



Preparing for Fiscal Year-End

Maintaining a Clean IT File

Accounting Policy Meeting
May 23, 2018

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What is the IT File?

The Internal Transaction file – commonly known as the IT file – is a temporary file used by USAS to store transactions while they are being processed.

As long as a transaction remains on the IT file, **it is not finished processing**, even if it has posted.

Transactions on the IT file are generally waiting for:

- Batch release
- Oversight approval
- Error correction
- Rebalancing
- Future payment due date or effective date



IT File Impact on USAS Processing

Keeping your IT file clean makes for a smaller file that helps:

- Improve online response time
- Reduce nightly processing cycle time
- Ensure transactions and payments entered by the cutoff time process the day they are entered

A cluttered IT file could lead to:

- Duplicate transactions being processed
- Transaction effective dates expiring, which can create additional errors
- The amount of available funds becoming unclear
- More difficult reconciliations
- Late payments



IT File at Fiscal Year-End

- All current year documents should be successfully processed, paid and written to history by Aug. 31.
- Of critical importance are cash transactions (those that post to GL 0045) – these must be successfully posted, processed and written to history **prior to** Aug. 31.
- Cash transactions cannot be back-dated to a prior fiscal year, nor can they be posted-dated to a future fiscal year. Cash = “today.”



Posted, Unposted, Processed?

- Posted transactions:
 - ❖ Are in edit modes 2 or 4*
 - ❖ Have impacted your financial balances
 - ❖ Have not fully processed
- Unposted transactions
 - ❖ Are in edit modes 0, 1 or 3*
 - ❖ Have **not** impacted any of your financial balances
 - ❖ Have not fully processed
- Processed transactions:
 - ❖ Are **not** on USAS 530 screen
 - BUT–
 - ❖ **Are** on your DAFR2261 – Daily History Report

Remember – if a transaction is no longer on the 530 screen, it cannot be changed or super security deleted.

***Note:** Posted **transactions** can also be found in edit mode 3 **batches** – it takes only one failed transaction for the batch to stay in edit mode 3. You can test for posting by looking up a transaction on the 84/85/86 screens. If it's there, it's posted.

The View Batch Headers (530) screen

The View Batch Headers (530) screen displays the batches on an agency's IT file.

Of particular importance are the **STA**, **BAL**, **MD** and **FPP** columns.



```

TEXAS S530 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/14/18 11:41 AM
LINK TO: VIEW BATCH HEADERS PROD

ACTION: N (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 123 PRINTER ID:
...BATCH ID...
S DATE TYP NO STA BAL MD FPP DATE ENTERED ENTERED COMP COMP
050218 S 019 P Y 4 # 050218 00493 00000966890.95 00493 00000966890.95
050818 3 779 H Y 3 050818 00060 00091950405.19 00060 00091950405.19
050818 4 195 P Y 4 050818 00031 00000472183.41 00031 00000472183.41
050818 4 607 H N 1 050818 00000 00000000000.00 00001 00000000200.00
050818 4 650 D Y 1 050818 00000 00000000000.00 00000 00000000000.00
050918 4 121 R Y 3 * 050918 00211 00000649642.69 00211 00000649642.69
051018 4 021 H Y 0 051018 00964 00002971312.81 00964 00002971312.81
051018 3 569 H Y 2 051018 00030 00000432545.96 00030 00000432545.96
051018 4 700 A Y 4 050918 00083 00000306880.05 00083 00000306880.05
051118 8 568 P Y 2 051118 00002 00000200000.00 00002 00000200000.00
* = FAILED PAYMENT PROCESSING (FPP) ERRORS; # = NEGATIVE BALANCE ERROR(S)

TO VIEW ADDITIONAL SUMMARY RECORDS, PRESS ENTER
F1-HELP F3-END F4-INTERRUPT F8-DOC/TRACK F9-BALANCING F10-RECALL F11-DETAILS
    
```

The View Batch Headers (530) screen (con't)



STA displays the status of a batch:

- **H** = The batch is on hold
Batches on hold are not picked up for cycle
- **R** = The batch is released
Released batches get picked up during cycle
- **A** = The batch is waiting for approval actions
Check the 37 screen for required approvals
- **P** = The batch has fully posted and a payment is pending
Be sure the payment isn't pending due to an error
- **D** = The batch was marked for deletion
The batch will process off the IT file during cycle

```

TEXAS S530                UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/14/18 11:41 AM
LINK TO:                   VIEW BATCH HEADERS                    PROD

ACTION: N (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT:   (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 123
...BATCH ID...
S  DATE TYP NO  STA BAL MD FPP DATE  COUNT  ENTERED  COMP  COMP
   050218 S  019  P  Y  4  # 050218 00493 00000966890.95 00493 00000966890.95
   050818 3  779  H  Y  3  050818 00060 00091950405.19 00060 00091950405.19
   050818 4  195  P  Y  4  050818 00031 00000472183.41 00031 00000472183.41
   050818 4  607  H  N  1  050818 00000 00000000000.00 00001 00000000200.00
   050818 4  650  D  Y  1  050818 00000 00000000000.00 00000 00000000000.00
   050918 4  121  R  Y  3  * 050918 00211 00000649642.69 00211 00000649642.69
   051018 4  021  H  Y  0  051018 00964 00002971312.81 00964 00002971312.81
   051018 3  569  H  Y  2  051018 00030 00000432545.96 00030 00000432545.96
   051018 4  700  A  Y  4  050918 00083 00000306880.05 00083 00000306880.05
   051118 8  568  P  Y  2  051118 00002 00000200000.00 00002 00000200000.00
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```

The View Batch Headers (530) screen (con't)



BAL displays the balance indicator for the batch:

- Y = the batch is balanced.
- N = the batch is not in balance OR it has not been *initially* released for system processing.

Common reasons for an unbalanced batch:

- The Entered Batch Count and Entered Batch Amount do not match the Computed Batch Count and Computed Batch Amount.
Correct this by using the Change Batch Header (511) screen.
- The Document Amount does not tie to the total of the individual transaction amounts within the document.
The Document Amount is the absolute value of the transactions – do not adjust for negative transaction amounts.
- The total of cash transactions does not net to zero.
- AGLs are out of balance.

```

TEXAS S530                UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/14/18 11:41 AM
LINK TO:                  VIEW BATCH HEADERS                    PROD

ACTION: N (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 123
...BATCH ID...
EFF ENTERED ENTERED COMP COMP
S DATE TYP NO STA BAL MD FPP DATE COUNT AMOUNT COUNT AMOUNT
050218 S 019 P Y 4 # 050218 00493 00000966890.95 00493 00000966890.95
050818 3 779 H Y 3 050818 00060 00091950405.19 00060 00091950405.19
050818 4 195 P Y 4 050818 00031 00000472183.41 00031 00000472183.41
050818 4 607 H N 1 050818 00000 00000000000.00 00001 00000000200.00
050818 4 650 D Y 1 050818 00000 00000000000.00 00000 00000000000.00
050918 4 121 R Y 3 * 050918 00211 00000649642.69 00211 00000649642.69
051018 4 021 H Y 0 051018 00964 00002971312.81 00964 00002971312.81
051018 3 569 H Y 2 051018 00030 00000432545.96 00030 00000432545.96
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```


The View Batch Headers (530) screen (con't)



MD displays the batch edit mode:

- 0 = No edits or posting has occurred.
- 1 = Data edits done online, but must go through cycle for funding edits and posting to occur.
- 2 = Data and funding edits done online, batch has posted.
 - ❖ Transactions cannot complete processing and go to history until batch is balanced and released.
 - ❖ Payments are not issued until batch goes through cycle.
 - ❖ **Use extreme caution** when using edit mode 2 for cash transactions.
 - Avoid if possible.
 - Batch **must** be released the same day as data entry to avoid "frozen cash."

```

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LINK TO:                  VIEW BATCH HEADERS                    PROD

ACTION: N (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 123                PRINTER ID:
...BATCH ID...
S  DATE TYP NO  STA BAL MD FPP DATE  COUNT  ENTERED  COMP  COMP
   050218 S  019 P  Y  4 # 050218 00493 00000966890.95 00493 00000966890.95
   050818 3  779 H  Y  3   050818 00060 00091950405.19 00060 00091950405.19
   050818 4  195 P  Y  4   050818 00031 00000472183.41 00031 00000472183.41
   050818 4  607 H  N  1   050818 00000 00000000000.00 00001 00000000200.00
   050818 4  650 D  Y  1   050818 00000 00000000000.00 00000 00000000000.00
   050918 4  121 R  Y  3 * 050918 00211 00000649642.69 00211 00000649642.69
   051018 4  021 H  Y  0   051018 00964 00002971312.81 00964 00002971312.81
   051018 3  569 H  Y  2   051018 00030 00000432545.96 00030 00000432545.96
   051018 4  700 A  Y  4   050918 00083 00000306880.05 00083 00000306880.05
   051118 8  568 P  Y  2   051118 00002 00000200000.00 00002 00000200000.00
* = FAILED PAYMENT PROCESSING (FPP) ERRORS; # = NEGATIVE BALANCE ERROR(S)

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```

The View Batch Headers (530) screen (con't)



MD displays the batch edit mode (con't):

- 3 = Batch was originally entered in edit mode 0 or 1. Batch went through cycle and errors were detected during cycle.
 - ❖ Check your DAFR2151 – Agency Batch Error Report
 - ❖ Doc Types requiring approval to post will be in edit mode 3, status of R.
- 4 = Batch was originally entered in edit mode 0 or 1. Batch went through cycle, transactions have posted to the financial tables, but are not written to history, nor has a payment been issued (if applicable).
 - ❖ Transactions may require approvals, may be awaiting a payment due date, or there may be payment-processing errors.
 - ❖ Unless directed by CPA staff, **never** add transactions to a batch in edit mode 4.
 - ❖ Edit mode 4 batches in Hold status require special handling.

Email usas.maintenance@cpa.texas.gov for assistance.

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LINK TO:                  VIEW BATCH HEADERS                    PROD

ACTION: N (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 123
PRINTER ID:
...BATCH ID...
S  DATE TYP NO  STA BAL MD FPP DATE  COUNT  ENTERED  COMP  COMP
   050218 S  019 P  Y  4 # 050218 00493 00000966890.95 00493 00000966890.95
   050818 3  779 H  Y  3  050818 00060 00091950405.19 00060 00091950405.19
   050818 4  195 P  Y  4  050818 00031 00000472183.41 00031 00000472183.41
   050818 4  607 H  N  1  050818 00000 00000000000.00 00001 00000000200.00
   050818 4  650 D  Y  1  050818 00000 00000000000.00 00000 00000000000.00
   050918 4  121 R  Y  3 * 050918 00211 00000649642.69 00211 00000649642.69
   051018 4  021 H  Y  0  051018 00964 00002971312.81 00964 00002971312.81
   051018 3  569 H  Y  2  051018 00030 00000432545.96 00030 00000432545.96
   051018 4  700 A  Y  4  050918 00083 00000306880.05 00083 00000306880.05
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```

The View Batch Headers (530) screen (con't)



FPP displays the failed payment processing indicator:

- * = Failed payment processing error(s)
 - ❖ These errors are generally due to failed funding edits.
 - ❖ This means that the payment has **not** been issued.
- # = Negative payment processing error(s)
 - ❖ These are payment transactions that used the “R” Reversal indicator.
 - ❖ USAS cannot issue “negative” payments. All negative payment transactions must have positives to combine with in order for the payment to be issued.
 - ❖ This means that the state is owed money, and each day that a negative payment sits on the IT file, the state loses potential interest revenue.

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LINK TO:                  VIEW BATCH HEADERS                    PROD

ACTION: N (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 123
...BATCH ID...
S  DATE TYP NO STA BAL MD EFF ENTERED ENTERED COMP COMP
   DATE TYP NO STA BAL MD FPP DATE COUNT AMOUNT COUNT AMOUNT
050218 S 019 P Y 4 # 050218 00493 00000966890.95 00493 00000966890.95
050818 3 779 H Y 3 050818 00060 00091950405.19 00060 00091950405.19
050818 4 195 P Y 4 050818 00031 00000472183.41 00031 00000472183.41
050818 4 607 H N 1 050818 00000 00000000000.00 00001 00000000200.00
050818 4 650 D Y 1 050818 00000 00000000000.00 00000 00000000000.00
050918 4 121 R Y 3 * 050918 00211 00000649642.69 00211 00000649642.69
051018 4 021 H Y 0 051018 00964 00002971312.81 00964 00002971312.81
051018 3 569 H Y 2 051018 00030 00000432545.96 00030 00000432545.96
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* = FAILED PAYMENT PROCESSING (FPP) ERRORS; # = NEGATIVE BALANCE ERROR(S)

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```

The Document Tracking Inquiry (37) screen



The 37 screen provides information such as balance, status and actions associated with a document.

- **STATUS** – Displays current status of the document.
- **DOC AMT** – Displays total amount of all transactions within a document.
- **RQ ACT** – Displays the required action codes to approve the document.
- **REQUIRED REAPPROVAL ACTIONS** – Displays the required action codes to reapprove a document if it was once approved and then was changed.
- **PD TO DT** – Displays the cumulative amount of payments made to date.
- **ACTION HISTORY** – Displays information for each stage that the document has completed in USAS.
 - ❖ **CODE** – Displays the action taken by either a person or a system process.
 - ❖ **USER ID** – Displays the user ID of who or what completed each action for the document.

This could be a person (AAAA999) or a system ID (NNNSYSTEM or SYSTPAYM).
(TAPE123 means the batch was submitted via Input Record (INREC))

```

TEXAS S037          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/14/18 03:53 PM
LINK TO:          DOCUMENT TRACKING INQUIRY                PROD
                AGY: 123          DOC NO: 21111111  FY: 18  STATUS: Y
                TAPE NO:          DOC AMT: 37,658.00  ARCHIVE REF NO:
BATCH - AGY: 123  DATE: 040618  TYPE: 4          NO: 604
RQ ACT:

REQUIRED REAPPROVAL ACTIONS:
FNL APRVL: 041018  NET CASH:          0.00  PD TO DT: 0.00
COMPUTED COUNT: 00001  COMPUTED AMOUNT: 37,658.00  SEC OF STATE:
***** ACTION HISTORY *****
DATE          TIME          AGY  CODE USER ID          DATE          TIME          AGY  CODE USER ID
04/09/18  20:48:27:36  000  200 TAPE123          05/09/18  20:35:34:90  000  232 SYSTPAYM
04/10/18  17:14:48:08  000  201 AAAA999          05/10/18  20:33:52:07  000  232 SYSTPAYM
04/10/18  20:56:19:64  000  164 NNNSYSTEM        05/11/18  20:36:40:57  000  232 SYSTPAYM
04/10/18  20:56:19:64  000  164 NNNSYSTEM
05/02/18  20:39:30:27  000  232 SYSTPAYM
05/03/18  20:21:17:87  000  232 SYSTPAYM
05/04/18  20:48:32:67  000  232 SYSTPAYM
05/07/18  20:59:57:06  000  232 SYSTPAYM
05/08/18  20:37:35:85  000  232 SYSTPAYM
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
                * NO MORE ACTIONS *
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS
    
```


The Document Tracking Inquiry (37) screen (con't)

37 screen hints:



➤ The **STATUS** field:

- ❖ **Y** = Document is fully approved.
- ❖ **N** = Document is not fully approved, or is not balanced and released.
- ❖ **R** = Document requires re-approval.
- ❖ **T** = Document requires Descriptive/Legal Text (DLT).

This is based on the controls set by the Doc Tracking Payee/Compt Object Profile (33A).

➤ The **RQ ACT** and **REQUIRED REAPPROVAL ACTIONS** fields:

- ❖ Highlighted action codes indicate that the action needs to be taken, possibly for a second time
- ❖ Action Code 220 indicates that DLT is required.

This is based on the Document Control Profile (33)

➤ The **DOC AMT** field:

- ❖ This is the total amount of all transactions in the document.
Transactions using the "R" Reversal Indicator are counted as positives.
- ❖ Helpful for determining the amount USAS has computed when troubleshooting the Batch Balancing (502) screen error message *Warning...Document XXXXXXXXX Not in Balance.*

The Document Tracking Inquiry (37) screen (con't)

37 screen hints (con't):

This document requires Re-approval Action Code 600:



```

TEXAS S037          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/14/18 03:21 PM
LINK TO:          DOCUMENT TRACKING INQUIRY                PROD
                  AGY: 123          DOC NO: B5555555  FY: 18  STATUS: N
                  TAPE NO:          DOC AMT: 0.00        ARCHIVE REF NO:
BATCH - AGY:      DATE:             TYPE:             NO:
RQ ACT: 01 220 02 600

REQUIRED REAPPROVAL ACTIONS: 600
FNL APRVL:      NET CASH:          0.00        NET AMT:          0.00
COMPUTED COUNT: 00000  COMPUTED AMOUNT:      0.00        PD TO DT:        0.00
***** ACTION HISTORY *****
DATE    TIME    AGY CODE USER ID    DATE    TIME    AGY CODE USER ID
05/07/18 12:47:24:60 000 220 AAAA999

Z06 RECORD SUCCESSFULLY RECALLED
HIGHLIGHTED ACT CD REQUIRED FOR PROCESSING          * NO MORE ACTIONS *
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS
    
```

This document requires LDT (Status = T) and action code 860:

```

TEXAS S037          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/15/18 09:42 AM
LINK TO:          DOCUMENT TRACKING INQUIRY                PROD
                  AGY: 123          DOC NO: 90000000  FY: 18  STATUS: T
                  TAPE NO:          DOC AMT: 647.29      ARCHIVE REF NO:
BATCH - AGY: 123  DATE: 051418  TYPE: 4             NO: 501
RQ ACT: 01 860

REQUIRED REAPPROVAL ACTIONS: 860
FNL APRVL:      NET CASH:          0.00        NET AMT:          647.29
COMPUTED COUNT: 00009  COMPUTED AMOUNT:      647.29      PD TO DT:        0.00
***** ACTION HISTORY *****
DATE    TIME    AGY CODE USER ID    DATE    TIME    AGY CODE USER ID
05/07/18 09:01:30:48 000 201 AAAA999
05/14/18 20:33:18:18 000 200 TAPE123

Z06 RECORD SUCCESSFULLY RECALLED
HIGHLIGHTED ACT CD REQUIRED FOR PROCESSING          * NO MORE ACTIONS *
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS
    
```

The Document Tracking Inquiry (37) screen (con't)

Action codes and User IDs:

Do not rely on the User ID to determine if a payment has been issued.

User ID SYSTPAYM indicates that a document went through the payment processing part of the cycle. But, it is **not** necessarily an indication that a payment was issued.

Always review the action code to determine if the payment was issued.



```

TEXAS S037          UNIFORM STATEWIDE ACCOUNTING SYSTEM      05/14/18 03:53 PM
LINK TO:          DOCUMENT TRACKING INQUIRY                PROD
      AGY: 123          DOC NO: 21111111  FY: 18  STATUS: Y
      TAPE NO:          DOC AMT:      37,658.00  ARCHIVE REF NO:
BATCH - AGY: 123    DATE: 040618  TYPE: 4      NO: 604
RQ ACT:

REQUIRED REAPPROVAL ACTIONS:          NET AMT:          37,658.00
FNL APRVL: 041018  NET CASH:          0.00      PD TO DT:          0.00
COMPUTED COUNT: 00001  COMPUTED AMOUNT:      37,658.00  SEC OF STATE:
***** ACTION HISTORY *****
  DATE      TIME      AGY CODE USER ID      DATE      TIME      AGY CODE USER ID
04/09/18  20:48:27:36  000 200 TAPE551      05/09/18  20:35:34:90  000 232 SYSTPAYM
04/10/18  17:14:48:08  000 201 AAAA123      05/10/18  20:33:52:07  000 232 SYSTPAYM
04/10/18  20:56:19:64  000 164 NNNSYSTEM      05/11/18  20:36:40:57  000 232 SYSTPAYM
04/10/18  20:56:19:64  000 164 NNNSYSTEM
05/02/18  20:39:30:27  000 232 SYSTPAYM
05/03/18  20:21:17:87  000 232 SYSTPAYM
05/04/18  20:48:32:67  000 232 SYSTPAYM
05/07/18  20:59:57:06  000 232 SYSTPAYM
05/08/18  20:37:35:85  000 232 SYSTPAYM
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS
* NO MORE ACTIONS *
    
```



The Document Tracking Inquiry (37) screen (con't)

Action codes (con't):

Use the Action Code Profile (D44) screen to look up the action codes listed on the 37 screen.

Hint: When inquiring on the D44 screen, the AGENCY field is always 000.

```
TEXAS SD44          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/15/18 12:00 PM
LINK TO:           ACTION CODE PROFILE                    PROD

ACTION: R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

                AGENCY: 000  (MUST BE "000" OR "DEL")
                (OR IN D02 AGENCY PROFILE)
                ACTION CODE: 164
                DESCRIPTION: APPROPRIATION/BUDGET ERROR
                LEVEL IND: D  (B=BATCH, D=DOCUMENT, E=EITHER)
                TYPE: C      (A=AGENCY, B=BOTH, C=COMPROLLER)

NORMAL HOURS STATUS:

                EFF START DATE: 09011991  EFF END DATE:
                Z06 RECORD SUCCESSFULLY RECALLED
                PLEASE ENTER FUNCTION
                F1-HELP  F3-END  F4-INTERRUPT  F6-PROCESS

                STATUS CODE: A
                LAST PROC DATE: 09031999
```

```
TEXAS SD44          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/15/18 12:01 PM
LINK TO:           ACTION CODE PROFILE                    PROD

ACTION: R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

                AGENCY: 000  (MUST BE "000" OR "DEL")
                (OR IN D02 AGENCY PROFILE)
                ACTION CODE: 232
                DESCRIPTION: AVAILABLE CASH EXCEEDED
                LEVEL IND: E  (B=BATCH, D=DOCUMENT, E=EITHER)
                TYPE: C      (A=AGENCY, B=BOTH, C=COMPROLLER)

NORMAL HOURS STATUS:

                EFF START DATE: 12011995  EFF END DATE:
                Z06 RECORD SUCCESSFULLY RECALLED
                PLEASE ENTER FUNCTION
                F1-HELP  F3-END  F4-INTERRUPT  F6-PROCESS

                STATUS CODE: A
                LAST PROC DATE: 12011995
```

The Document Tracking Inquiry (37) screen (con't)

Action codes (con't):

Action codes 255 and 260 indicate that payments were issued.



```
TEXAS S037          UNIFORM STATEWIDE ACCOUNTING SYSTEM      05/15/18 02:54 PM
LINK TO:          DOCUMENT TRACKING INQUIRY                PROD
          AGY: 123          DOC NO: 91111111  FY: 18  STATUS: Y
          TAPE NO:          DOC AMT: 25.35  ARCHIVE REF NO:
BATCH - AGY: 123          DATE: 090717  TYPE: 4          NO: 121
RQ ACT:

REQUIRED REAPPROVAL ACTIONS:
FNL APRVL: 090717  NET CASH: 0.00          NET AMT: 25.35
COMPUTED COUNT: 00001  COMPUTED AMOUNT: 25.35  PD TO DT: 25.35
***** ACTION HISTORY *****  SEC OF STATE:
DATE      TIME      AGY CODE USER ID  DATE      TIME      AGY CODE USER ID
09/07/17 15:43:55:92 000 201 AAAA999
09/07/17 20:52:03:58 000 200 TAP529
09/07/17 21:17:17:93 000 260 SYSTPAYM

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION * MORE ACTIONS *
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS
```

```
TEXAS SD44          UNIFORM STATEWIDE ACCOUNTING SYSTEM      05/15/18 02:57 PM
LINK TO:          ACTION CODE PROFILE                    PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
          AGENCY: 000 (MUST BE "000" OR "DEL")
          ACTION CODE: 260 (OR IN D02 AGENCY PROFILE)
          DESCRIPTION: PAYMENT ISSUED-ALL TRANSACTIONS
          LEVEL IND: D (B=BATCH, D=DOCUMENT, E=EITHER)
          TYPE: C (A=AGENCY, B=BOTH, C=COMPTROLLER)
NORMAL HOURS STATUS:

          STATUS CODE: A
          EFF START DATE: 09011991  EFF END DATE:  LAST PROC DATE: 09031999
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

The Document Tracking Inquiry (37) screen (con't)

Action codes (con't):



```

TEXAS S037          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/15/18 03:03 PM
LINK TO:          DOCUMENT TRACKING INQUIRY                PROD
                   AGY: 123          DOC NO: 92222222  FY: 18  STATUS: Y
                   TAPE NO:         DOC AMT: 175,093.80  ARCHIVE REF NO:
BATCH - AGY: 123   DATE: 103117  TYPE: 4          NO: 520
RQ ACT:

REQUIRED REAPPROVAL ACTIONS:
FNL APRVL: 103117 NET CASH: 0.00          PD TO DT: 87,546.90
COMPUTED COUNT: 00003  COMPUTED AMOUNT: 175,093.80  SEC OF STATE:
***** ACTION HISTORY *****
DATE      TIME      AGY CODE USER ID  DATE      TIME      AGY CODE USER ID
04/11/18  20:36:04:76  000 255 SYSTPAYM  04/16/18  20:33:28:17  000 255 SYSTPAYM
04/12/18  20:35:18:30  000 232 SYSTPAYM
04/12/18  20:35:18:30  000 231 SYSTPAYM
04/12/18  20:36:49:55  000 255 SYSTPAYM
04/13/18  21:09:45:23  000 231 SYSTPAYM
04/13/18  21:09:45:25  000 232 SYSTPAYM
04/13/18  21:28:54:35  000 255 SYSTPAYM
04/16/18  20:32:04:77  000 231 SYSTPAYM
04/16/18  20:32:04:78  000 232 SYSTPAYM
NO MORE SCROLLING FORWARD
PLEASE ENTER FUNCTION                                * NO MORE ACTIONS *
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS
    
```

```

TEXAS SD44          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/15/18 02:58 PM
LINK TO:          ACTION CODE PROFILE                    PROD
ACTION: R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
                   AGENCY: 000  (MUST BE "000" OR "DEL")
                   ACTION CODE: 255  (OR IN D02 AGENCY PROFILE)
                   DESCRIPTION: PAYMENT ISSUED-ERROR FREE TRANS ONLY
                   LEVEL IND: D  (B=BATCH, D=DOCUMENT, E=EITHER)
                   TYPE: C  (A=AGENCY, B=BOTH, C=COMPROLLER)
NORMAL HOURS STATUS:

                   STATUS CODE: A
                   LAST PROC DATE: 09031999
EFF START DATE: 09011991  EFF END DATE:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP  F3-END  F4-INTERRUPT  F6-PROCESS
    
```




Empty Batch Headers

If a batch does not contain any transactions (empty batch header), it still needs to be cleared off the IT file.

As long as a batch header remains on the IT file, USAS continues to try to process it each cycle, which slows down processing time.

Empty batch headers generally appear on the 530 screen with \$0.00 as the Entered Count and 0 as the Computed Amount.

```

TEXAS S530                UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/16/18 10:35 AM
LINK TO:                  VIEW BATCH HEADERS                    PROD

ACTION: R (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 123
...BATCH ID...
S  DATE TYP NO  STA BAL MD FPP DATE  COUNT  AMOUNT  COMP  COMP
   041918 4  672 R  Y  3   050718 00002 00000071790.54 00002 00000071790.54
   042318 4  195 P  Y  4   042318 00040 00000390401.35 00040 00000390401.35
   042318 4  630 R  Y  3   050718 00001 00000000500.00 00001 00000000500.00
   042518 4  195 P  Y  4   042518 00007 00000708420.15 00007 00000708420.15
   042518 4  617 R  Y  3   050718 00011 00000056255.45 00011 00000056255.45
   042618 4  195 P  Y  4   042618 00015 00002144721.58 00015 00002144721.58
   042718 4  195 P  Y  4   042718 00007 00000109307.58 00007 00000109307.58
   043018 3  191 H  Y  3   050718 00000 00000000000.00 00000 00000000000.00
   043018 4  195 P  Y  4   050418 00006 00000091951.64 00006 00000091951.64
   043018 4  633 H  N  1   043018 00000 00000000000.00 00001 00000002465.00
   050118 4  195 P  Y  4   050118 00010 00000194352.48 00010 00000194352.48
   050218 S  019 P  Y  4   # 050218 00493 00000966890.95 00493 00000966890.95
* = FAILED PAYMENT PROCESSING (FPP) ERRORS; # = NEGATIVE BALANCE ERROR(S)

TO VIEW ADDITIONAL SUMMARY RECORDS, PRESS ENTER
F1-HELP F3-END F4-INTERRUPT F8-DOC/TRACK F9-BALANCING F10-RECALL F11-DETAILS
  
```

Empty Batch Headers (con't)



Verify the batch is empty by navigating to the View a Batch (520) screen.

As evidenced here, this batch does not contain any transactions:

TEXAS S520 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/16/18 10:36 AM
LINK TO: VIEW A BATCH PROD

ACTION: F (F=FIRST PAGE, N=NEXT PAGE, D=PAY DATE VIEW, S=SELECT DETAIL)
BATCH ID: AGENCY 123 DATE 043018 TYPE 3 NO 191 SEQUENCE 00001
MODE 3 EFF DATE 050718 STATUS H PRINTER ID

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

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

ENTERED AMOUNT: 00000000000.00
COMPUTED AMOUNT: 00000000000.00

F1-HELP F3-END F4-INTERRUPT F8-DOC/TRACK F9-BALANCING F10-RECALL F12-HEADERS



Empty Batch Headers (con't)

There are numerous reasons an empty batch header remains on the IT file, and it can be difficult to pinpoint why.

Use the methods below to attempt to process the empty batch header off the IT file:

- Balance and release the batch.
 - ❖ This may require navigating to the Recall a Batch for Correction (510) screen to:
 - Recompute the batch
 - Change the Batch Header so the Entered Count and Entered Amount match the Computed Count and Computed Amount.
 - ❖ The next business day, verify if the batch processed off the IT file.
- If the batch remains on the IT file, attempt to Delete the batch and wait for another cycle.

If the above two methods fail, contact usas.maintenance@cpa.texas.gov.



Other tips:

- **Never** make any changes or deletions to system-generated **batch** types:
 - ❖ C – Cost allocation
 - ❖ D – Deposit corrections
 - ❖ E – Year-end system generated
 - ❖ G – System-generated transactions
 - ❖ S – Payroll
 - ❖ T – Treasury-generated transactions
 - ❖ U – Payroll cancellations
 - ❖ V – Tort cancellations
 - ❖ W – Payment processing
- If you enter **C** (change) rather than **V** (view) in the **ACTION** field of the Recall a Batch for Correction (510) screen, the batch must be re-released – **even if no changes were actually made to the transactions!**

USAS automatically puts batches on hold when a user enters **C** in the **ACTION** field.
- Don't delete transactions from "balanced" documents in edit mode 3 or 4.
 - ❖ For example, transactions using T-code pairs 247/904, 264/905 or 246/903.
 - ❖ Once a document is balanced and partially or fully posted, it is very difficult to rebalance it.



Reports

The following reports are helpful in analyzing transaction statuses and errors:

- Control Reports – These are automatically generated after each USAS cycle:
 - ❖ INRECs received by USAS:
 - ✓ DAFR2021 – Batch/Document Processing Summary
 - ❖ Funding/data element errors:
 - ✓ DAFR2151 – Agency Batch Error Report
 - ❖ For Deposits:
 - ✓ DAFR018A – Deposit Documents Needing Treasury Approval (D Docs)
 - ✓ DAFR018B – USAS Deposit Corrections (D Docs)
 - ✓ DAFR018F – USAS Deposit Corrections (F Docs)
 - ❖ For Payments:
 - ✓ DAFR3601 – Transactions Cancelled for Negative Balances
 - ✓ DAFR3631 – Fund Control Errors Occurring During Payment Processing
 - ❖ What's left on the IT file after cycle:
 - ✓ DAFR2221 – USAS Transaction Status Report
 - ✓ DAFR3331 – USAS IT Status Report

We also suggest that you request the DAFR7700 – Unapproved Documents Report. This report is helpful for reviewing which documents require approval or reapprovals – including DLT.

Other Helpful Reference Documentation



- [USAS Batch Posting Sequence](#)
- [USAS Deposit Default Processing \(FPP Q.006\)](#)
- [Processing Third-Party Transactions in USAS for Payment/Travel Cards, Direct Bill Payments and Reimbursements \(FPP A.043\)](#) (Login required)
- [USAS Comptroller Object Codes That Require Pre-Payment Audit and/or Descriptive Legal Text for Purchase Documents \(FPP I.008\)](#)
- [USAS Profile Review and Clean-Up Procedures \(FPP A.031\) – Internal Transaction \(IT\) File Cleanup](#)
- [USAS Internal Transaction File Maintenance and Super Security Delete Process \(FPP Q.001\)](#)
- [Internal Transaction Voucher \(ITV\) T-Code Chart](#)
- [T-Code Chart for ITVs and RTIs](#)
- [USAS Interagency Transactions Web-based Training](#)
- [Payroll Due Dates and Direct Deposit Schedules \(FPP E.030\)](#)
- [Prompt Payment and Payment Scheduling Training](#)
- [USAS/TINS Input Record File Submission Schedule](#)
- [Training Library: USAS](#)
- [Date Definitions](#)
- [USAS Frequently Asked Questions \(FAQs\)](#)
- [USAS Coding Instructions \(FPP Q.010\)](#)



If You Need Assistance

For regular day-to-day assistance, and especially when experiencing funding errors, [contact your ACO](#).

For financial reporting questions, [contact your financial reporting analyst](#).

For specialized assistance when you just can't get a transaction to process:

- Email usas.maintenance@cpa.texas.gov

Include in the email:

- ✓ Agency number
- ✓ Batch date
- ✓ Batch number
- ✓ Batch type