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Overview

Introduction   The Commonwealth Accounting and Reporting System (CARS) is an on-line accounting system which allows users to enter accounting transactions (i.e., vendor payments, Agency Transaction Vouchers) directly into CARS. Once transactions are entered into the system, CARS files are updated and transaction information is available through inquiry screens.

CARS Data Entry

Automated Benefits   Keying CARS information directly on-line accomplishes the following:

- Improves timeliness of financial information by allowing agencies to enter transactions directly on site.

- Detects transactions that contain errors and allows agencies to correct the transactions for re-entry into CARS.

- Identifies out of balance conditions and informs the agency of errors at the point of data entry.

- Expedites transaction processing and reduces agency reconciliation efforts.

- Facilitates transaction tracking. Agencies can view the status of batches from the point of data entry through final posting to the CARS history file. This CARS feature is discussed in CAPP Topic No. 70240, *Batch Tracking*.

CARS Data Entry, Continued

On-Line Access Access to the CARS on-line financial data entry subsystem is gained from the CARS Master Menu as follows:

40 - Enter Accounting Transactions
41 - Recall Batch for Correction
42 - View Batch Headers
43 - View A Batch
44 - Error Correction Data Entry
45 - Display Error Transactions
46 - Display Batch System Status

To a limited degree, you can switch between functions.

Security Access to the on-line financial data entry system is controlled by the CARS security table.

If you access a function for which you do not have security clearance, the "Z-11 - SECURITY VIOLATION" message appears and you cannot gain access to that function.

Screen Functions Six functions may be performed at the Accounting Transaction Input screens as follows:

Function	Action
F = Fresh Screen	Clears the screen, except for prompts, after the entry of the current transaction to allow the next transaction to be entered.
N= Next Time	Carries forward selected data from the current transaction to the subsequent transaction in order to minimize the keying required. Use the NEXT option to enter multiple transactions for the same document. This option retrieves the previous screen of data **except** for the transaction amount and transaction code, which are blank.

CARS Data Entry, Continued

Screen Functions (continued)

Function	Action
PF13 = Menu	Returns to Master Menu
PF14 = Recall Batch	Shifts to the "Recall a Batch for Correction" screen. See "Recall A Batch for Correction" below.
PF15 = Batch Bal	Signifies end of the batch. CARS automatically computes the batch balancing totals and shifts to the Batch Balancing screen.
PF24 = Vendor Display	Displays the vendor name and address (from the Vendor Edit Table) for sight verification of vendor information while entering a transaction. <u>Note</u>: This function should be executed after all data is entered on the screen.

Data Entry Edit Option A (DOA Use Only)

A primary function of the CARS On-Line Data Entry subsystem is to edit accounting transactions during on-line data entry. The edit option is controlled via the Security Table and displays on each of the detail accounting transaction input screens.

Two editing options are available as follows:

Option A (FOR DOA USE ONLY) — To perform reasonableness and batch balancing edits.

Select this option at the batch header screen (S400) if editing the input transactions to be verified with system tables is not desired. For example, use this option when a large volume of non-critical transactions (e.g., budget plans) must be keyed in a short period of time, or if non-accounting personnel are performing the data entry.

These transactions are edited solely for reasonableness (i.e., presence of a transaction code and amount).

<u>If an error is detected</u>
- the appropriate error message displays,
- the field in error highlights, and
the transaction is not saved to the On-Line Transaction File.

CARS Data Entry, Continued

If the reasonableness edit passes
- the message "Z01 — Record Successfully Added" displays on the screen, and
- the transaction is saved to the On-Line Transaction File.

Data Entry Option B

Option B — To perform reasonableness, batch balance, and table lookup edits.

Select the Batch Header Screen (S400) to indicate that input transactions will be edited against the CARS Tables.

Transactions entered in Option B batches are first edited for reasonableness as is done in Option A used only by DOA personnel.

When these edits pass, the system compares data elements coded on the input transaction to the codes contained in the system tables. The edits performed on-line are generally the same as those performed by the batch system. If all codes entered are valid, the message "Z01 - Record Successfully Added" displays at the bottom of the data entry screen, and the transaction is saved to the On-line Transaction file.

However, if one or more of the codes entered is invalid,
- the error field highlights,
- the appropriate error message displays, and
- the transaction is not saved to the On-Line Transaction File.

You can correct the highlighted fields and press ENTER to attempt to re-enter the transaction. Once all edits are passed, the message "Z01 - Record Successfully Added" displays at the bottom of the screen and the transaction is saved to the On-Line Transaction File.

CARS Data Entry, Continued

Input Screens for Data Entry

Activity at the terminal screen focuses upon entering accounting transaction data. CARS screens used to enter and balance financial accounting transactions are as follows:

- **Batch Header ID Screen** — To enter batch header information.

- **Standard Accounting Transaction Input Screen** — To input any financial transaction.

- **Expenditure Accounting Transaction Input Screen** — To input any financial transaction related to expenditures, except Inter-Agency Transfers (IAT's).

- **Receipt Accounting Transaction Input Screen** — To input all revenue/receipt financial transactions (e.g., deposit certificates).

- **Batch Balancing Screen** — 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.

- **Recall a Batch for Correction** — To enter data to add, change, or delete transactions in a batch or to change the batch header.

BATCH Header Data (S400)

Screen Use   The purpose of the Batch Header screen is to input batch header information from the Batch Header form. This information uniquely identifies each batch of accounting transactions entered into CARS.

Accessing   Access the Batch Header Screen at the Master Menu via Function 40, "ENTER ACCOUNTING TRANSACTIONS," and press ENTER or you can access this screen from the Batch Balancing (S409) screen via Function "N," Next Batch.

```
ACTL0400                              C A R S                              S400
                                 BATCH HEADER DATA


                     BATCH AGENCY:
                     BATCH DATE:
                     BATCH TYPE:
                     BATCH NO:
                     AGENCY LIST NO:
                     BANK CODE:
                     FISCAL MONTH:
                     BATCH COUNT:
                     BATCH AMOUNT:
                     EDIT OPTION:


                 SELECT DETAIL INPUT SCREEN:
          1 = STANDARD            ACCOUNTING TRANSACTION INPUT
          2 = EXPENDITURE         ACCOUNTING TRANSACTION INPUT
          3 = RECEIPT             ACCOUNTING TRANSACTION INPUT

          PF13 = MENU
```

Detailed Input Screens   Once the Batch Header information is entered, select one of the Detail Input Screens by entering the appropriate number listed below the prompt and press ENTER.

Once the Batch Header information is entered, select one of the Detail Input Screens by entering the appropriate number listed below the prompt and press ENTER.

If all of the batch information is correct, the respective Detail Input Screen displays.

See . . .

- "Standard Accounting Transaction Input,"
- "Expenditure Accounting Transaction Input," and
- Receipt Accounting Transaction Input," for an explanation of each of the detail input screens.

BATCH Header Data (S400), Continued

If the desired screen for a transaction is not known, select the Standard Accounting Transaction Input Screen by pressing **1**.

To return to the Master Menu, press PF13.

Screen Elements

Only information from the Batch Header Form DA-02-176 (see CAPP Topic No. 60113, *CARS Forms Index*) is entered at this time. Transaction information is entered on the Detail Input screens described in

- "Standard Accounting Transaction Input,"
- "Expenditure Accounting Transaction Input," and
- "Receipt Accounting Transaction Input"

Element	Description
Batch Agency	Agency code responsible for entering the batch
Batch Date	The date (MMDDYYYY) when the batch was prepared
Batch Type	The one-digit batch type must be valid for all transactions within the batch as follows:

Value	Batch Type Definition
2	Travel Expenditures
3	Vendor Payments
4	Interagency Transfers
5	DOA Journal Entries
6	Agency Transaction Voucher
7	Deposit Certificates
8	Budget Transactions
9	Payrolls
A	Tax Advices
D	Debit Memos
F	FAACS
O	Agency Operating Expenditure Plan
P	Petty Cash
X	Vendor Payment with Remittance Advice

BATCH Header Data (S400), Continued

Element	Description
Batch No.	Number (3 digits) to uniquely identify each batch entered
Agency List No. (Optional)	Eight-digit number developed by each agency to identify each batch
Bank Code	Four-digit number identifying bank ID and account (Not used for Deposit Certificates)
Fiscal Month	Specific month to which the transactions are to post. Valid values are 01 (July) through 12 (June)
Batch Control	Number of line transactions in the batch (up to 5 digits)
Batch Amount	Total dollar amount of the batch
Edit Option	Enter the desired edit option or the required option specified for the user ID. (See "Data Entry Edit Options" above for detail.)
Select Detail Input Screen	Use the following for the transaction input screen: **1** = Standard **2** = Expenditure **4** = Receipt (See "Entry Procedures" below for detail).

Inquiry Procedures   Although there is no system inquiry on the Batch Header Screen (S400), data entered on the batch header screen can be reviewed by accessing the View Batch Header Screen (S420), Function 42 on the Master Menu.

Data Entry Procedures   Data entry into the Batch Header Data screen uses the source document, Batch Header Form DA-02-176.

Field-by-field instructions for entry on the Batch Header screen are below:

Step	Action
1	Access the Batch Header screen by entering Function 40 (Enter Accounting Transaction) on the Master Menu or using Function N at the Batch Balancing screen (S409).
2	Enter **Batch Agency**
3	Enter **Batch Date** in MMDDYYYY format. Leading zeros must be entered in each field. The system places a space between month and day, and day and year.

BATCH Header Data (S400), Continued

Data Entry Procedures (continued)

Step	Action
4	Enter **Batch Type**.
5	Enter **Batch Number**.
6	Enter **Agency List Number (optional)**. If number does not fill field, tab to next field.
7	Enter **Bank Code**, if appropriate.
8	Enter **Fiscal Month**.
9	Enter Batch Count. DO NOT ENTER COMMAS OR PERIODS. Tab to beginning of next field. System right justifies data and zero fills the field.
10	Enter **Batch Amount**. DO NOT ENTER DOLLAR SIGNS, COMMAS OR PERIODS. Tab to beginning of next field. System right justifies data and zero fills the field.
11	Enter specified **Edit Option**. (Default = B)
12	Select Detail Input Screen. Generally, the following forms are keyed at this screen:

Detail Input Screen	Forms
1 = **Standard**	• Interagency Transfer Invoices (DA-02-039)
2 = **Expenditure**	• Accounting Voucher (DA-20-250) • Agency Transaction Voucher (DA-06-152) • Travel Expense Reimbursement Voucher, (DA-02-041) • Petty Cash Reimbursement Voucher (DA-02-040) • Revenue Refund Voucher (DA-02-181) • Agency Operating Expenditure Plan (DA-02-180)
4 = **Receipts**	• Deposit Certificate (Treasury)

Step	Action
13	Press ENTER. If entry was correct, the selected Detail Accounting Input Screen displays. If errors are detected, they display at the bottom of the screen and up to six error messages can be displayed at one time.

Systems Codes and Messages   See CAPP Topic 70250, *Error Messages*.

Standard Accounting Transaction Input (S401)

Screen Use   The Standard Accounting Transaction Input Screen (S401) can be used to input all types of financial transactions. Input data for the Standard Accounting Transaction Screen may come from any CARS form. (See "Entry Procedures.")

Accessing   Access this screen from either the <u>Batch Header Data screen (S400)</u> or the <u>Recall a Batch for Correction</u> screen.

Screen Format

```
ACTL0401                    C A R S - STANDARD ACCOUNTING TRANSACTION INPUT              S401

        ENTER FUNCTION:      (F=FRESH SCREEN,    N=NEXT TRANS,   PF14=RECALL BATCH,
                              PF15=BATCH BAL,   PF13=MENU,   PF24=VENDOR DISPLAY)

   B-AGY:   997  B-DATE: 06 15 1999  B-TYPE: 5  B-NO: 100   SEQUENCE: 000001  EDIT-OPTION: B
     VENDOR-ID:                 SFX:
        NAME:
       ADDR-1:
       ADDR-2:
         CITY:                                     STATE:           ZIP

   CERTIFIED AMOUNT:                            DOC DATE:
   AGY VOUCHER NO:                   AGY VOUCHER DATE:

   DR-AGY:         CR-AGY:       RC:           CUSTOMER ACCOUNT
   TC:        AGY:         GLA       FUND:      FDET:    FFY:      PGM:        SPGM:        ELE:
   OBJ:        REV:         AMT:                 PROJ:         TK:      PHASE:
   CC:        FIPS:        PSD:     AGY-REF              INV-DATE:
   INV-NO:                    DUE-DATE:          REF-NO:                 REF-SFX:    MOD:
   DES:                      CUR-NO               CUR-SFX:       SUB:       MP:
   BANK:        CHK-TY:     CHK-NO:              CHK-DATE:          FCO:    1099-IND:
```

Screen Functions   Refer to "Screen Functions" above in CARS DATA ENTRY.

Screen Element Description   The Standard Accounting Transaction Input Screen contains all of the data elements needed to enter any valid transaction. Each element is described below.

Continued on next page

Standard Accounting Transaction Input (S401), Continued

Element	Description
B-AGY	Three-digit element in the Batch ID that indicates the agency responsible for preparing batch of input transactions.
B-DATE	Eight-digit element in the Batch ID that reflects the date the batch was prepared for entry into the system.
B-Type	One-digit field indicating the type of transaction contained in the batch as follows:

Value	Definition
2	Travel Expenditures
3	Vendor Payments
4	Interagency Transfers
5	DOA Journal Entries
6	Agency Transaction Voucher
7	Deposit Certificate
8	Budget Transactions
9	Payrolls
A	Tax Advices
D	Debit Memos
F	FAACS
O	Agency Operating Exp. Plan
P	Petty Cash
X	Vendor Payment with Remittance Advice

Element	Description
B-NO	Three-digit number assigned to each batch of accounting transactions. It is used to distinguish batches prepared for entry into the system.
SEQUENCE	A five-digit number automatically set at 00001 when the first transaction is entered and incremented by one by the system for every transaction within a batch.
EDIT-OPTION	The one-digit option specified on the Batch Header Screens.

Standard Accounting Transaction Input (S401), Continued

Screen Element Description (continued)

Element	Description	
VENDOR INDICATOR	First character in the Vendor ID field.	
	Value	**Definition**
	E	Employer Identification No.
	S	Social Security Number
	T	Vendor Edit Table Lookup
	F	Foreign Vendor
	P	Prepayment
	O	Other
	G	Government Entity
VENDOR ID	Number assigned by the agency used to uniquely identify a vendor.	
SFX	Two-digit subdivision of Vendor-ID. May be used to reference several addresses for the same vendor.	
NAME ADDR1 ADDR2 CITY STATE ZIP	Name, address, city, state, and zip of the specified vendor.	
CERTIFIED AMOUNT	The net of the individual dollar transactions per document that have been authorized by the agency fiscal officer for receipt or disbursement.	
DOC DATE	Date that the agency received the document. Enter YYYYMMDD.	
AGY VOUCHER NO	Eight-digit data element used by the batching agency to associate transactions with a source document	
AGY VOUCHER DATE	Date on the agency voucher. Enter MMDDYYYY.	
DR-AGY	Three-digit data element indicating which agency is to be debited by the transaction.	
CR-AGY	Three-digit data element indicating which agency is to be credited by the transaction.	
RC	Reverse Code—DOA PERSONNEL ONLY	

Standard Accounting Transaction Input (S401), Continued

Screen Element Description (continued)

Element	Description
CUSTOMER ACCOUNT	Fifteen-digit data element indicating the customer account number.
TC	Transaction Code.
AGY	Three-digit agency number.
GLA	Three-digit data element identifying the GLA account to which an accounting transaction will be debited or credited.
FUND	Two-digit data element comprised of the Fund Group.
FDET	Two-digit data element which identifies a particular sub-entity within a Fund Group.
FFY	Four-digit data element for the funding fiscal year.
PGM	Program code. Level at which state appropriation control is performed.
SPGM	Two-digit data element indicating a sub-program within the program structure, a specific subdivision of a program.
ELE	Two-digit data element used to subdivide subprogram.
OBJ	Four-digit data element identifying the particular object of expenditures with which a record is identified.
REV	Five-digit data element indicating the specific type of revenues.
AMT	The amount of the transaction being entered in the system.
PROJ	Unique five-digit number assigned to a specific project.
TK	Two-digit data element used to differentiate between work or site oriented tasks in one project.
PHASE	Two-digit data element used to differentiate between time-oriented periods or other units during one period.
CC	Cost Code.
FIPS	Three-digit element identifying the geographic location according to Federal Information Processing Standards (FIPS).
PSD	Three-digit code indicating the political subdivision of Virginia. (Not currently used in CARS).
AGY-REF	Nine-digit optional data element used by agencies for any purpose. Also referred to as *Agency Use Field*.

Continued on next page

Standard Accounting Transaction Input (S401), Continued

Screen Element Description (continued)

Element	Description
INV-DATE	Date of the vendor's invoice, not the Due Date. Enter MMDDYYYY.
INV-NO (Vendor)	Identification number appearing on the vendor's invoice.
DUE-DATE	Data element containing the date on which the payment must be mailed to the vendor. Enter MMDDYYYY.
REF-NO	Eight-digit reference document number, such as a travel advance document number, keyed in addition to the source document number.
MOD	(Unavailable in CARS.)
DES	A multipurpose field used to describe the transaction.
CUR-NO	Eight-digit data element that reflects the current number assigned to travel advances or DCs.
CUR-SFX	Two-digit element that can be utilized to subdivide a current document number.
SUB	(Unavailable in CARS.)
MP	Six-digit data element used by agencies to identify any unique agency related detail information (Multipurpose). For DCs—identifies type of deposit.
BANK	Four-digit data element identifying the bank ID and bank account from which a disbursement is made or deposit is made.
CHK-TY	One-digit data element identifying the type of check used for a disbursement.
CHK-NO	Eight-digit element identifying the unique check number printed on a disbursement check.
CHK-DATE	The date of the disbursement check. Enter MMDDYYYY.
FCO	Fund Control Override consisting of a one-digit indicator used to override the normal system edits. (DOA Use Only.)
1099-IND	A one-digit field used by agencies participating in the 1099 reporting program to denote transactions as 1099 reportable.

Standard Accounting Transaction Input (S401), Continued

Inquiry Procedures

If an individual has security clearance, inquiries on individual transactions can be made via the Recall a Batch for Correction Screen (S410). Refer to "Recall a Batch For Correction," for further information.

Data Entry Procedures

The screen displays with the cursor in the ENTER FUNCTION field.

The batch header information is carried forward by the system from the Batch Header screen (S400) and placed in the corresponding data fields at the top of the screen.

Batch Header data cannot be changed on this screen.

TRANSACTION SEQUENCE NUMBER is automatically set at 00001 and automatically incremented by one (1) for every financial transaction entered within a Batch.

Step	Action
1	Enter the Function, as appropriate. Refer to "Screen Functions" above in CARS DATA ENTRY.
2	Enter data in the appropriate field as contained on the input form. Special field instructions: **Vendor ID** and **SFX**: If you use the Vendor Edit Table and want to see a vendor name and address displays when entering expenditure transactions, press PF24 after entering the transaction agency and fiscal year. This displays the complete vendor name and address (from the Vendor Edit Table) for sight verification of vendor information. Do not enter dollar signs, periods or commas in the **Certified Amount** and **Amount** fields. The system automatically right justifies and zero fills fields.

Continued on next page

Standard Accounting Transaction Input (S401), Continued

Data Entry Procedures (continued)

Step	Action
3	Press ENTER after entering the data If there is an error message at the bottom of the screen, see CAPP Topic No. 70250, *Error Messages*, for a description of the codes and messages. Based on the error message, the user corrects the error by reentering the elements that were in error. If the transaction was entered correctly within the scope of the Edit Option used, message "Z01 - Record Successfully Added" displays at the bottom of the screen. If incorrect, the system displays up to six error messages at the bottom of the screen.
4	Press PF15 to balance the batch when the last transaction in the batch has been entered. This signifies the end of the batch and the system automatically computes the batch balancing totals and shifts the terminal to the Batch Balancing Screen (see "Batch Balancing").

System Codes and Messages   Screen Messages and Codes are provided in CAPP Topic No. 70250, *Error Messages*.

Expenditure Accounting Transaction Input (S402)

Screen Use   The Expenditure Accounting Transaction Input Screen (S402) is used to input financial transactions that relate to expenditure documents. Input data for the screen comes from five <u>CARS accounting forms</u> as follows:

- Accounting Voucher
- Agency Transaction Voucher
- Travel Expense Reimbursement Voucher
- Petty Cash Reimbursement Voucher
- Revenue Refund Voucher

Accessing   This screen may be accessed from either the

- Batch Header Data Screen (S400), or the
- Recall a Batch for Correction Screen (S410).

The <u>Batch Header Data Screen</u> is used to set up a new batch header and enter accounting transactions and is accessed by Function "40" (Enter Accounting Transactions) on the main menu.

The <u>Recall a Batch for Correction Screen</u> is used when the batch header has already been set up but has not been released. This screen is accessible by Function "41" (Recall Batch for Corrections) on the main menu.

Screen Format

```
ACTL0402               C A R S - EXPENDITURE ACCOUNTING TRANSACTION INPUT                S402

         ENTER FUNCTION:    (F=FRESH SCREEN,   N=NEXT TRANS,   PF14=RECALL BATCH,
                             PF15=BATCH BAL,   PF13=MENU,   PF24=VENDOR DISPLAY)

  B-AGY:      B-DATE:        B-TYPE:   B-NO:    SEQUENCE:     EDIT-OPTION:
    VENDOR-ID:               SFX:
        NAME:
      ADDR-1:
      ADDR-2:
        CITY:                                  STATE:        ZIP

  CERTIFIED AMOUNT:
  AGY VOUCHER NO:                    AGY VOUCHER DATE:

  RC:                                    CUSTOMER ACCOUNT
  TC:        AGY:        GLA     FUND:     FDET:   FFY:   PGM:      SPGM:      ELE:
  OBJ:        REV:       AMT:              PROJ:         TK:    PHASE:
  CC:      FIPS:        PSD:    AGY-REF            INV-DATE:
  INV-NO:                     DUE-DATE:        REF-NO:          REF-SFX:   MOD:
  DES:                       CUR-NO           CUR-SFX:      SUB:      MP:
  BANK:       CHK-TY:    CHK-NO:            CHK-DATE:        FCO:    1099-IND:
```

Expenditure Accounting Transaction Input (S402), Continued

Screen Functions

Refer to "Screen Functions" above in CARS DATA ENTRY.

Screen Element Description

The Expenditure Accounting Transaction Input contains all of the data elements needed to enter expenditure transactions. Each element is described below.

Element	Description
B-AGY	Three-digit data element of the Batch ID that indicates the agency responsible for preparing the batch of input transactions.
B-DATE	The date the batch was prepared for entry into the system.
B-TYPE	One-digit field indicating the type of transaction contained in the batch as follows:

Value	Definition
2	Travel Expenditures
3	Vendor Payments
6	Agency Transaction Voucher
D	Debit Memos
O	Agency Operating Exp. Plan
P	Petty Cash
X	Vendor Payment with Remittance Advice

Element	Description
B-NO	Three-digit number assigned to each batch of accounting transactions. It is used to distinguish batches prepared for entry into the system.
SEQUENCE	A five-digit number automatically set at 00001 when the first transaction is entered and incremented by one by the system for every transaction within a batch.
EDIT-OPTION	The one-digit option specified on the Batch Header Screens.
VENDOR INDICATOR	First character in the Vendor ID field.

Continued on next page

Expenditure Accounting Transaction Input (S402), Continued

Screen Element Description (continued)

Element	Description	
VENDOR ID	Number assigned by the agency and used to uniquely identify a vendor.	
	Value	**Definition**
	E	Employer Identification No.
	S	Social Security Number
	T	Vendor Edit Table Lookup
	F	Foreign Vendor
	P	Prepayment
	O	Other
	G	Government Entity
SFX	Two-digit subdivision of Vendor-ID. May be used to reference several addresses for the same vendor.	
NAME ADDR1 ADDR2 CITY STATE ZIP	Name, address, city, state, and zip of the specified vendor.	
CERTIFIED AMOUNT	The net of the individual dollar transactions per document that have been authorized by the agency fiscal officer for receipt or disbursement.	
AGY VOUCHER NO	Eight-digit data element used by the batching agency to associate transactions with a source document.	
AGY VOUCHER DATE	Date on the agency voucher. Enter as MMDDYYYY.	
RC	Reverse Code—DOA PERSONNEL ONLY	
CUSTOMER ACCOUNT	Fifteen-digit data element indicating the customer account number.	
TC	Transaction Code.	
AGY	Three-digit agency number.	
GLA	Three-digit data element identifying the GLA account to which an accounting transaction will be debited or credited.	
FUND	Two-digit data element comprised of the Fund Group.	

Continued on next page

Expenditure Accounting Transaction Input (S402), Continued

Screen Element Description (continued)

Element	Description
FDET	Two-digit data element that identifies a particular sub-entity within a Fund Group.
FFY	Four-digit data element for the funding fiscal year.
PGM	Program code. Level at which state appropriation control is performed.
SPGM	Two-digit data element indicating a sub-program within the program structure, a specific subdivision of a program.
ELE	Two-digit data element used to subdivide subprogram.
OBJ	Four-digit data element identifying the particular object of expenditures with which a record is identified.
REV	Five-digit data element indicating the specific type of revenues.
AMT	The amount of the transaction being entered in the system.
PROJ	Unique five-digit number assigned to a specific project.
TK	Two-digit data element used to differentiate between work or site oriented tasks in one project.
PHASE	Two-digit data element used to differentiate between time oriented periods or other units during one period.
CC	Cost Code.
FIPS	Three-digit element identifying the geographic location according to Federal Information Processing Standards (FIPS).
PSD	Three-digit code indicating the political subdivision of Virginia. (Not currently used in CARS).
AGY-REF	Nine-digit optional data element used by agencies for any purpose. (Also referred to as *Agency Use Field*.)
INV-DATE	Date of the vendor's invoice, not the Due Date. Enter as MMDDYYYY.
INV-NO (Vendor)	Identification number appearing on the vendor's invoice.
DUE-DATE	Data element containing the date on which the payment must be mailed to the vendor.
REF-NO	Eight-digit reference document number, such as a travel advance document number, keyed in addition to the source document number.

Expenditure Accounting Transaction Input (S402), Continued

Screen Element Description (continued)

Element	Description
REF-SFX	Two-digit data element that can be utilized to subdivide a reference document number.
MOD	(Unavailable in CARS.)
DES	A multipurpose field used to describe the transaction.
CUR-NO	Eight-digit data element that reflects the current number assigned to travel advances or DCs.
CUR-SFX	Two-digit element that can be utilized to subdivide a current document number.
SUB	(Unavailable in CARS.)
MP	Six-digit data element used by agencies to identify any unique agency related detail information (Multipurpose).
BANK	Four-digit data element identifying the bank ID and bank account from which a disbursement is made.
CHK-TY	One-digit data element identifying the type of check used for a disbursement.
CHK-NO	Eight-digit element identifying the unique check number printed on a disbursement check.
CHK-DATE	The date of the disbursement check. Enter as MMDDYYYY.
FCO	Fund Control Override consisting of a one-digit indicator used to override the normal system edits. (DOA Use Only.)
1099-IND	A one-digit field used by agencies participating in the 1099 reporting program to denote transactions as 1099 reportable.

Inquiry Procedures

If an individual has security clearance, inquiries on individual transactions can be made via the Recall A Batch for Correction Screen (S410). Refer to "Recall a Batch For Correction," for further information.

System Codes and Messages

Screen Messages and Codes are provided in CAPP Topic No. 70250, *Error Messages*.

Expenditure Accounting Transaction Input (S402), Continued

Data Entry Procedures

As the Batch Header Data elements are keyed, enter **2** at the Detailed Input Screen option to display the Expenditure Accounting Transaction Input Screen.

Batch Header Data Screen data elements carry forward in the system and display at the top of the Expenditure Accounting Transaction Input Screen. You are unable to change these Batch Header data elements via the Expenditure Accounting Transaction Input Screen. If a change is necessary, refer below to "Recall a Batch for Correction."

Step	Action
1	Enter the appropriate Function. Refer to "Screen Functions."
2	Enter data in the appropriate field as contained on the input form. Special field instructions: **Vendor ID** and **SFX**: If you use the Vendor Edit Table and want to see a vendor name and address display when entering expenditure transactions, press PF24 after entering the transaction agency and fiscal year. This displays the complete vendor name and address (from the Vendor Edit Table) for sight verification of vendor information. Do not enter dollar signs, periods or commas in the **Certified Amount** and **Amount** fields. The system automatically right justifies and zero fills fields.
3	Press ENTER after entering the data If there is an error message at the bottom of the screen, see CAPP Topic No. 70250, *Error Messages*, for a description of the codes and messages. Based on the error message, the user corrects the error by reentering the elements that were in error. If the transaction was entered correctly within the scope of the Edit Option used, message "Z01 - Record Successfully Added" displays at the bottom of the screen. If incorrect, the system displays up to six error messages at the bottom of the screen.

Expenditure Accounting Transaction Input (S402), Continued

Data Entry Procedures (continued)

Step	Action
4	Press PF15 to balance the batch when the last transaction in the batch has been entered. This signifies the end of the batch and the system automatically computes the batch balancing totals and shifts the terminal to the Batch Balancing Screen (see "Batch Balancing").

System Codes and Messages   Screen Messages and Codes are provided in CAPP Topic No. 70250, *Error Messages*.

Receipt Accounting Transaction Input (S404)

Screen Use   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 one CARS accounting form:

- Deposit Certificate

Accessing   Key **4** at the Detail Input Screen to display the Receipt Accounting Transaction Input Screen to key the batch header data elements.

This screen can also be accessed from the "Recall A Batch For Correction" screen.

Screen Format

```
ACTL0404                  C A R S  - RECEIPT ACCOUNTING TRANSACTION INPUT                       S404

     ENTER FUNCTION:          (F=FRESH SCREEN,  N=NEXT TRANS,   PF14=RECALL BATCH,
                               PF14=BATCH BAL,   PF13=MENU)

  B-AGY:    B-DATE:        B-TYPE:    B-NO:    SEQUENCE:        EDIT-OPTION: B

  DC-NUMBER :                    DC-SFX      :
  DOC-DATE   :                   DEP-AGENCY :                   LOC-NO:
  CERT-AMNT  :                   BANK CODE  :

  TC    :        AGY  :      GLA  :          FUND :          FDET :         FFY :
  PGM  :        SPGM :      ELE  :          OBJ  :          REV  :         REV :
  AMNT :                    PROJ  :          TK   :          PH   :
  CC    :        FIPS  :      AGY-REF :                    MOD  :

  REF-DOC-NO:                    R-SFX :
  SUB  :         MULTI-PURPOSE :
```

Screen Functions   Refer to "Screen Functions" above in CARS DATA ENTRY.

Continued on next page

Receipt Accounting Transaction Input (S404), Continued

Screen Element Description
The Receipt Accounting Transaction Input Screen contains the data elements needed to enter revenue transactions. Each element is described below.

Element	Description
B-AGY	Three-digit element in the Batch ID that indicates the agency responsible for preparing batch of input transactions.
B-DATE	Eight-digit element in the Batch ID that reflects the date the batch was prepared for entry into the system.
B-TYPE	One-digit field indicating the type of transaction contained in the batch as follows:

	Value	Definition
	7	Deposit Certificate

Element	Description
B-NO	Three-digit number assigned to each batch of accounting transactions. It is used to distinguish batches prepared for entry into the system.
SEQUENCE	A five-digit number automatically set at 00001 when the first transaction entered and incremented by one by the system for every transaction within a batch.
EDIT-OPTION	The one-digit option specified on the Batch Header Screens.
DC-NUMBER	The deposit certificate number that is preprinted on the deposit certificate.
DC-SFX	A sequential number used to identify the coding grids/lines on a deposit certificate.
DOC DATE	Date that the agency received the document. Enter as MMDDYYYY.
DEP-AGENCY	The agency making the deposit; this must be the same as the batch agency.
LOC-NO	Either the FIPS code or special agency-specific codes identifying a branch office (OPTIONAL).
CERT-AMNT	The net of the individual transactions per document that have been authorized by the agency fiscal officer for receipt.
BANK CODE	Code identifying the bank account into which a deposit is made.
TC	Three-digit transaction code.
AGY	Three-digit agency number.
GLA	Three-digit data element identifying the GLA account to which an accounting transaction will be debited or credited.

Receipt Accounting Transaction Input (S404), Continued

Screen Element Description (continued)

Element	Description
FUND	Two-digit data element comprised of the Fund Group.
FDET	Two-digit data element which identifies a particular sub-entity within a Fund Group.
FFY	Four-digit data element for the funding fiscal year.
PGM	Program code. Level at which state appropriation control is performed.
SPGM	Two-digit data element indicating a sub-program within the program structure, a specific subdivision of a program.
ELE	Two-digit data element used to subdivide subprogram.
OBJ	Four-digit data element identifying the particular object of expenditures with which a record is identified.
REV	Five-digit data element indicating the specific type of revenues.
AMNT	The amount of the transaction being entered in the system.
PROJ	Unique five-digit number assigned to a specific project.
TK	Two-digit data element used to differentiate between work and site oriented tasks in one project.
PH	Two-digit data element used to differentiate between time-oriented periods or other units during one period.
CC	Cost Code.
FIPS	Three-digit element identifying the geographic location according to Federal Information Processing Standards (FIPS).
AGY-REF	Nine-digit optional data element used by agencies for any purpose. Also referred to as *Agency Use Field*.
MOD	(Unavailable in CARS.)
REF-DOC-NO	Reference document number that is used to reference a document previously recorded in CARS (e.g., travel advance).
R-SFX	Sequential number used to identify each coding grid/line.
SUB	(Unavailable in CARS.)
MULTI	Two-digit deposit type required by Department of Treasury identifying the type of deposit being made.

Receipt Accounting Transaction Input (S404), Continued

Inquiry Procedures

If you have security clearance, inquiries on individual transactions can be made via the Recall A Batch For Correction Screen (S410). Refer below to "Recall A Batch For Correction" for further information.

Data Entry Procedures

The Batch Header data elements carry forward in the system and display at the top of the Receipt Accounting Transaction Input screen. <u>You are unable to change these data elements via the Receipt Accounting Transaction Input Screen.</u>

Step	Action
1	Enter the appropriate Function. Refer to "Screen Functions" above in CARS DATA ENTRY.
2	Enter data in the appropriate field as contained on the input form. <u>Do not enter</u> dollar signs, periods or commas in the **Certified Amount** and **Amount** fields. The system automatically right justifies and zero fills fields.
3	Press ENTER after entering the data If there is an error message at the bottom of the screen, see CAPP Topic No. 70250, *Error Messages*, for a description of the codes and messages. Based on the error message, the user corrects the error by reentering the elements that were in error. If the transaction was entered correctly within the scope of the Edit Option used, message "Z01 - Record Successfully Added" displays at the bottom of the screen. If incorrect, the system displays up to six error messages at the bottom of the screen.
4	Press PF15 to balance the batch when the last transaction in the batch has been entered. This signifies the end of the batch and the system automatically computes the batch balancing totals and shifts the terminal to the Batch Balancing Screen (see "Batch Balancing").

System Codes and Messages

Refer to CAPP Topic No. 70250, *Error Messages*.

Batch Balancing (S409)

Screen Use   The Batch Balancing Screen serves as a control function to indicate if batch amount and transaction count totals entered on the batch header balance with computer-calculated totals of the input transactions. One of two conditions will exist at this point: The batch will be in or out of balance.

Accessing   When all financial transactions for any type of batch have been entered, press **PF15** to initiate the batch balancing process. This causes batch count and amount to be computed and the Batch Balancing Screen to display.

The screen automatically displays the Batch Header Data elements and the computed batch amount and transaction count totals. This screen can also be accessed from the "Recall A Batch For Correction" screen.

Screen Format

```
ACTL0409                                                                    S409
                              CARS BATCH HEADER DATA

      ENTER FUNCTION:        (R=RELEASE,  H=HOLD,  D=DELETE,  N=NEXT BATCH,  PF13=MENU,
                              PF14=RECALL BATCH,  PF17=VIEW A BATCH)

                                  BATCH AGENCY:
                                  BATCH DATE:
                                  BATCH TYPE:
                                  BATCH NO:
                                  AGENCY LIST NO:
                                  BANK CODE:
                                  FISCAL MONTH:
                                  BATCH STATUS:

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

          COMPUTED NUMBER OF TRANSACTIONS IN BATCH:
          COMPUTED BATCH AMOUNT:

      Z41 - NO BATCH FOUND  -  RETURN TO MASTER MENU
      PLEASE ENTER FUNCTION
```

Continued on next page

Batch Balancing (S409), Continued

Screen Functions

The functions on the Batch Balancing screen consist of:

Key	Function	Effect
R	Release	Places the batch in either agency release or pre-audit release based upon the user type as specified on the Security Table of the individual releasing the transactions.
H	Hold	Places the batch in either agency hold or pre-audit hold based upon the user type as specified on the Security Table data of the operator.
D	Delete	Deletes the entire batch of transactions from the transaction file.
N	Next Batch	Instructs the system to go to Batch Header Data screen to allow data entry of more transaction batches.
PF13	Return to Master Menu	Instructs the system to return to CARS Master Menu.
PF14	Recall a Batch for Correction	Instructs the system to go to "Recall A Batch For Correction" screen where a request to change batch totals or detail transactions may be initiated.
PF17	View a Batch	Allows you to view transaction detail associated with a batch.

Screen Element Description

Element	Description
BATCH AGENCY	Three-digit element in the Batch ID that indicates the agency responsible for preparing batch of input transactions.
BATCH DATE	Eight-digit element in the Batch ID that reflects the date the batch was prepared for entry into the system.

Batch Balancing (S409), Continued

Screen Element Description (continued)

Element	Description
BATCH TYPE	One-digit field indicating the type of transaction contained in the batch as follows:

Value	Batch Type Definition
2	Travel Expenditures
3	Vendor Payments
4	Interagency Transfers
5	DOA Journal Entries
6	Agency Transaction Voucher
7	Deposit Certificates
8	Budget Transactions
9	Payrolls
A	Tax Advices
D	Debit Memos
F	FAACS
O	Agency Operating Expenditure Plan
P	Petty Cash
X	Vendor Payment with Remittance Advice

Element	Description
BATCH NO	Three-digit number assigned to each batch of accounting transactions. It is used to distinguish batches prepared for entry into the system.
AGENCY LIST NO	Eight-digit number assigned by an agency to identify each batch of accounting transactions.
BANK CODE	Four-digit data element indicating the specific fiscal month affected by an individual transaction.
FISCAL MONTH	Two-digit data element indicating the specific fiscal month affected by an individual transaction.
BATCH STATUS	One-digit code identifying the current status of the batch. Valid Values are: **1 = Agency Release** **2 = Pre-Audit Release** **3 = Agency Hold** **4 = Pre-Audit Hold**

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Batch Balancing (S409), Continued

Screen Element Description (continued)

Element	Description
BATCH COUNT	The five-digit number representing the number of transactions contained in the batch as entered on the Batch Header Data screen.
BATCH AMOUNT	The total amount of all of the dollar transactions within a particular batch as entered on the Batch Header Data Screen. <u>This is an absolute total, therefore, credit amounts should be added and not subtracted.</u>
COMPUTED BATCH NUMBER	Number of transactions in a batch as <u>counted by the system</u>.
COMPUTED BATCH AMOUNT	The total amount of all of the transactions within a particular batch as <u>computed by the system</u>.

Inquiry Procedures

Inquiries to this screen can be made via the "Recall A Batch For Correction" screen.

Data Entry Procedures

DISPLAY ONLY SCREEN. No data is entered. Valid screen messages are:

Z37 - Batch in Balance

When a batch is in balance, both the transaction count and the batch total are in agreement with the CARS calculated totals. The message BATCH IN BALANCE is displayed on the bottom line of the screen. The operator should then enter the appropriate function code.

Z36 - Batch Not in Balance

When the batch is out of balance, the screen displays the message BATCH NOT IN BALANCE. An unbalanced batch must be corrected before it is submitted for CARS processing. You should press the PF14 key, RECALL BATCH, to correct the out of balance condition.

Screen Use   See CAPP Topic No. 70250, *Error Messages*.

Recall a Batch for Correction

Screen Use   When a <u>batch is out of balance</u>, first determine why it is out of balance by comparing the data that has been entered to the data coded on the source documents. Select PF17, "View A Batch" screen, (see CAPP Topic No. 70240, *Batch Tracking*) to review the entered data.

Once the transaction(s) needing correcting is (are) located, use the PF14 key to return to the "Recall A Batch For Correction" screen.

Accessing   This screen can be accessed from the CARS Master Menu by entering a function of "41" (Recall A Batch For Correction).

The screen can also be accessed by pressing the PF14 key on the following screens:

- Standard, Expenditure, and Receipt Accounting Input screens (S401-S404)
- Batch Balancing Screen (S400)
- View a Batch Screen (S430)
- View Batch Headers Screen (S420)
- Batch System Status Screen (S460)

Screen Format

```
ACTL0410                 C A R S - RECALL A BATCH FOR CORRECTION                 S410


      ENTER FUNCTION:    (A=ADD ACCTG TRANS, B=CHANGE BATCH HEADER, C=CHANGE ACCTG TRANS,
                          D = DELETE ACCTG TRANS, V=VIEW HEADER, PF13=MENU, PF15=BATCH BALANCE,
                          PF17=VIEW A BATCH, PF13=MENU, PF19=DISPLAY BATCH STATUS)


          BATCH-AGENCY:              DATE:              TYPE:              NO:

          SEQUENCE:                             (FUNCTION 'C' OR 'D' ONLY)
          DETAIL INPUT SCREEN:                  (FUNCTION 'A' OR 'C' ONLY)

      * ALLOWED FOR FUNCTION 'B' ONLY
      *   AGENCY-LIST:          BANK-CODE         FISCAL MONTH:        STATUS:
      *   NEW-BATCH-COUNT            NEW-BATCH-AMOUNT

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

          COMPUTED NUMBER OF TRANSACTIONS IN BATCH:
          COMPUTED BATCH AMOUNT:
```

Recall a Batch for Correction, Continued

Screen Functions

The "Recall a Batch for Correction" screen contains 9 functions:

Key	Function
A	Adds a transaction to a batch on the on-line accounting transaction file.
B	Changes information associated with the batch header.
C	Changes information in a detail transaction.
D	Deletes an accounting transaction.
V	Allows you to view batch when you enter the batch agency, date, type and number.
PF13	Master Menu
PF15	Batch Balancing
PF17	View A Batch
PF19	Display Batch Status Screen

Screen Element Description

Element	Description
BATCH-AGENCY	Three-digit data element in the Batch ID that indicates the agency responsible for preparing the batch of input transactions.
DATE	Eight-digit data element in the Batch ID that reflects the date the batch was prepared for entry into the system.
NO	Three-digit number assigned to each batch of accounting transactions, used to distinguish batches prepared for entry into the system.
SEQUENCE *Required for Functions C(hange) and D(elete)*	Sequence number of the individual transaction to be corrected. If unknown, press PF17, View a Batch,

Recall a Batch for Correction, Continued

Screen Element Description (continued)

Element	Description
DETAIL INPUT SCREEN *Required for Functions A(dd) and C(hange)*	The number corresponding to the desired accounting transaction screen. If Function A is selected, a blank transaction screen appears. If Function C is selected, a specific transaction appears as originally entered. Valid Values: 1 = Standard 2 = Expenditure 4 = Receipt When no screen is selected, the standard screen displays.
AGENCY-LIST	Eight-digit number assigned by an agency to identify each batch of accounting transactions.
BANK-CODE	Four-digit data element identifying the bank ID and bank account from which a disbursement is made or a deposit is made.
FISCAL-MONTH	Two-digit data element indicating the specific fiscal month affected by an individual transaction.
STATUS	One-digit code identifying the current status of the batch. Valid Values: 1 = Agency Release 2 = Pre-Audit Release 3 = Agency Hold 4 = Pre-Audit Hold
NEW-BATCH-COUNT	Five-digit number representing the corrected number of transactions. Do not enter commas.
NEW-BATCH-AMOUNT	The corrected total amount of the transactions for the batch. Do not enter commas, periods, or dollar signs.
BATCH COUNT	Five-digit number representing the number of transactions contained in the batch.

Recall a Batch for Correction, Continued

Screen Element Description (continued)

Element	Description
BATCH AMOUNT	Total amount of all transactions within a particular batch.
COMPUTED BATCH NUMBER	Number of transactions in a batch as counted by the system.
COMPUTED BATCH AMOUNT	Total number of transactions in a batch as counted by the system.

Inquiry Procedures

This Screen can be accessed by **Function 41** from the Master Menu, or **PF14** from the Accounting Transaction Input Screen or Batch Balancing screen.

Data Entry Procedures

Recall A Batch For Correction Screen allows nine functions as follows:

A = Add

After displaying the Recall A Batch For Correction Screen (S410), you may add an accounting transaction by:

1. Press Function of A (Add An Accounting Transaction).
2. Add a transaction at the Detail Input Screen
3. Press ENTER.

When no Detail Input screen is selected, a FRESH Standard Accounting Transaction Input Screen is automatically displayed.

CARS assigns the next sequence number to the transaction. You can input the omitted accounting transaction and press ENTER. A second FRESH Standard Accounting Transaction Input Screen then displays.

At this point, you may continue to add transactions to the batch, press PF15 to go to batch balancing, or press PF13 to go to the Master Menu

Recall a Batch for Correction, Continued

**B = Change
Batch Header**

A Batch is out of balance if the batch header transaction count and/or batch amount are erroneous.

After analyzing the batch and finding no coding or keying errors, examine the batch header data for possible errors by pressing PF14 to go to the Recall Batch for Correction Screen (S410).

If the batch header information has been keyed incorrectly, select Function **B** (Change Batch Header), correct the amount, and/or count fields on the Recall a Batch for Correction Screen and press the ENTER key.

After correcting the batch header, return to the Batch Balancing Screen by pressing PF15 to complete the batch balancing process.

Batch Balancing Key Fields	Action
AGENCY LIST	Eight-digit number to identify each batch (OPTIONAL).
BANK CODE	Four-digit number identifying bank ID and account.
FISCAL MONTH	Enter 01 to 12 if changing the value already specified.
STATUS	Reflects the batch status. See "Screen element Description." AGENCIES CANNOT CHANGE THIS FIELD.
NEW-BATCH COUNT	Enter the new number of transactions contained in the batch if the number has changed from the one previously entered.
NEW-BATCH-AMOUNT	Enter the new batch amount if that value has changed from the amount previously entered.

**C = Change
Acctg Trans**

After displaying the Recall A Batch For Correction Screen, the terminal operator may select a transaction to be corrected by:

Recall a Batch for Correction, Continued

Step	Action
1	Enter **Function C** (Change an Accounting Transaction)
2	Enter appropriate SEQUENCE NUMBER to identify the transaction to be changed.
3	Select DETAIL INPUT SCREEN.
4	Press ENTER.

When no Detail Input Screen is selected, the transaction automatically appears on the Standard Accounting Transaction Input Screen.

You can then make all necessary data corrections to the input accounting transaction. Press Enter.

After completing changes to the transaction, press **PF14** and return to the Recall A Batch For Correction Screen (S410). At this point, either continue to correct other transactions in the batch or go to batch balancing.

D = Delete Acctg Trans   After displaying the Recall A Batch For Correction Screen (S410), to delete a transaction:

Step	Action
1	Enter Function D (Delete Account Transaction)
2	Enter appropriate SEQUENCE NUMBER to identify the transaction to be deleted. <u>The entire batch may be deleted by NOT entering a Sequence Number</u>.
3	Press ENTER.

This causes the transaction to be deleted from the On-Line Transaction File. Continue to correct/delete other transactions in the batch or go to batch balancing.

V = View Header   After displaying the RECALL A BATCH FOR CORRECTION screen (S410), to view batch data:

Step	Action
1	Enter Function V (View Header).
2	Enter the BATCH ID.
3	Press ENTER.

Recall a Batch for Correction, Continued

Batch data displays. The batch can be viewed by pressing **PF17**.

PF13 = Menu   Return to Master Menu.

PF15 = Batch Balance   Signifies the end of the batch. The system automatically computes batch balancing totals and shifts you to the Batch Balancing Screen.

PF17 = View a Batch   Shifts you to the View a Batch Screen.

PF19 = Display Batch Status   Shifts you to the Batch System Status Screen.

Screen Codes and Messages   Refer to CAPP Topic No. 70250, *Error Messages*.

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