HAWAII/FAMIS PROCEDURES MANUAL

VOLUME I - USERS MANUAL

CHAPTER VII

FINANCIAL TRANSACTION DATA ENTRY

The FAMIS Online Financial Data Entry module is designed to facilitate the input of all types of accounting transactions. The module will prompt the user through the steps required to data enter accounting transactions and assist the user in reviewing and/or correcting data previously entered. The online data entry screens were developed around the Statewide accounting forms. As such, the classification data fields on the screens are displayed in the same sequence as they appear on the accounting source documents. This design principle enhances the ease of data entry for user personnel.

The purpose of this chapter is to provide terminal operator instructions for the financial transaction data entry module. For purposes of presentation, this chapter is divided into the following three sections:

- General Data Entry Features - which describes the data entry edit options and the functions of a number of special keys on the terminal keyboard;

- Data Entry of Financial Data - which identifies and describes the various screens and operator instructions for data entering accounting transactions; and

- Recalling Data Previously Entered - which identifies and describes the screens and operator instructions to review and correct accounting data entered during the day.

Each of these sections are described in detail in the remainder of this chapter.

GENERAL DATA ENTRY FEATURES

It is important that the operator of the terminal be familiar with the various data entry features and the methods used for operating them. The purpose of this section is to identify and describe the data entry edit options and a number of keys on the keyboard that perform special functions throughout the financial data entry module.

Data Entry Edit Options

One of the primary functions of the FAMIS online module is to provide the user department with the option of editing and posting input accounting transactions during online data entry. Since it may not be desirable to have all transactions fully edited, three editing options are available. These options are:

- 'A' - No edits except for reasonableness and batch balancing (data entry only);

- 'B' - Reasonableness and table lookup edits; and

- 'C' - Reasonableness, table lookup and fund control edits and shadow file updates.

The editing option desired is entered online as the Batch Edit Option. The specific option selected may be varied by batch. However, like all other batch identification data, once the edit option is entered for a specific batch, it cannot be changed, and it applies to all the transactions within the batch. The edit option selected is displayed on each of the detail accounting transaction input screens. The processing performed under each of the editing options is described in the following paragraphs.

Editing Option 'A'

The user should key option 'A' on the batch header screen if no editing of the input transactions against the shadow files and tables is desired. For example, if a large volume of non-critical transactions such as budget plans must be keyed in a short period of time, or if non-accounting personnel are performing the data entry, this option should be selected. The words 'DATA ENTRY ONLY' are displayed as the mode on each of the detailed transaction data input screens.

The transactions entered in option 'A' batches are edited only for reasonableness (e.g., presence of a transaction code and amount). If an error is detected the appropriate error message is displayed, the field in error is highlighted, and the transaction is not saved on the transaction file. If the reasonableness edits are passed, the message 'TRANSACTION SUCCESSFULLY WRITTEN' is displayed on the screen, and the transaction is saved on the transaction file.

Editing Option 'B'

The user should key option 'B' on the batch header screen if editing input transactions against the FAMIS tables, but not the shadow files, is desired. For example, if the data entry personnel are allowed to correct input errors, and current reporting of funds status is not essential, this option may be displayed as the mode on the detail accounting transaction input screen. The words 'SHADOW EDIT ONLY' are displayed on the mode of each of the detailed transaction data input screens.

Transactions entered in option 'B' batches are first edited for reasonableness as in option 'A'. When these edits are passed, the system then compares the data elements coded on the input transaction to the codes contained in the system tables. The edits performed online are generally the same as those performed by batch FAMIS. If all of the codes entered are valid, the message 'TRANSACTION SUCCESSFULLY WRITTEN' is displayed at the bottom of the data entry screen. However, if one or more of the codes entered are invalid, the field in error is highlighted and the appropriate error message is displayed. If the user desires to save the transaction without correcting the invalid data element, then function key PF1 is depressed.

Editing Option 'C'

The user should specify option 'C' if editing input transaction against both the tables and shadow files is desired. When this option is selected, the words 'SHADOW EDIT AND TRIAL' are displayed as the mode on the detail accounting transaction input screen.

Transactions entered in option 'C' batches are first edited for reasonableness as in option 'A'. When these edits are passed, the system then performs the same table edits as in option 'B' described above. After all of the table edits are passed, the transaction must also pass several fund control edits before it is saved on the transaction file.

To perform fund control edits, the system compares the transaction being recorded to the available balances contained in the shadow file. Transactions entered by central accounting personnel are edited against the central accounting shadow files while those entered by the departments are edited against the departmental shadow files. If the transaction amount exceeds the amount of available funds in one or more of these files, the transaction will fail the fund control edit.

When the system detects a funds control error, it accesses the appropriate tables to determine the severity of the error and the processing to be performed. There are several indicators in the tables that dictate the type of funds control being performed on appropriations, allotments and project balances. Central accounting funds control edit indicators are in the Appropriation Account Code Table while departmental indicators are contained in the D53 - Departmental Edit Descriptor Table. The Appropriation Account Code Table indicators control funds control editing if data entry is being performed by central accounting. The D53 edit indicators identify the level of funds control editing if data entry is being performed by the department and an absolute funds control error is encountered. Control may be specified

as either absolute, advisory or no control. The online processing performed
on an input transaction that violates a funds control edit under each type of
funds control is described in the following paragraphs.

Absolute Funds Control - If the control type indicator related to the
funds control error in either table is set to an 'F' or 'O' for absolute
control, the transaction is not accepted. Instead, the transaction is
displayed on the screen again with the appropriate error code and message
at the bottom of the screen. The transaction would not be saved on the
transaction file until the error is corrected or the transaction is
'forced' using the override capability. This is accomplished by
depressing the PF1 key in place of the 'ENTER' key.

Advisory Funds Control - If the control type indicator related to the
funds control error in either table is set to 'W' or '1' for advisory
control, the transaction is still valid, so it is saved on the transaction
file. However, to alert the user that a funds control error has been
detected, the message 'TRANSACTION SUCCESSFULLY WRITTEN...WITH WARNING
MESSAGES' is displayed at the bottom of the screen along with warning
messages identifying the specific funds control error.   '

No Funds Control - If the control type indicator related to the funds
control error is set to 'I' or '2' for no funds control, the system will
save the transaction on the transaction file and display the message
'TRANSACTION SUCCESSFULLY WRITTEN' at the bottom of the screen. No error
message will be displayed.

It should be emphasized that the system only accesses the D53 Edit Table to determine the severity of a funds control error when the related control type indicator (e.g., Appropriation Control Type Indicator in the Appropriation Table) is set to 'F' for absolute control and data entry is being performed by departmental personnel. Of course, if a funds control error is detected for which there is no specific control type indicator (e.g., department allotment control), the system accesses the D53 Edit Table directly to determine the severity of the error.

Special Keys and Function Codes

At the top of the keyboard, there are twelve program function keys. These keys are identified by the lettering PF1 - PF12. Five of these PF keys perform a special function for financial data entry. These keys and their purpose are:

- PF1 key which allows the user to override the online edits and force the transaction to be saved on the transaction input file;

- PF5 key which allows the user to change constant document data (e.g., document number, suffix, date, vendor number, vendor name) on the detail accounting screens;

- PF10 key which allows the user to shift from any detail accounting input screen to the General Accounting Input Screen and back again;

- PF11 key which displays vendor name and address information based on the input vendor number; and

- PF12 key which automatically returns the user to the Master Menu screen at any time.

At the top right of the keyboard are two keys lettered PA1 and PA2. The special function of these keys are as follows:

- PA1 key which shifts the user from the 'Recall a Batch for Correction' screen to the 'View or Print a Batch' and 'View or Print Batch Header' screens and back again; and

● PA2 key which shifts the user from any detail accounting input
   screen to the 'Batch Balancing' screen.

It is important to note that the special PF and PA keys will only work when

the operator holds down the 'ALT' key and then depresses the appropriate PF or

PA key.

In addition to the special PF and PA keys, there are two data entry

functions that may be selected on each detail accounting input screen. The F

- Fresh Screen and N - Next Transaction functions specify the system action to

be taken when the accounting transaction is entered.

The 'FRESH' option should be used when only one unique entry is made for

the accounting event, therefore a cleared screen is desired after entering the

accounting transaction. If the transaction successfully passes all of the

data entry edits it will be added to the daily input file. The 'FRESH' option

will cause the screen to be cleared and the message 'TRANSACTION SUCCESSFULLY

WRITTEN' will be displayed at the bottom of the screen. The transaction

sequence number will then be incremented by one (1) and the cursor will prompt

for entry of the next function.

The 'NEXT' option should be used when entering multiple transactions with

many of the same classification codes. This option will bring back the

previous screen of data except the transaction code and amount field will be

blank, and the user will be prompted to enter the next transaction. The

message 'TRANSACTION SUCCESSFULLY WRITTEN' will be displayed at the bottom of

the screen.

DATA ENTRY OF FINANCIAL DATA

Most of the activity at the data entry terminal is focused on entering

accounting transaction data. FAMIS provides seven screens that are used to

enter and balance financial accounting transactions. These seven financial
screens are:

- Batch Header ID Screen which is used to enter batch header
  information;

- General Accounting Transaction Input Screen which is used to input
  any financial transaction;

- Encumbrance Accounting Transaction Input Screen which is used to
  input transaction data for purchase orders and contract commitments;

- Expenditure Accounting Transaction Input Screen which is used to
  input any financial transaction related to expenditures;

- Receipt Accounting Transaction Input Screen which is used to input
  all revenue/receipt financial transactions;

- Allotment Accounting Transaction Input Screen which is used to input
  financial transactions for allotments; and

- Batch Balancing Screen which is used to control and indicate whether
  the batch amount and transaction count totals entered on the batch
  header are in balance with system computed totals of the input
  financial transactions.

The terminal operator instructions for each of these screens are described in
the following paragraphs.

Batch Header Identification Screen

The Batch Header Identification Screen is accessed from the Master Menu

Screen by selecting option '50', 'Enter Accounting Trans Batch' and depressing

the 'ENTER' key. This screen is used to input the batch header information

which uniquely identifies each batch of accounting transactions entered into

FAMIS and the fiscal month for posting. Data is entered from the batch header

slip to the Batch Header Identification Screen shown in Exhibit VII-1. The

procedures for entering the batch header data elements are described in

Exhibit VII-2. The reference numbers on this exhibit correspond to the

circled numbers on Exhibit VII-1. It should be noted that the exhibit

provides general instructions for keying data from the batch header slip. Not

EXHIBIT VII-1

BATCH HEADER ID SCREEN

```
     1   BATCH TYPE:                X
     2   DEPT:                      XX
     3   DEPT BATCH REF NO:         XXXXXXX
     4   FISCAL MONTH:              XX
     5   BATCH DATE:                MM DD YY
     6   BATCH NO:                  XXX
     7   COMPTR VOUCHER NO:         XXXXXXX
     8   WARRANT WRITING SUB-FUND:  X
     9   WARRANT ROUTING IND:       X
    10   RED TAG IND:               X  11  PAYMENT TYPE IND:  X
    12   DEPT BATCH STATUS:         X  13   CA BATCH STATUS:  X
    14   PRE-AUDIT RELEASE DATE:    MM DD YY
    15   BATCH EDIT OPTION:         X
 16  ENTER NUMBER OF TRANSACTIONS IN BATCH:   XXXXX
 17  ENTER BATCH AMOUNT:                  XXXXXXXXXXXXX
        18  SELECT DETAIL INPUT SCREEN:    X
      1--GENERAL ACCOUNTING TRANSACTION INPUT
      2--ENCUMBRANCE ACCOUNTING TRANSACTION INPUT
      3--EXPENDITURE ACCOUNTING TRANSACTION INPUT
      4--RECEIPT ACCOUNTING TRANSACTION INPUT
      5--ALLOTMENT ACCOUNTING TRANSACTION INPUT
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
```

EXHIBIT VII-2

ENTERING THE BATCH HEADER DATA ELEMENTS

REFERENCE	NAME	PROCEDURE
1	BATCH TYPE	Enter the one-digit batch type (this identifies whether documents are encumbrances, receipts, etc.) from the batch header slip.
2	DEPT	Enter the two-position department code from the batch header slip.
3	DEPT BATCH REF NO	Enter the eight-position department batch reference number from the batch header slip. (This is an optional field for all batches except expenditure batches).
4	FISCAL MONTH	Enter the two-digit fiscal month (01 to 14) from the batch header slip.
5	BATCH DATE	Enter the six-position batch date in MMDDYY format from the batch header slip.
6	BATCH NO	Enter the three-digit batch number which uniquely identifies the batch from the batch header slip.
7	COMPTR VOUCHER NO	Enter the centrally assigned comptroller voucher number in this field for expenditure batches only.
8	WARRANT WRITING SUBFUND	Enter the warrant writing subfund (G, T, S, or B) from the Batch Header Slip.
9	WARRANT ROUTING IND	Enter the Warrant Routing Indicator from the Expenditure Forms.
10	RED TAG IND	Enter the Red Tag Indicator from the Batch Header Slip.
11	PAYMENT TYPE IND	Enter the Payment Type Indicator from the Expenditure Forms.

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EXHIBIT VII-2

ENTERING THE BATCH HEADER DATA ELEMENTS
(Continued)

REFERENCE	NAME	PROCEDURE
12	DEPT BATCH STATUS	Departments enter the desired status of the batch. Values are: H - Hold R - Release D - Delete P - Preliminary Edit (only for expenditure batches) B - Batch (only for expenditure batches)
13	CENTRAL ACCTG BATCH STATUS	Central accounting enters this data element for the final accounting batch status. Values are: H - Hold R - Release D - Delete P - Preliminary Edit (only for expenditure batches)
14	PRE-AUDIT RELEASE DATE	This field is reserved for future use.
15	BATCH EDIT OPTION	Enter the Batch Edit Option here. The values and their meanings are: A - Data Entry Only B - On-line Table Editing C - On-line Table and Fund Control Editing and Shadow/Dept File Update.
16	ENTER NUMBER OF TRANSACTIONS IN BATCH	Enter the number of transactions in the batch in this six-digit field. Leading zeroes do not need to be input.

EXHIBIT VII-2

ENTERING THE BATCH HEADER DATA ELEMENTS
(Continued)

REFERENCE	NAME	PROCEDURE
17	ENTER BATCH AMOUNT	Enter the total batch amount in this thirteen-digit batch amount field. Leading zeroes and the decimal point do not need to be input. Last two positions of amount are assumed to be cents.
18	DETAIL INPUT SCREEN SELECTION	Enter the Data Entry Screen to be used to enter the detail transactions in this batch.

all data elements contained on the batch header are required (or allowed) on all batch types.

After the batch header is entered, entry of the detailed accounting transactions begin.

After the batch header data elements are entered, the terminal operator must select from one of five detail accounting input screens. The five accounting input screens are:

- General Accounting Transaction Input;

- Encumbrance Accounting Transaction Input;

- Expenditure Accounting Transaction Input;

- Receipt Accounting Transaction Input; and

- Allotment Accounting Transaction Input.

The terminal operator should enter the number that corresponds to the detail accounting input screen to be used and then depress the 'ENTER' key. If all the batch header data is correct, the detailed transaction input screen specified will automatically be displayed with the cursor prompting the operator to enter a function code at the top of the screen. If any of the batch header elements are in error, the erroneous field will be highlighted and an error message will be displayed at the bottom of the screen. The batch header data must be correct as indicated before the detailed accounting transaction input screen will be displayed.

General Accounting Transaction Input

The General Accounting Transaction Input Screen can be used to input all types of financial transactions. Input data for the general accounting transaction screen may come from any Statewide accounting form. This screen may be accessed from either the batch header or one of the other detail transaction input screens.

As the batch header data elements are input on the Batch Header Identification Screen a '1' is entered as the Detail Input Screen option to display the General Accounting Transaction Input Screen. Exhibit VII-3 shows an example of the General Accounting Transaction Input Screen.

The screen is displayed with the cursor in the 'ENTER FUNCTION' field and the batch header information is filled in the corresponding data fields at the top of the screen. The batch header data cannot be changed on this screen by the terminal operator. 'TRANSACTION SEQUENCE NUMBER' is automatically set at one (1) and will be incremented by one by the system for every financial transaction within the batch entered by the operator.

The user now has the option to choose the 'FRESH' or 'NEXT' screen options. After the operator keys an 'F' or 'N', the cursor automatically tabs to the 'TRANSACTION CODE' field. The operator then keys the transaction code and the classification data for the transaction from the source document in the corresponding fields on the screen. After the transaction has been keyed, the user should press the 'ENTER' key. Depending on the Batch Edit Option selected, the transaction will be edited and if valid, the message 'TRANSACTION SUCCESSFULLY WRITTEN' will be displayed at the bottom of the screen. If the transaction is in error, the appropriate error codes and messages will be displayed and the erroneous field highlighted. The erroneous fields should be corrected.

If the user desires to see the warrant vendor name and address displayed when entering a transaction having a vendor code, the function key PF11 may be depressed. This PF key will display the warrant vendor name and address for sight verification of vendor information.

EXHIBIT VII-3

GENERAL ACCOUNTING TRANSACTION INPUT
ENTER FUNCTION: X (F=FRESH SCREEN, N=NEXT TRANS, PA1=RETURN TO RECALL,
            PA2=GO TO BATCH BAL, PF12=MENU, PF11=VENDOR DISPLAY)

B-TYPE: X DEPT:XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXXX WWSF: X WRI: X RTI: X PTI: X EO: X TRANS-SEQ-NO: XXXXX

TC: XXX F: X YR: XX APP: XXX D: XX AL: XX S/O: XXXX FD: XX GAAP-FUND: XX
GAAP-SFUND: XX   CC: XXXX   PROJ: XXXXXX PH: XX   DA: XXX   GL-ACCT: XXX
VENDOR-NO: XXXXXXXXXX XX   INV: XXXXXXXXXXX   INV-DATE: MM DD YY
CDN: XXXXXXXX XX   DOC-DATE: MM DD YY   RDN: XXXXXXXX XX   SL-ACCT: XXXXXX
WARRANT-NO: XXXXXXXX   AMOUNT: XXXXXXXXXXXX M: X R: X F-CTL-OVERRIDE: X
AGING-START-DATE: MM DD YY
              OPT-D-DATA: XXXXXXXXXXXXXXXXXXXXXX
              OPT-REMIT-DATA: XXXXXXXXXXXXXXXXXXXXXXXX
          VENDOR NAME ENTERED: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 VENDOR LOOKED UP: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
             ADD1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
             ADD2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
             ADD3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
             CITY: XXXXXXXXXXXXXXXXXX STATE: XX ZIP: XXXXX-XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX

When the last accounting transaction in the batch has been entered, the user is ready for batch balancing. Batch balancing is performed by depressing function key PA2. This signifies the end of the batch and the system automatically computes the batch balancing totals and shifts the user to the Batch Balancing Screen. Batch balancing functions are described later in this chapter.

Encumbrance Accounting Transaction Input Screen

The Encumbrance Accounting Transaction Input Screen is used to input financial transactions that relate to encumbrance advices, purchase orders and contracts. Input data for the screen comes from four Statewide accounting forms which are:

- Requisition and Purchase Order (C-03);
- Requistion and Purchase Order (C-04);
- Encumbrance Advice (C-06); and
- Contract Input (C-41).

As the batch header data elements are entered, a '2' is entered as the Detailed Input Screen option to display the Encumbrance Accounting Transaction Input Screen. Exhibit VII-4 shows an example of the Encumbrances Accounting Transaction Input Screen. The screen provides for data entry of multiple lines for a document that is being distributed across multiple appropriation symbols, object codes, cost centers or other classification elements.

Again, the data elements from the batch header are displayed on the top of the screen. The operator is unable to change any of this data on this detail screen.

EXHIBIT VII-4

ENCUMBRANCE ACCOUNTING TRANSACTION INPUT
ENTER FUNCTION: X (F=FRESH LINE, N=NEXT TRANS, PA2=GO TO BATCH BAL, PF12=MENU,
          PF5=ENTER NEXT DOCUMENT, PF11=VENDOR DISPLAY, PF10=GEN PURP)

B-TYPE: X DEPT:XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXXX WWSF: X WRI: X RTI: X BATCH-EDIT-OPTION: XXXXXXXXXXXXXXXXXXXX
CDN: XXXXXXXX DOC-DATE: MM DD YY RDN: XXXXXXXX XX VENDOR-NO: XXXXXXXXXX XX
              VENDOR NAME ENTERED: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SFX TC F YR APP D OBJ CC PROJ PH DA   AMOUNT   M OPT-D-DATA
 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
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 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXXXX X XXXXXXXXXX
VENDOR LOOKED UP: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          ADD1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          ADD2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          CITY: XXXXXXXXXXXXXXXXX STATE: XX ZIP: XXXXX-XXXX

 XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX

With the cursor placed in the 'ENTER FUNCTION' field, the operator may select the 'FRESH' or 'NEXT' function capability. The 'NEXT' option is generally more appropriate for the operator to select when using this screen since many of the classification data will be repeated for each transaction on the document.

After the function code is entered, the cursor prompts the operator to enter the constant data elements which are common to all transactions on the document. These data elements are:

- Current Document Number;
- Document Date;
- Reference Document Number and Suffix;
- Vendor Number and Suffix; and
- Vendor Name Entered.

The constant data elements must be entered before the operator can enter the first detail accounting transaction. Once the constant data is keyed, the 'ENTER' key must be depressed. Depending on the edit option selected, the constant data will be edited, and if valid, the message 'CONSTANT DATA HAS BEEN ACCEPTED' will be displayed. The cursor will then prompt the user to enter the first accounting transaction. If the constant data is incorrect, it must be corrected before detail accounting transactions may be entered.

Once the constant document data has been accepted, the terminal locks the operator from changing this constant document data while entering the detail accounting transactions. In order for the operator to change the constant document data, the transaction will have to be recalled for correction on the standard input screen.

After the constant document data is entered, the user is ready to key in the detail accounting transactions. When the first transaction is keyed, the operator must depress the 'ENTER' key. If there are any errors detected in

the transaction, the appropriate error codes and messages will be displayed on the bottom two lines of the screen. Those fields identified in error will be highlighted on the screen. The operator must correct these fields before again depressing the 'ENTER' key. If the transaction passes all edits, the message 'TRANSACTION SUCCESSFULLY WRITTEN' will be displayed at the bottom of the screen, and only then will the terminal unlock the next detail line and the cursor prompt the operator to enter the next detail line of transaction data.

This detail input screen displays at a single time ten lines for the user to enter accounting transactions for a single document. If the terminal operator needs more than ten lines per document, the terminal will automatically scroll the detail lines forward allowing the operator to continue entering detail transactions on the tenth detail line. As the terminal scrolls the detail lines forward, the top nine lines will continue to move up the screen one at a time with the top line no longer being displayed. When the terminal operator depresses the PF5 key to enter a new document, the detail lines will automatically be cleared.

If the user desires to see vendor name and address displayed when entering the encumbrance transactions, the function key PF11 may be depressed. This will display the warrant vendor name and address for the vendor number which was entered as part of the constant document data. This vendor data is displayed for information purposes.

If the terminal operator requires data entering a field from the source document that is not displayed on the Encumbrance Screen, the terminal operator may shift directly to the General Accounting Input Screen. The terminal operator should depress the PF10 key and a cleared General Accounting Input Screen will be displayed. After entering the transaction data and depressing the 'ENTER' key to add the transaction to the input file, the

operator should then depress the PF10 key to shift back to the Encumbrance Screen.

When the last accounting transaction in the batch has been successfully entered, the user is ready for batch balancing. Batch balancing is performed by depressing function key PA2. This signifies the end of the batch and the system automatically computes the batch balancing totals and shifts the user to the Batch Balancing Screen.

Expenditure Accounting Transaction Input Screen

The Expenditure Accounting Transaction Input Screen is used to input financial transactions that relate to expenditure documents. Input data for the screen comes from three Statewide accounting forms which are:

- Summary Warrant Voucher;
- Payment Coding Input/Vendor Code; and
- Payment Coding Input/Vendor Name and Address.

As the batch header data elements are input a '3' is entered as the Detailed Input Screen option to display the Expenditure Accounting Transaction Input Screen. Exhibit VII-5 shows an example of the Expenditure Accounting Transaction Input Screen. The data elements from the Batch Header Identification Screen are displayed at the top of the screen. The user is unable to change any of these data elements.

The cursor prompts the operator to enter a function code. The 'FRESH' option will clear the screen after depressing the 'ENTER' key and the 'NEXT' option will save the previously entered data and display these data elements on the screen.

After entering the appropraite function, the cursor will prompt the operator to begin entering the detail data elements. This screen will accept only one transaction at a time.

EXHIBIT VII-5

EXPENDITURE ACCOUNTING TRANSACTION INPUT
ENTER FUNCTION: X (F=FRESH SCREEN, N=NEXT TRANS, PA2=GO TO BATCH BAL,
                PF12=MENU, PF11=VENDOR DISPLAY, PF10=GEN PURP)
B-TYPE: X DEPT:XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXXX WWSF: X WRI: X RTI: X PTI: X
BATCH-EDIT-OPTION: XXXXXXXXXXXXXXXXXXXXX TRANSACTION-SEQUENCE-NUMBER: XXXXX
CURR-DOC-NO: XXXXXXXX   .   DOC-DATE: MM DD YY
CURR-DOC-SFX: XX   TC: XXX
VENDOR NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX VENDOR NO: XXXXXXXXXX XX
INVOICE: XXXXXXXXXXXX   INV-DATE: MM DD YY
AMOUNT: XXXXXXXXXXXXX   M: X   R: X
REF-DOC-NO/SFX: XXXXXXXX XX   F-YR-APP-D: X XX XXX XX
SRCE/OBJ: XXXX   COST-CNTR: XXXX
PROJ/PHASE: XXXXXX XX   DEPT-ACTV: XXX
SL-ACCT: XXXXXX
OPT-REMIT-DATA: XXXXXXXXXXXXXXXXXXXXXXXXXX   OPT-D-DATA: XXXXXXXXXXXXXXXXXXXXXXX
AGING START-DT: MM DD YY
 VENDOR LOOKED UP: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
           ADD1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
           ADD2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
           CITY: XXXXXXXXXXXXXXXXXX STATE: XX ZIP: XXXXX-XXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX

If the user desires to see a warrant vendor name and address displayedwhen entering the expenditure transaction, the function key PF11 may be depressed. This will display the complete vendor name and address for the vendor number which was entered as part of the transaction. This vendor data is displayed for information purposes.

If the terminal operator requires data entering a field from the source document that is not displayed on the Expenditure Screen, the terminal operator may shift directly to the General Accounting Input Screen. The terminal operator should depress the PF10 key and a cleared General Accounting Input Screen will be displayed. After entering the transaction data and depressing the 'ENTER' key to add the transaction to the input file, the operator should then depress the PF10 key to shift back to the Expenditure Screen.

When the last expenditure transaction in the entire batch has been entered, the user is ready for batch balancing. Batch balancing is performed by depressing function key PA2. This signifies the end of the batch and the system automatically computes the batch balancing totals.

Receipt Accounting Transaction Input Screen

The Receipt Accounting Transaction Input Screen is used to input financial transactions that relate to receipts/revenue accounting. Input data for the screen comes from three Statewide accounting forms which are:

- Treasury Deposit Receipt (B-13);
- Treasury Deposit Receipt, Continutation (B-14); and
- Estimated Receipts (B-31).

As the batch header data elements are input, a "4" is entered as the Detail Input Screen option to display the Receipt Accounting Transaction Input Screen. Exhibit VII-6 shows an example of the Receipt Accounting Transaction Input Screen.

The constant document elements must be entered before the operator can enter the detail line of accounting distribution and transaction amount. The constant data entered on the Receipt Accounting Input Screen is:

- Current Document Number and Suffix;

- Document Date; and

- Reference Document Number and Suffix.

After the operator keys this data, the 'ENTER' key must be depressed. Once the constant document data is verified for reasonableness, the terminal will unlock the detail line and the cursor will prompt the operator to begin data entering the detail lines of accounting transactions.

Once the constant data has been accepted, the terminal locks the operator from changing this data while entering the detail accounting transaction. In order for the operator to change the constant document data, the transaction will have to be recalled for correction on the standard transaction input screen.

After the constant document data is entered, the user is ready to key in the detail accounting transactions. When the first transaction is keyed, the operator must depress the 'ENTER' key. If there are any errors detected in the transaction, the appropriate error codes and messages will be displayed on the bottom two lines of the screen. Those fields identified in error will be highlighted on the screen. The operator must correct these fields before again depressing the 'ENTER' key. If the transaction passes all edits, the message 'TRANSACTION SUCCESSFULLY WRITTEN' will be displayed at the bottom of

EXHIBIT VII-6

RECEIPT ACCOUNTING TRANSACTION INPUT
ENTER FUNCTION: X (F=FRESH LINE, N=NEXT TRANS, PA2=GO TO BATCH BAL, PF12=MENU,
                  PF5=ENTER NEXT DOCUMENT, PF10=GEN PURP)

B-TYPE: X DEPT:XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXXX BATCH-EDIT-OPTION: XXXXXXXXXXXXXXXXXXX
CDN: XXXXXXXX XX DOC-DATE: MM DD YY RDN: XXXXXXXX XX


```
                                            SL
TC  F YR APP D  /OBJ  CC  PROJ   PH DA  ACCT       AMOUNT      M R OPT-D-DATA
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX
XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXX X X XXXXXXXXXX


XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX
```

the screen, and only then will the terminal unlock the next detail line and the cursor prompt the operator to enter the next detail line of transaction data.

This detail input screen displays at a single time ten lines for the user to enter accounting transactions for a single document. If the terminal operator needs more than ten lines per document, the terminal will automatically scroll the detail lines forward allowing the operator to continue entering detail transactions on the tenth detail line. As the terminal scrolls the detail lines forward, the top nine lines will continue to move up the screen one at a time with the top line no longer being displayed. When the terminal operator depresses the PF5 key to enter a new document, the detail lines will automatically be cleared.

If the terminal operator requires data entering a field from the source document that is not displayed on the Receipts Screen, the terminal operator may shift directly to the General Accounting Input Screen. The terminal operator should depress the PF10 key and a cleared General Accounting Input Screen will be displayed. After entering the transaction data and depressing the 'ENTER' key to add the transaction to the input file, the operator should then depress the PF10 key to shift back to the Receipts Screen.

When the last expenditure transaction in the entire batch has been entered, the user is ready for batch balancing. Batch balancing is performed by depressing function key PA2. This signifies the end of the batch and the system automatically computes the batch balancing totals and shifts the user to the Batch Balancing Screen.

Allotment Accounting Transaction Input Screen

The Allotment Accounting Transaction Input Screen is used to input financial transactions that relate to either appropriation or allotment

accounting. Input data for this screen comes from six Statewide accounting
forms which are:

- Appropriation Warrant (A-01);

- Unrequired Appropriation To Be Lapsed (A-08);

- Allotment Advice (A-15);

- Request for Allotment (A-19);

- Request for Transfer of Funds (A-21); and

- Agency Internal Journal Entry (A-20).

As the batch header data elements are input, a '5' is entered as the
Detailed Input Screen option to display the Allotment Accounting Transaction
Input Screen. Exhibit VII-7 shows an example of the Allotment Accounting
Transaction Input Screen. The data elements from the Batch Header
Identification Screen are displayed at the top of the screen.

The constant data elements must be entered before the operator can enter
the detail line of accounting distribution and transaction amount. The
constant data elements on this screen are Current Document Number, Document
Date, and Reference Document Number and Suffix. After the operator keys this
data, the 'ENTER' key must be depressed. Once the constant document data is
verified for reasonableness, the terminal will unlock the detail line and the
cursor will prompt the operator to begin data entering the accounting
transactions.

Once the constant data has been accepted, the terminal locks the operator
from changing this document data while entering the detail accounting
transactions. In order for the operator to change the constant document data,
the transaction will have to be recalled for correction on the standard
transaction input screen.

After the constant document data is entered, the user is ready to key in
the detail accounting transactions. When the first transaction is keyed, the

EXHIBIT VII-7

ALLOTMENT ACCOUNTING TRANSACTION INPUT
ENTER FUNCTION: X (F=FRESH LINE, N=NEXT TRANS, PA2=GO TO BATCH BAL, PF12=MENU,
              PF5=ENTER NEXT DOCUMENT, PF10=GEN PURP)

B-TYPE: X DEPT:XX DBRN: XXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXX BATCH-EDIT-OPTION: XXXXXXXXXXXXXXXXXX

        CDN: XXXXXXX   DOC-DATE: MM DD YY   RDN: XXXXXXX XX


```
                                            SL
SFX TC  F  YR APP D  AL /OBJ  CC  PROJ   PH DA  ACCT      AMOUNT     R OPT-D-DATA
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX
 XX XXX X XX XXX XX XX XXXX XXXX XXXXXXXX XXX XXXXX XXXXXXXXXXXXX X XXXXXXXXXX


 XXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

operator must depress the 'ENTER' key. If there are any errors detected in the transaction, the appropriate error codes and messages will be displayed on the bottom two lines of the screen. Those fields identified in error will be highlighted on the screen. The operator must correct these fields before again depressing the 'ENTER' key. If the transaction passes all edits, the message 'TRANSACTION SUCCESSFULLY WRITTEN' will be displayed at the bottom of the screen, and only then will the terminal unlock the next detail line and the cursor prompt the operator to enter the next detail line of transaction data.

This detail input screen displays at a single time ten lines for the user to enter accounting transactions for a single document. If the terminal operator needs more than ten lines per document, the terminal will automatically scroll the detail lines forward allowing the operator to continue entering detail transactions on the tenth detail line. As the terminal scrolls the detail lines forward, the top nine lines will continue to move up the screen one at a time with the top line no longer being displayed. When the terminal operator depresses the PF5 key to change the constant document data, the detail lines will automatically be cleared.

If the terminal operator requires data entering a field from the source document that is not displayed on the Allotment Screen, the terminal operator may shift directly to the General Accounting Input Screen. The terminal operator should depress the PF10 key and a cleared General Accounting Input Screen will be displayed. After entering the transaction data and depressing the 'ENTER' key to add the transaction to the input file, the operator should then depress the PF10 key to shift back to the Allotment Screen.

When the last accounting transaction in the batch has been successfully entered, the user is ready for batch balancing. Batch balancing is performed by depressing function key PA2. This signifies the end of the batch and the

system automatically computes the batch balancing totals and shifts the user to the Batch Balancing Screen.

BATCH BALANCING SCREEN

When all financial transactions in any type of batch have been entered, the user depresses function key PA2 to indicate that all transactions have been entered and to check to ensure the batch is in balance. When PA2 is depressed, the Batch Balancing Screen shown in Exhibit VII-8 is displayed. The screen automatically displays the batch header data elements and a computed batch amount and transaction count totals. The user only enters the function that is desired for this specific batch. The specific functions are:

- R - this releases the batch for master file update. Expenditure batches can only be released by central accounting personnel.

- P - this releases expenditure batches only for preliminary update.

- H - this places an entered batch on hold status. The batch must be recalled for later release or deletion.

- D - this flags a batch for deletion at the end of the day. A batch may be flagged for deletion, but later in the day recalled and changed to hold status or released, if appropriate.

- N - this function returns the user to the Batch Header ID to enter the next batch of data.

- PF12 - Function key 'PF12' returns the user to the main menu.

- PA1 - Returns the user to the VIEW OR PRINT A BATCH Screen.

- PA2 - Returns the user to the screen to recall a previously entered batch that the user desires to change in some manner.

This screen serves a control function by indicating whether the batch amount and transaction count totals entered on the batch header are in balance with computer calculated totals of the input transactions. One of two

EXHIBIT VII-8

BATCH BALANCING

ENTER FUNCTION: X (R=RELEASE, P=PRELIMINARY UPDATE, H=HOLD, D=DELETE,
             N=NEXT BATCH, B=BATCHING/INTERFACE, PF12=MENU,
             PA1=GO TO VIEW OR PRINT A BATCH, PA2=GO TO RECALL)

```
                    BATCH.TYPE:                      X
                    DEPT:                            XX
                    DEPT BATCH REF NO:               XXXXXXXX
                    FISCAL MONTH:                    XX
                    BATCH DATE:                      MM DD YY
                    BATCH NO:                        XXX
                    COMPTR VOUCHER NO:               XXXXXXXX
                    WARRANT WRITING SUB-FUND:        X
                    WARRANT ROUTING IND:             X
                    RED TAG IND:                     X    PAYMENT TYPE IND: X
                    DEPT BATCH STATUS:               X
                    CENTRAL ACCTG BATCH STATUS:      X
            NUMBER OF TRANSACTIONS IN BATCH (PREVIOUSLY ENTERED): ZZZZ9
            BATCH AMOUNT (PREVIOUSLY ENTERED):      Z,ZZZ,ZZZ,ZZZ,ZZ9.99
            COMPUTED NUMBER OF TRANSACTIONS IN BATCH:           ZZZZ9
            COMPUTED BATCH AMOUNT:                  Z,ZZZ,ZZZ,ZZZ,ZZ9.99
     XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
     XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

conditions will exist at this point in the data entry process. The batch will either be in balance or not in balance. The operator instructions for each of these conditions are described in the following paragraphs.

Balanced Batch

When a batch is in balance, both the transaction count and the batch total are in agreement with the FAMIS calculated totals. The message 'THIS BATCH IS BALANCED.....PLEASE SELECT APPROPRIATE FUNCTION' is displayed on the bottom line of the screen. The operator should enter the appropriate function code.

Batch Out-of-Balance

When the batch is out of balance, the screen displays the message 'WARNING.....BATCH NOT IN BALANCE'. Generally, an unbalanced batch should be corrected before it is submitted for FAMIS processing. The operator would depress the PA2 key 'GO TO RECALL' to correct the error condition.

RECALLING DATA PREVIOUSLY ENTERED

An important capability for the user is to review and correct data that has been previously entered. The financial data entry module provides various screens to recall, examine and correct accounting data. These screens include:

- Recall a Batch For Correction Screens;
- View or Print Batch Headers Screen; and
- View or Print Batch Screen.

The terminal operator instructions for each of these screens are described in the following paragraphs.

Recall A Batch For Correction Screen

When a batch is out-of-balance, the data entry operator should try to determine why the batch is out-of-balance by comparing the data that has been entered to the source documents. The operator should use the View or Print a Batch feature to review the entered data. Once the transaction(s) needing correction is (are) located, the operator uses the PA1 key to return to the Recall A Batch For Correction Screen shown in Exhibit VII-9.

After displaying the Recall A Batch For Correction Screen, the operator must select one of the appropriate function codes as follows:

- o A - add an accounting transaction;
- o B - change batch header;
- o C - change accounting transaction; and
- o D - delete accounting transaction.

Each of these function codes is described in the following paragraphs.

Adding a Transaction to the Batch

Once the operator returns to the Recall A Batch For Correction Screen, the following steps will add a previously omitted transaction to the batch:

- o Select function A - Add Accounting Transaction; and
- o Press the 'ENTER' key.

A 'FRESH' General Accounting Transaction Input Screen is automatically displayed. FAMIS assigns the sequence number to the transaction. Input the omitted transaction and press the 'ENTER' key. It should be noted that when operating under the 'ADD' mode, as many transactions as desired can be added. To leave this mode of operation, either the Batch Balance (PA2) or Master Menu (PF12) must be selected. If the Master Menu option is selected, the batch will remain in a hold status until it is released through the batch balancing screen.

EXHIBIT VII-9

RECALL A BATCH FOR CORRECTION

ENTER FUNCTION: X (A=ADD ACCTG TRANS, B=CHANGE BATCH HEADER, C=CHANGE ACCTG
                   TRANS, D=DELETE ACCTG TRANS, PA1=GO TO VIEW OR PRINT A
                   BATCH, PA2=GO TO BATCH BALANCE, PF12=MENU)

```
                    BATCH TYPE:                       X
                    DEPT:                             XX
                    DEPT BATCH REF NO:                XXXXXXX
                    FISCAL MONTH:                     XX
                    BATCH DATE:                       MM DD YY
                    BATCH NO:                         XXX
                    COMPTR VOUCHER NO:                XXXXXXX
                    WARRANT WRITING SUB-FUND:         X
                    WARRANT ROUTING IND:              X
                    RED TAG IND:                      X    PAYMENT TYPE IND: X
                    DEPT BATCH STATUS:                X    CA BATCH STATUS: X
                    PRE-AUDIT RELEASE DATE:           MM DD YY
      NUMBER OF TRANSACTIONS IN BATCH (PREVIOUSLY ENTERED): XXXXX
      BATCH AMOUNT (PREVIOUSLY ENTERED):      XXXXXXXXXXXXXXXXXXX
      COMPUTED NUMBER OF TRANSACTIONS IN BATCH:          XXXXX
      COMPUTED BATCH AMOUNT:                  XXXXXXXXXXXXXXXXXXX
IF CHANGING OR DELETING A TRANSACTION, PLEASE ENTER SEQUENCE NUMBER: XXXXX
    XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
    XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
```

Changing the Batch Header

A batch will be out of balance if the batch header transaction count and/or batch amount are erroneous. After viewing the batch and discovering no coding or keying errors, the operator examines the batch header data for possible errors by selecting the Change Batch Header Screen. Exhibit VII-10 shows an example of the Change Batch Header Screen. If the batch header information has been keyed incorrectly, the following steps are performed:

o Select Function B = Changing Batch Header; and

o Press the 'ENTER' key.

The operator changes the amount and/or count fields on the Batch Header and then presses the 'ENTER' key. After correcting the batch header, the system returns the user to the Recall a Batch for Correction Screen.

Changing a Transaction in the Batch

After displaying the Recall a Batch for Correction Screen, the operator selects a transaction to be corrected as follows:

o Enter function C = Changing Accounting Transaction;

o Enter the transaction sequence number; and

o Press the 'ENTER' key.

The desired transaction automatically appears on the General Accounting Input Screen with a next sequence number field. Exhibit VII-11 shows an example of the General Accounting Input Screen which is associated with the recall batch for correction process.

If correction to only one transaction is desired, the operator makes all necessary changes to the data fields to correct the input transaction and leaves the next sequence number field blank. After completing changes to the transaction, the operator presses the enter key and returns to the Recall

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EXHIBIT VII-10

CHANGE BATCH HEADER

ENTER FUNCTION ('ENTER' TO CHANGE BATCH INFORMATION, PF12 TO GO TO MENU)
                    BATCH TYPE: X
                    DEPT: XX
                    DEPT BATCH REF NO: XXXXXXX
                    BATCH DATE: MM DD YY
                    BATCH NO: XXX

            FISCAL MONTH: XX
            COMPTR VOUCHER NO: XXXXXXX
            WARRANT WRITING SUB-FUND: X
            WARRANT ROUTING IND: X
            RED TAG IND: X
            PAYMENT TYPE IND: X
            DEPT BATCH STATUS: X
            CENTRAL ACCTG BATCH STATUS: X
            PRE-AUDIT RELEASE DATE: MM DD YY

            NUMBER OF TRANSACTIONS IN BATCH (PREVIOUSLY ENTERED): XXXX
            BATCH AMOUNT (PREVIOUSLY ENTERED):   XXXXXXXXXXXX

    XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
    XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX

EXHIBIT VII-11

GENERAL ACCOUNTING TRANSACTION INPUT
ENTER FUNCTION: X (F=FRESH SCREEN, N=NEXT TRANS, PA1=RETURN TO RECALL,
          PA2=GO TO BATCH BAL, PF12=MENU, PF11=VENDOR DISPLAY)

```
B-TYPE: X  DEPT: XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXXX wWSF: X WRI: X RTI: X PTI: X EO: X TRANS-SEQ-NO: XXXXX


TC: XXX F: X YR: XX APP: XXX D: XX AL: XX S/O: XXXX FD: XX GAAP-FUND: XX
GAAP-SFUND: XX    CC: XXXX    PROJ: XXXXXX PH: XX    DA: XXX    GL-ACCT: XXX
VENDOR-NO: XXXXXXXXXX XX          INV: XXXXXXXXXXXX         INV-DATE: MM DD YY
CDN: XXXXXXXX XX    DOC-DATE: MM DD YY    RDN: XXXXXXXX XX    SL-ACCT: XXXXX
WARRANT-NO.: XXXXXXXX    AMOUNT: XXXXXXXXXXXX    M: X   R: X    F-CTL-OVERRIDE: X
AGING-START-DATE: MM DD YY
              OPT-D-DATA:      XXXXXXXXXXXXXXXXXXXXX
           OPT-REMIT-DATA: XXXXXXXXXXXXXXXXXXXXXXXXX
        VENDOR NAME ENTERED: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                    NEXT-SEQUENCE-NO: XXXXX
VENDOR LOOKED UP: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            ADD1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            ADD2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            ADD3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            CITY: XXXXXXXXXXXXXXXXX    STATE: XX    ZIP: XXXXX-XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Batch for Correction Screen. If correction to more than one transaction is desired, the operator makes all necessary changes to the data fields to correct the initial input transaction recalled and enters the sequence number of the next transaction to be corrected in the next transaction number field. After completing changes to the recalled transaction, the operator presses the enter key and if no errors are detected, the transaction will be corrected and the input transaction as indicated in the next sequence number field will be displayed for correction. The operator continues this method of transaction correction until all transactions within the batch are corrected.

Deleting a Transaction in the Batch

After displaying the Recall a Batch for Correction Screen, the operator deletes a transaction by the following steps:

   o Enter function D = Deleting Accounting Transaction;

   o Enter the transaction sequence number; and

   o Press the ENTER key.

The transaction is deleted from the on-line hold file. The system automatically deletes the transaction from the on-line hold file and recomputes the batch count and batch amount. To leave this process, the operator can select the View or Print a Batch (PA1), the Batch Balance (PA2), or Master Menu (PF12).

View Or Print Batch Screen

Access to the View or Print Batch Screen is obtained from the FAMIS Master Menu by entering '52' followed by the 'ENTER' key. The View or Print Batch Screen is shown in Exhibit VII-12. To display the current batch shown on the screen, the user depresses the 'ENTER' key. The screen will display the first ten lines of the batch.

If the user desires to view a specific batch, the batch header data elements are entered on the screen. To view the first page of the batch, the user enters the 'F' function followed by 'ENTER'. To view the next page of the batch the user enters the 'N' function followed by 'ENTER'.

If the user desires to make changes to the batch being viewed, the PA1 function key is depressed. This allows the screen to display 'Recall A Batch For Correction Screen'.

To view or print the batch header associated with the current batch being viewed, the user depresses the PA2 function key. To return to the main menu, the user depresses the PF12 function key.

View Or Print Batch Headers

The View or Print Batch Header Screen, as shown in Exhibit VII-13 is used to view the batch headers of those batches which have not gone through the batch edit/update cycle. Batches which have been given an 'H' or hold status and batches which have an 'R', Release Status, but have not been submitted to batch edit/update are the typical batches called for the view function.

The user accesses the View or Print Batch Header Screen from the FAMIS Master Menu by depressing '53' and 'ENTER'. The View or Print Batch Header Screen is displayed. The user then enters the two-position department code and depresses the 'ENTER' key. The screen displays the first ten batch

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EXHIBIT VII-12

VIEW OR PRINT BATCH

ENTER FUNCTION: X (F=FIRST PAGE, N=NEXT PAGE, P=PRINT BATCH, PA1=GO TO RECALL,
                   PA2=GO TO VIEW OR PRINT BATCH HEADERS, PF12=MENU)
B-TYPE: X DEPT:XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXXX wwSF: X wRI: X RTI: X PTI: X
BATCH-EDIT-OPTION: XXXXXXXXXXXXXXXXXXXX B-STATUS: X

```
                         SRCE
SEQ   TC  F FY APP D /OBJ  CC  PROJ    PH DA     CDN           AMOUNT     M R
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
```

    TRANSACTION COUNT: ZZZZ9   BATCH AMOUNT: ZZ,ZZZ,ZZZ,ZZ9.99
    ENTER STARTING SEQUENCE NUMBER (IF DESIRED): XXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX

EXHIBIT VII-13

VIEW OR PRINT BATCH HEADERS

ENTER FUNCTION: X (F=FIRST PAGE, N=NEXT PAGE, S=SELECT A BATCH, P=PRINT HEADER,
PA2=GO TO VIEW OR PRINT A BATCH, PF12=MENU)

DEPT: XX

```
                   E WW WR RT PT                DBRN/   TRANS      TRANS
SEL   BATCH ID    ST O SF  I  I  I  FM   CVN    DATE-NO  CNT       AMOUNT
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99
X XXXXXXXXXXXXXXX  X  X X  X  X  X  XX XXXXXXX XXXXXXXXX ZZZZ9 ZZZZZZZZZZ9.99


XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
```

headers for the department. The user may continue to view additional batch headers by depressing the 'ENTER' key. This will allow the user to scroll through all batch header records which have not been processed through edit/update.

The user also has the option to view only the first ten batch header records by entering the 'F' function followed by depressing the 'ENTER' key. The next ten batch header records may be viewed by selecting the 'N' function, followed by depressing the 'ENTER' key.

To select a specific batch from the batch headers which are currently displayed on the screen, the user inputs the 'S' function. The user may select the specific batch by moving the cursor to the first column (SEL) for the desired batch. Any character may be entered in the 'SEL' column. The user then depresses the 'ENTER' key and the batch is selected. If the user desires to display the selected batch, the PA2 function key is depressed. The selected batch is then displayed on the new screen. To return to the view or print batch header screen, the user depresses the PA2 function key.

To return to the main menu, the user depresses the PF12 function key.