



*Keepin IT Clean
in USAS*

Brought to you by

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Misfortunes of a Mess

- *USAS Processing Time Increases*
- *Duplicate Transactions may be Processed*
- *Effective Dates Expire*
- *Reserved Funds cannot be Utilized*
- *Amount of Available Funds Becomes Unclear*
- *Reconciliations are More Difficult*
- *Payments are Sent Late*



The Foul Smell of Feculence

Clean

- Oldest unposted transaction is no more than three days old
- Batches are in balance
- Transactions are completed
- No “Empty Headers” (zeros)

Dirty

- Numerous “Mode 0” or unbalanced batches from past days
- Presence of H-Y-2 and H-Y-4 batches from past days
- “FPP” Errors
- Aged Transactions



Back to the Basics

- **POSTED** transactions are in **Edit Modes 2 or 4***
 - They **have** had **partial** or full financial impacts in USAS
 - They have **not fully processed**
- **UNPOSTED** transactions are in **Edit Modes 0,1,3***
 - They **have NOT** impacted **ANY** of your financials
- **PROCESSED** transactions:
 - Are **NOT** on USAS 53 screen
 - BUT–
 - **ARE** on your History Reports (DAFR2261)

***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.

HAVE YOU EVER WONDERED:

“Golly, can I even CHANGE or RELEASE that transaction??”

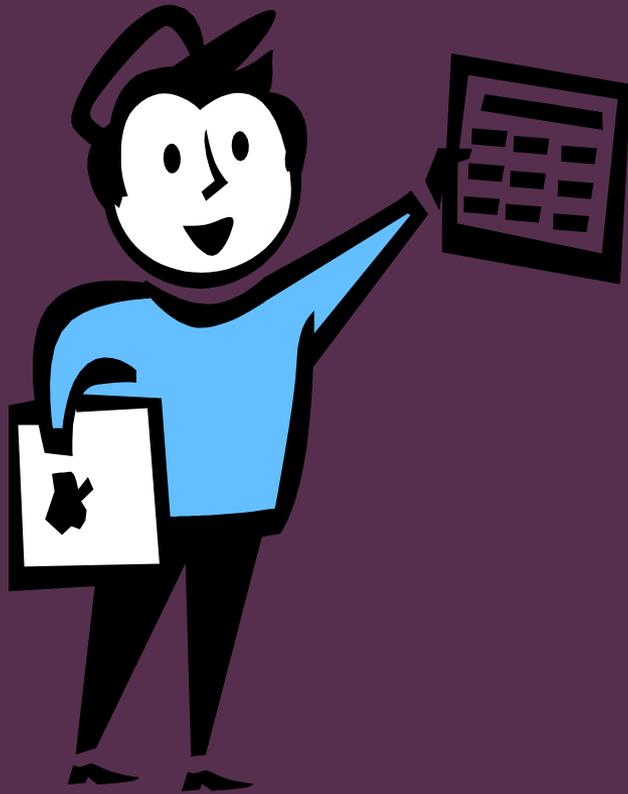


*Laurel and Jenn
say:
JUST TRY
IT!!*

STEP 1: STRATEGIZE

- ❖ Failed Deposits represent Missing Money (either in the accounts or in cash) – Prioritize these.
- ❖ Failed Large Dollar transactions of any kind will cause material errors and/or “chain reaction” failures – Prioritize these.
- ❖ Unprocessed journal vouchers cause budget/cash failures on other transactions (such as payments).
- ❖ Failed payments are stuck! People are waiting for them.
- ❖ Newer transactions are easier to research and fix.

Step 2: Research



***BEFORE YOU MAKE
THAT TRANSACTION
GO:***

**Check for duplicates.
The more time that has
passed, the more likely a
duplicate transaction has
already processed.**

RISKY RESEARCH: What the Pros Knows

Your Friend – the 510 Screen

- **VIEW or CHANGE**
batches or transactions
- **Actions:**
 - A – Add a Transaction**
 - B – Change the Batch Header**
 - C – Change a Transaction***
 - D – Delete a Transaction**
 - R – Recompute**
 - V – View a Transaction**



DANGER!!!!

***Use a "V" to view
your transactions–
never a "C"***

****Using a C will cause the
batch to go on HOLD, even if
you don't want it to!!!***

RISKY RESEARCH: What the Pros Knows

Your Friend – the 37 Screen

- **STATUS field** – Is Document Approved, Balanced, have LDT and been Released?
Y means YES!!!
- **RQ ACT fields** – Action Codes required to fully approve document – ***DO YOU have them ALL???*** (see D44)
- **ACTION HISTORY** – WHERE HAS THIS DOCUMENT BEEN AND WITH WHOM??

Tip:

USE D44, agency 000 for actions,

USE 96A for people!!

STRANGER DANGER!!!!

User ID

SYSTPAYM

is not your friend!!!! He means “payment cycle.”



Look up the action codes on D44!!!!

Only 260 means PAID-in-FULL

Step 3: Divide and Conquer!!

EASY FIXES

- Your daily **DAFR 2151** has edit mode 1 and 3 errors on it
 - ✓ **FIX THEM** by working the report
- Use the 90 screen in USAS to look up error codes
 - ✓ **Details about fixes** are often described here
- Viewing from the 53 screen
 - ✓ **DELETE** all **zero dollar** batches/transactions from prior days – No one is using them
 - ✓ **BALANCE (or re-balance) AND RELEASE** any H-N-X batches – **ESPECIALLY AT THE END OF THE DAY**



Step 3: Divide and Conquer!!

–Specific Problems by DAFR–

WORK YOUR DEPOSITS

- ❖ DAFR018A - DEPOSIT DOCS NEEDING TREAS APPVL
- ❖ DAFR018B - USAS DEPOSIT CORRECTIONS THIS CYCLE (D Docs)
- ❖ DAFR018F - DEPOSIT CORRECTIONS THIS CYCLE (F DOCS)

WORK YOUR READY-TO-GO PAYMENTS

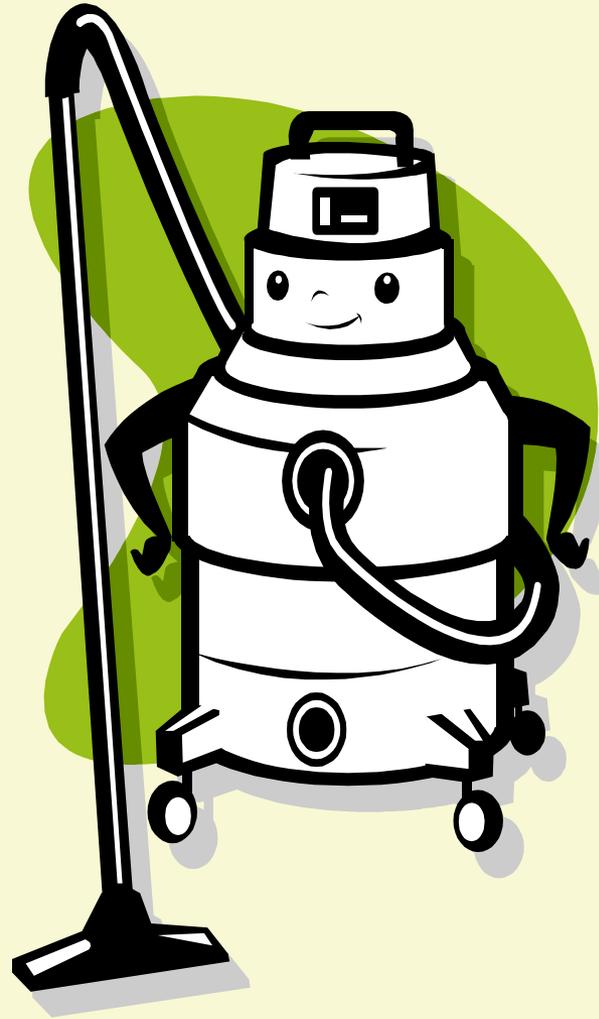
- ❖ DAFR3601 - TRANSACTS CANCELLED FOR NEG BAL
- ❖ DAFR3631 - FUNDS CONTROL ERRORS-PMT PROCESS

WORK ON OVERSIGHT APPROVALS AND DLT/LDT

- ❖ DAFR7700 - UNAPPROVED DOCUMENTS REPORT

AND NOW A MESSAGE FROM OUR SPONSORS...

*DON'T FORGET
TO BALANCE AND
RELEASE*



AN OUNCE OF PREVENTION...

- 👉 LIMIT THE SIZE OF BATCHES**
- 👉 DON'T DELETE TXNS FROM "BALANCED" DOCS LIKE 247/904, 264/905, 246/903 IN EDIT MODE 3 OR 4**
- 👉 SEVERELY RESTRICT USE OF EDIT MODE 2**
- 👉 DETECT AND PREVENT RECURRING ERRORS**

LIMIT THE SIZE OF YOUR BATCHES AND DOCUMENTS

TOO HARD TO BALANCE

If a batch OR document is so large that no person is willing to add all transaction amounts using a calculator, then the batch is too large.



AN OUNCE OF PREVENTION...



DON'T DELETE (or add) TXNS IN "BALANCED"

DOCS LIKE 247/904, 264/905, 246/903

IF THEY ARE IN EDIT MODE 3 OR 4

*Once a document is balanced and partially or fully posted,
it is very difficult to rebalance it.*

SEVERELY RESTRICT USE OF EDIT MODE 2

- **ONLY USE EDIT MODE 2** when you **MUST** have an immediate impact, such as for mid-day budget transactions or mid-day cash adjustments.
- **RELEASE ALL** Edit Mode 2 transactions the same day that they are entered.
- **RESTRICT SECURITY** in USAS for Edit Mode 2 to certain users via the 96A profile.
- **ASK WHY** a transaction needs edit mode 2 before entry, and **consult USAS posting sequence** of nightly transactions.

MAKE WISE CHOICES

The right edit mode today...

- Use edit mode 0 or 1
 - ❖ Edit 0 = No Editing
 - ❖ Edit Mode 1 = Usual Editing
- Batch must be balanced and released to be picked up for overnight batch processing
- Treasury Deposits (BT T), Budgets (BT 1), Revenues/Agency Deposits (BT 2) and Journal Vouchers (BT 5) process before Payroll (BT S) and Expenditures (BT 4)



...can mean a clean IT tomorrow!

FIND AND FIX SYSTEMIC ERRORS



1. DETECT recurring problems – what “always” happens in USAS that needs correction?
2. Ask yourself:
 - Are your edits set to warnings instead of fatal errors?
(see D02 - data and funding edits)
 - Do we need more training or communication?
 - Can we limit or provide extra security to prevent the problem?

GET HELP FROM USAS RESOURCES

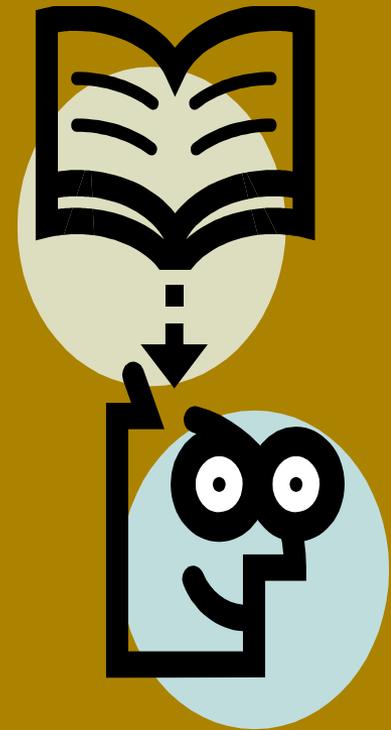
USAS Users Manual

USAS Coding Instructions

Search on FmX (our website)

USAS Training classes

Specialized Training Classes



Call CPA for HELP

Day-to-Day Assistance:

Please contact your ACO

(<https://fmx.cpa.state.tx.us/fm/contacts/index.php>)

Specialized Assistance:

Jennifer Paris:

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512-475-1367

Laurel Mulkey:

laurel.mulkey@cpa.state.tx.us

512-463-4584

