Structured SDM-882-B, KEY-ENTRY INSTRUCTIONS II, form.

The DAGS ICSD PSB Data Entry Unit Supervisor, the Requesting UCC, and the UCC Project Manager must have a copy of each completed SDM/Structured form SDM-882-B, KEY-ENTRY INSTRUCTIONS II with the corresponding sample UCC source document.



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15.4 SDM-1886, PRODUCTION SCHEDULE

The SDM/Structured form SDM-1886, PRODUCTION SCHEDULE is needed to provide an ordered schedule list of events for data processing services at DAGS ICSD PSB that meets the data-entry services needs of a Requesting UCC.

The UCC Project Manager initially fills in pertinent areas of the SDM-1886, PRODUCTION SCHEDULE form before scheduling a meeting with the DAGS ICSD PSB Operations Scheduler, the Requesting UCC, and the DAGS ICSD PSB Data Entry Unit Supervisor.

To establish the data entry production schedule, the DAGS ICSD PSB Data Entry Unit Supervisor and DAGS ICSD PSB Operations Scheduler reviews the Requesting UCC times and dates requirements for availability of technical resources, and when a conflict arises, alternate dates and/or times are proposed to the Requesting UCC. When all recommended dates and times are acceptable to the Requesting UCC, they are entered in the appropriate columns of the SDM/Structured SDM-1886, PRODUCTION SCHEDULE, form.

After complete agreement is reached on the production schedule for processing batched UCC source documents, the Requesting UCC, DAGS ICSD PSB Data Entry Unit Supervisor, and DAGS ICSD PSB Operations Scheduler sign the SDM/Structured SDM-1886, PRODUCTION SCHEDULE form to formalize the mutual acceptance of the production schedule.

A copy of the signed SDM/Structured SDM-1886 PRODUCTION SCHEDULE, form is given to the Requesting UCC and the DAGS ICSD PSB Data Entry Unit Supervisor. The original signed finalized SDM/Structured SDM-1886, PRODUCTION SCHEDULE, is given to the UCC Project Manager.

The Requesting UCC will follow the agreed to dates and times when the UCC needs to submit UCC source documents. The DAGS ICSD PSB will follow the agreed to dates and times to schedule, convert, process and/or run the Requesting UCC production jobs that use the keyed-data.



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15.5 ICSD C-100, BATCH SUBMISSION

The purpose of the pink multi-part ICSD C-100, BATCH SUBMISSION, form is to provide DAGS ICSD PSB Data Entry Unit personnel with a means of identifying input UCC source documents when the Requesting UCC sends a group of UCC source documents to DAGS ICSD PSB Data Entry Unit for conversion from paper format to an electronic format.

The ICSD C-100, BATCH SUBMISSION, is used to control the routing of batched UCC source documents sent by a Requesting UCC to DAGS ICSD PSB, and back to the Requesting UCC. It is also used to provide audit control information for batched UCC source documents that were converted to a machine- processable format.

The Requesting UCC prepares an ICSD C-100, BATCH SUBMISSION, form prior to the submission of any batch of each type of input UCC source document that is sent to DAGS ICSD PSB.

The Requesting UCC completes an ICSD C-100, BATCH SUBMISSION, form for each batch of UCC source documents to be submitted, and attaches the completed ICSD C-100, BATCH SUBMISSION, to the group of batched UCC source documents. The Requesting UCC then forwards the batch to ICSD PSB Data Entry Unit for data format conversion processing. After conversion, the batch of data will be returned to the Requesting UCC via DAGS ICSD PSB Control Unit or DAGS ICSD PSB Data Entry Unit.

Each departmental or user agency DP Coordinator is responsible for contacting DAGS ICSD PPMO to obtain an adequate supply of the blank ICSD C-100, BATCH SUBMISSION, forms. The departmental or agency DP Coordinator should distribute an adequate supply of these forms to personnel in their department or agency who need the form to control the submission of batched UCC source documents to DAGS ICSD PSB.



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15.6 ICSD C-102, MODIFY DATA ENTRY INSTRUCTIONS PACKET

The purpose of the ICSD C-102, MODIFY DATA ENTRY INSTRUCTIONS PACKET, form letter is to formally notify a DAGS ICSD PSB Data Entry Unit that an existing production Data Entry Instructions packet needs to be revised.

A Data Entry Instructions packet needs to be modified when the UCC source documents for a production job is revised, or when the selection data keyed instructions need to be revised.

The Requesting UCC (with help from the UCC Project Manager) describes the nature of the change or purpose for the revision on an ICSD-102, ICSD S-1 SERVICE REQUEST form.

The ICSD-102, ICSD S-1 SERVICE REQUEST form should be sent to a DAGS ICSD CSB Chief at least sixty (60) days before the desired effective date for DAGS ICSD PSB Data Entry Unit personnel to select data elements from the revised UCC source documents.

The DAGS ICSD CSB Branch Chief will attach an ICSD C-102, MODIFYING DATA ENTRY INSTRUCTIONS PACKET, form letter to the ICSD-102, SERVICE REQUEST from the Requesting UCC and will assign it to the UCC Project Manager.

A copy of the ICSD C-102, MODIFYING DATA ENTRY INSTRUCTIONS PACKET, form letter will be sent to the DAGS ICSD PSB Data Entry Unit Supervisor.

In normal situations, the UCC Project Manager needs at least twenty (20) work days to update, debug and test the affected application programs. The DAGS ICSD PSB Data Entry Unit also needs at least twenty (20) work days to update key-data instructions and to test the modified keyed-to-disk data entry instructions.



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15.7 ICSD C-110, TERMINATING DATA ENTRY SERVICES

The purpose for the ICSD C-110, TERMINATING DATA ENTRY SERVICES, form letter is to formally release any DAGS ICSD PSB Data Entry Unit resources that had been required for processing batched UCC source documents.

When a Requesting UCC formally informs a DAGS ICSD CSB Branch Chief that a production job or application system has ended, or when the UCC no longer needs data entry services, the UCC Project Manager will be asked to complete the ICSD C-110, TERMINATING DATA ENTRY SERVICES, form letter and to send it to the departmental or user agency DP Coordinator.

The departmental or user agency DP coordinator acknowledges receipt of the ICSD C-110, TERMINATING DATA ENTRY SERVICES, form letter and sends the completed form to the DAGS ICSD PSB Branch Chief.

The acknowledgement receipt of the ICSD C-110, TERMINATING DATA ENTRY SERVICES, form letter will be filed at DAGS ICSD PSB in the appropriate Data Entry Instructions packet and the data entry key-equipment resources will be made available for assignment to another production job.



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15.8 ICSD C-127, KEY-DISK JOB CONTROL LOG

The purposes of the ICSD C-127, KEY-DISK JOB CONTROL LOG, forms are:

- a. To provide a log of the assigned unique sequential control Batch Numbers that are placed on batches of UCC source documents.
- b. To maintain control of the movement of batches of UCC source documents while batches are in the DAGS ICSD PSB Data Entry Unit.

A set of ICSD C-127, KEY-DISK JOB CONTROL LOG, forms is maintained for each production application job that requires UCC source documents be converted into a machine-processable format on a DAGS ICSD PSB Data Entry Unit key-to-disk system.

The DAGS ICSD PSB Data Entry Unit will file these job control logs in alphabetical order by the production job's OS JOB NAME.

When batches of UCC source documents are received at a DAGS ICSD PSB Data Entry Unit, they will be logged in the ICSD C-127, KEY-DISK JOB CONTROL LOG.

The DAGS ICSD PSB Data Entry Unit Supervisor assigns the batched UCC source documents a unique DAGS ICSD PSB Batch Number by referring to the set of ICSD C-127, KEY-DISK JOB CONTROL LOG, forms that was created for the OS JOB NAME, and by getting the next sequential batch control number.

The DAGS ICSD PSB Data Entry Unit Supervisor regularly checks the sets of ICSD C-127, KEY-DISK JOB CONTROL LOG, forms for each production job OS JOB NAME to insure that all expected batches of UCC source documents that were submitted for a cycle have been processed, before the DAGS ICSD PSB Data Entry Unit Supervisor instructs the DAGS ICSD PSB Data Entry Computer Operator to transfer key-entered and key-verified data from disk-to-magnetic tape for submission and use by the DAGS ICSD PSB Computer Operations Unit.



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16 APPENDIX B

TABLES

DATA ENTRY CODE CONVENTIONS

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16.1 TABLE 1 - ALPHABETIC & NUMERIC CHARACTER SET CONVENTIONS

This table has a listing of the alphabetic and numeric character set printed coding conventions expected by DAGS ICSD PSB Data Entry Unit personnel:

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
A	A or a
B	B or b
C	C or c
D	D or d
E	E or e
F	F or f
G	G or g
H	H or h
I	I or i
J	J or j
K	K or k
L	L or l
M	M or m
N	N or n
O	O or o
P	P or p
Q	Q or q
R	R or r
S	S or s
T	T or t
U	U or u
V	V or v
W	W or w
X	X or x
Y	Y or y
Z	Z or z

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16.2 TABLE 2 - SPECIAL CHARACTERS CODING CONVENTIONS

This table has a listing of the special characters coding conventions expected and used by DAGS ICSD PSB Data Entry Unit personnel.

SPECIAL CHARACTER WRITTEN AS

Ampersand	&
Asterisk	*
At Sign	@
Colon	:
Comma	,
Dollar Sign	\$
Greater Than Sign	>
Left Parenthesis	(
Less Than Sign	<
Minus Sign, Hyphen	-
Number Sign	#
Percent Sign	%
Period, Decimal Point	.
Plus	+
Question Mark	?
Right Parenthesis)

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Table 2 - SPECIAL CHARACTERS CODING CONVENTIONS (Continued)

SPECIAL CHARACTER	WRITTEN AS
Semicolon	;
Slash	/
Underscore	_____
Apostrophe, Prime, Single Quote	'
Back Slash	\
Connector	
Division Sign	/
Equal Sign	=
Concatenation	
Left Brace	{
Left Bracket	[
Quotation Mark	"
Right Brace	}
Right Bracket]
Tilde	~