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| Volume No. 3 – Automated System Applications | TOPIC NO. | 70240 |
| Function No. 70200 —CARS | TOPIC | BATCH TRACKING |
| | DATE | September 1999 |

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Overview

Introduction The batch tracking subsystem allows the on-line Commonwealth Accounting and Reporting System (CARS) user to determine the status of a batch of financial transactions from the time the transactions are entered into CARS to when the batch of transactions posts to the CARS history file.

Purpose To provide timely information concerning the status of a batch of financial transactions.

Security To access the batch tracking subsystem, you must have update or inquiry access to the financial data entry subsystem on the CARS Security Table.

The CARS Security Officer must ensure that security access for CARS user types

- 7 – Agency Approval and
- 8 – Data Entry and Approval

is limited to individuals listed on the agency's Authorized Signatories Form DA-04-121 (see CAPP Topic No. 20310, *Expenditures*).

The Department of Accounts reviews the CARS Security Table and the agency's Authorized Signatories form for agency compliance with this requirement.

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View Batch Headers Screen (S420)

Purpose The View Batch Headers Screen (S420) is used to view the batch headers for batches which have not gone through the CARS Edit Update. This includes batches that have been given an H (hold) status and an R (release) status on the Batch Balancing Screen (S409), but have not been through the batch Edit Update Cycle.

Access Access to the View Batch Headers Screen (S420) is available from the Master Menu by entering a function of '42' or by pressing the PF18 key on the View A Batch (S430) and Batch System Status (S460) screens.

Screen Format

```

ACTL020                                C A R S - VIEW BATCH HEADERS                                S420
ENTER FUNCTION:                          (F=FIRST PAGE, N=NEXT PAGE, PF13=MENU,
                                           PF17=VIEW A BATCH, PF19=BATCH STATUS)
SEL *-----BATCH ID-----*          AGY - LIST  FM  COUNT  AMOUNT  BANK  STATUS
  AGY  DATE  TYP  NO
151 03 02 1999  7    024  024                                3
151 03 02 1999  7    074  074                                3
151 03 04 1999  7    075  075                                3
151 03 05 1999  2    234  234                                3
151 03 05 1999  3    233  233                                3
151 03 05 1999  4    235  235                                3
151 03 05 1999  6    236  236                                3
151 03 05 1999  7    076  076                                3
151 01 17 1999  6    062  07407                             3
151 01 18 1999  3    060  07408                             3
151 10 01 1999  7    841                                3
151 03 03 1999  R    040                                3
PLEASE ENTER FUNCTION

```

Screen Functions The View Batch Headers Screen is accessed from the CARS Master Menu by entering 42 and pressing ENTER. When the screen appears, you can view the available batch headers using the following function codes.

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View Batch Headers Screen (S420), Continued

| Function | Action |
|----------------------------|---|
| F = First Page | Enter F and the three-digit agency code to display the first twelve batch headers for that agency on the on-line accounting transaction file. |
| N = Next Page | Enter N to display the next set of records. You may continue to view additional batch headers by pressing the ENTER key. This allows you to scroll or page through all batch header records which have not yet been processed through the batch Edit Update cycle. |
| PF13 = Menu | Returns to the Master Menu. |
| PF17 = View A Batch | Shifts to the View A Batch Screen (S430) to view individual transactions. |
| PF19 = Batch Status | Shifts to the Batch System Status Screen (S460) to find the current status. |

Screen Element Descriptions The View Batch Headers Screen displays all data elements associated with batch headers for a specified agency. See CAPP Topic No. 70255, *Data Elements*, for a description of the elements.

Inquiry Procedures Enter Function **F** and the three-digit agency code to display the batch header records available for the specified agency.

When an entire Batch-ID (Agency, Date, Type, and No.) is entered, CARS displays the specific batch header. If that batch does not exist in CARS, the next Batch-ID displays.

To select a specific batch for viewing from the batch headers displayed on the screen, move the cursor next to the desired batch in the first column (SEL) and mark the batch with an X. Once the batch is selected, display the detailed transactions in the selected batch by pressing **PF17**. This displays the first 12 transactions in the batch selected on the View A Batch Screen (S430) (see "Inquiry Procedures.") To return to the View A Batch Headers Screen, press **PF18**. To return to the Master Menu Screen, press **PF13**.

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

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View A Batch Screen (S410)

Purpose The View A Batch Screen allows you to view individual transactions within a batch that are residing in the on-line accounting transaction file. Changes to a specific transaction can be made from the Recall A Batch For Correction Screen (S410).

Access Access the View A Batch Screen (S430) from the CARS Master Menu by entering "43" and pressing the ENTER key. Access can also be gained by pressing PF17 when you are at the following screens:

- Batch Balancing (S409)
 - Recall A Batch For Correction (S410)
 - View Batch Headers (S420)
 - Batch System Status (S460)
-

Screen Format

```

ACTL0430                                C A R S - VIEW A BATCH                                S430

ENTER FUNCTION:      (F=FIRST PAGE, N=NEXT PAGE, PF13=MENU,
                    PF14=RECALL BATCH, PF18=VIEW BATCH HEADERS,
                    PF19=BATCH STATUS)

BATCH - AGENCY:      DATE:                                TYPE          NO:

SEQ  TC  AGY  FUND  DET  FFY  PGM  SRC/OBJ  CURR - DOC  AGY - VOUCH  AMOUNT

PLEASE ENTER FUNCTION

```

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View A Batch Screen (S410), Continued

Screen Functions When the View A Batch screen appears, you can view transactions within a specific batch.

| Function | Action |
|---------------------------|--|
| F = First Page | Enter F and the Batch-ID information to display the first twelve transactions within that batch. |
| N = Next Page | Enter N to display the next twelve records. To continue scrolling through the records, press the ENTER key. |
| PF13 = Menu | Returns to the Master Menu. |
| PF14 = Recall A Batch | Shifts to the Recall A Batch For Correction Screen (S410) to enter changes to the batch being viewed. |
| PF18 = View Batch Headers | Shifts to the View Batch Headers Screen (S420) to display the corresponding Batch Header. |
| PF19 = Batch Status | Shifts to the Batch System Status Screen (S460). |

Screen Element Descriptions The View A Batch Screen displays the elements entered for given transactions. See CAPP Topic No. 70255, *Data Elements*, for a description of each element.

Inquiry Procedures If the View A Batch Screen has been accessed from the Master Menu, the Batch-ID information (Agency, Date, Type, and No.) will be blank. Enter the Batch-ID information for the specific batch to be viewed.

If the View A Batch Screen has been accessed from the Recall A Batch For Correction Screen, the Batch-ID information displays the data on that screen at the time the PF17 (View A Batch) key was pressed.

To begin displaying the transaction data, enter the function **F** and press ENTER.

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

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Batch System Status Screen (S460)

Purpose The Batch System Status Screen identifies the location of transactions within a batch. For each batch listed on the Batch System Status Screen, one of the following status codes is listed:

| Statu s Code | Meaning |
|-----------------------------|--|
| 1 | Batch on the Accounting Transaction File in agency release status |
| 2 | Batch on the Accounting Transaction File in pre-audit release status |
| 3 | Batch on the Accounting Transaction File in agency hold status |
| 4 | Batch on the Accounting Transaction File in pre-audit hold status |
| 7 | Batch on the CARS error file |
| 8 | Batch on the CARS history file |
| 9 | Batch partially on both the CARS history and error files |

Access The Batch System Status Screen (S460) is accessed from the CARS master Menu by entering a function code of 46. The Batch System Status Screen can be accessed by pressing the PF19 key when you are at the following screens:

- Recall A Batch For Correction (S410)
- View Batch Headers (S420)
- View A Batch (S430)
- Error Suspense Transaction Display (S450)

Screen Format

```

ACTL0460                                C A R S - BATCH SYSTEM STATUS                                S460

ENTER FUNCTION:      (S=START READ, N=NEXT SCREEN, C=CLEAR, PF13=MENU
                    PF14=RECALL BATCH, PF17=VIEW A BATCH, PF22=PRE-EDIT ERROR,
                    PF18=VIEW BATCH HEADERS, PF21=ERROR SUSPENSE DISPLAY

SEARCH TYPE:        (1=BATCH ID, 2=AGY & AGY - LIST)

SEL  *-----BATCH ID-----*  AGENCY  STATUS  FISCAL  ENTRY  ERROR  HIST  DEL  BATCH
     AGY  DATE  T NO  LIST           MONTH  DATE  COUNT COUNT COUNT

```

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Batch System Status Screen (S460), Continued

Screen Functions

Batches can be listed either by Batch-ID or Agency and Agency List Number depending on the Search Type. The number corresponding to the desired order should be entered in the Search Type Field. The valid values are:

- 1 = List Batches by Batch-ID
- 2 = List batches by Agency and Agency List No.

To find the status of a batch, use the Function codes described below.

| Function | Action |
|---------------------------|---|
| S = Start Read | Displays the first 11 batches in the order designated by the search type. |
| N = Next Screen | Displays the next ten batches. |
| C = Clear Screen | Clears the screen to allow a new search request to be entered. |
| PF13 = Menu | Returns to master Menu. |
| PF14 = Recall Batch | Shifts to the Recall A Batch For Correction Screen (S410). |
| PF17 = View A Batch | Shifts to the View A Batch Screen (S430). |
| PF18 = View Batch Headers | Shifts to the View Batch Headers Screen (S420). |
| PF21 = Error Suspense | Shifts to the Error Suspense Transaction Screen (S450). |

To select a specific batch for viewing, move the cursor to the first column (SEL) next to the desired batch, mark the batch with an “X” and then press either the PF17 or PF21 function keys, depending upon which transactions are to be displayed.

Screen Element Descriptions

The Batch System Status Screen displays status information by batch. See CAPP Topic No. 70255, *Data Elements*, for a description of each element.

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Batch System Status Screen (S460), Continued

Inquiry Procedures

The batch status information displays in the order designated by the search type. Once the search type has been selected, enter only the data that pertains to that search type.

If **1** is selected, enter the desired Batch-ID including Agy, Date, Type, and No.



If **2** is selected, enter the three-digit batch agency code and the desired eight-digit agency list number.

Screen Codes and Messages

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

Contacts

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