

# EASY STEPS - BATCH

## HOW TO CHANGE A TRANSACTION

### EASY STEPS- 530 Screen TO CHANGE A TRANSACTION

1. Press <Home> in the *Link To* field **Type <530>**; Press <Enter>
2. **Enter** Batch header date in "Batch Date Low" field and **Press <ENTER>**  
If necessary, **Press <F5 - Next>** to view more batch headers.
3. **Type <S>** in the selection column (first data field on the left) in the row that has the batch that needs correcting.
4. **Press <F7-Details>** to view the detailed transactions for the batch that you selected.
5. **Select the** sequence number (transaction) to be changed by **typing <S>** in the selection column next to the sequence number.
6. **Press <F11- Correct Batch>** The system will transfer to the Recall a Batch for Correction screen (510).
7. **Press <F4>** to change the transaction (The system will transfer to the appropriate Transaction Entry Screen.)
8. On the transaction Entry screen make the change
9. **Press <F4>** to edit
10. **Press <F10>** to save
11. **Press <F6>** to balance the batch
12. If the batch does not balance and you made a change to the dollar amounts of the transactions, correct the Batch Header
  - a. **Press <F2>** to recall the batch
  - b. **Press <F2>** to change the header
  - c. **Correct** the Entered Count and Entered Amount fields as applicable
  - d. **Press <F10>** to save
  - e. **Press <F11>** to recompute the header
  - f. **Press <F6>** to balance the batch
13. If the batch balances, you should receive the message "THIS BATCH IS BALANCED..... PLEASE SELECT APPROPRIATE ACTION".

**NOTE:** If you receive "Warning Batch or Documents not in Balance", you will need to Recall the Batch for correction again by **pressing <F2-Recall Batch>**. At this stage, it is usually the DOC AMOUNT in the transaction entry screen that will require correcting if this correction was not previously made.

14. When the batch is balanced, it is ready to be released. **Press <F6-Release>**



# EASY STEPS - BATCH

## HOW TO CHANGE A TRANSACTION

### EASY STEPS- 540 SCREEN

#### TO CHANGE A TRANSACTION

(Method for Batches that were originally entered in edit modes 0, or 1. Can be used for a 3 if 0 or 1 error off.)

#### Changing a Transaction:

1. Press <Home> in the *Link To* field **Type <540>**; Press <Enter>
2. Select batch by **typing <S>** in the *Action* column; Press <F5> to transfer to Detail Correction (54B)
3. On screen 54B **Type <C>** in the *Action* column; Type the sequence number being corrected in the *Seq No* field
4. In the *FID* field, Press <F4> to transfer to screen 54C to select a valid FID value
5. **Tab** to position the cursor at the FID value being changed
6. Press <F2> to select, the system transfer back to screen 54B and populates the *FID* field
7. **Type corrected value** in the *Correction Value* field; Press <F10> to change

#### Making a Mass Correction:

1. Press <Home> in the *Link To* field **Type <540>**; Press <Enter>
2. Select batch by **typing <S>** in the *Action* column; Press <F5> to transfer to Detail Correction (54B)
3. On screen 54B **Type <C>** in the *Action* column
4. In the *FID* field, Press <F4> to transfer to screen 54C to select a valid FID value
5. **Tab** to position the cursor at the FID value being changed
6. Press <F2> to select, the system transfer back to screen 54B and populates the *FID* field
7. **Type corrected value** in the *Correction Value* field; Press <F11> to change all the transactions

Other functions that can be performed on the 540 screen:

<F2> - Put a batch on hold

<F11> - Release a batch

# EASY STEPS - BATCH

## HOW TO CHANGE A TRANSACTION

### EASY STEPS- 530 SCREEN TO ADD A TRANSACTION

1. Press <Home> in the *Link To* field **Type <530>**; Press <Enter>
2. Enter Batch header date in "Batch Date Low" field and Press <ENTER>  
If necessary, Press <F5 - Next> to view more batch headers.
3. **Type <S>** in the selection column (first data field on the left) in the row that has the batch that needs correcting.
4. Press <F7-Details> to view the detailed transactions for the batch that you selected.
5. Press <F11- Correct Batch> The system will transfer to the Recall a Batch for Correction screen (510).
6. Press <F10> to add a transaction (The system will transfer to the appropriate Transaction Entry Screen.)
7. On the transaction Entry screen you should be on the next available sequence number in the batch. **Input the required data elements** for the transaction.
8. Press <F4> to edit
9. Press <F10> to save
10. Press <F6> to balance the batch
11. If the batch does not balance and you made a change to the dollar amounts of the transactions, correct the Batch Header
  - a. Press <F2> to recall the batch
  - b. Press <F2> to change the header
  - c. **Correct** the Entered Count and Entered Amount fields as applicable
  - d. Press <F10> to save
  - e. Press <F11> to recompute the header
  - f. Press <F6> to balance the batch
12. If the batch balances, you should receive the message "THIS BATCH IS BALANCED... PLEASE SELECT APPROPRIATE ACTION".

**NOTE:** If you receive "Warning Batch or Documents not in Balance", you will need to Recall the Batch for correction again by **pressing <F2-Recall Batch>**. At this stage, it is usually the DOC AMOUNT in the transaction entry screen that will require correcting if this correction was not previously made.

13. When the batch is balanced, it is ready to be released. Press <F6-Release>



## EASY STEPS - BATCH

# HOW TO CHANGE A TRANSACTION

### EASY STEPS- 530 SCREEN TO DELETE A TRANSACTION

1. Press <Home> in the *Link To* field **Type <530>**; Press <Enter>
2. **Enter** Batch header date in "Batch Date Low" field and Press <ENTER>  
If necessary, Press <F5 - Next> to view more batch headers.
3. **Type <S>** in the selection column (first data field on the left) in the row that has the batch that needs correcting.
4. Press <F7-Details> to view the detailed transactions for the batch that you selected.
5. **Select the** sequence number (transaction) to be deleted by **typing <S>** in the selection column next to the sequence number.
6. Press <F11- Correct Batch> The system will transfer to the Recall a Batch for Correction screen (510).
7. Press <F3> **twice** to delete the transaction
8. If you have more than one transaction to delete, **type** the next sequence number to delete in the *sequence number* field; and Press <F3> **twice**. **Repeat** this process for all the transactions that need to be deleted.
9. Press <F6> to balance the batch
10. If the batch does not balance you may need to correct the Batch Header since you deleted a transaction(s). Remember that the Entered Count is the total amount of all transactions in the batch and the Entered Amount, is the total of all the Doc Amounts in the batch.
  - a. Press <F2> to recall the batch
  - b. Press <F2> to change the header
  - c. **Correct** the Entered Count and Entered Amount fields as applicable
  - d. Press <F10> to save
  - e. Press <F11> to recompute the header
  - f. Press <F6> to balance the batch
11. If the batch balances, you should receive the message "THIS BATCH IS BALANCED... PLEASE SELECT APPROPRIATE ACTION".

**NOTE:** If you receive "Warning Batch or Documents not in Balance", you will need to Recall the Batch for correction again by **pressing <F2-Recall Batch>**. Since you deleted some transactions, check to make sure that the DOC AMOUNT on all the remaining transactions is correct.

12. When the batch is balanced, it is ready to be released. Press <F6-Release>



## EASY STEPS - BATCH

# HOW TO CHANGE A TRANSACTION

### EASY STEPS- 530 SCREEN TO DELETE THE BATCH

**NOTE: TO DELETE THE BATCH, YOU MUST FIRST DELETE ALL THE DETAIL TRANSACTIONS OF THE BATCH FIRST AND THEN YOU MUST ALSO DELETE THE BATCH HEADER**

1. Press **<Home>** in the *Link To* field **Type <530>** ; Press **<Enter>**
2. **Enter** Batch header date in “Batch Date Low” field and Press **<ENTER>**  
If necessary, Press **<F5 - Next>** to view more batch headers.
3. **Type <S>** in the selection column (first data field on the left) in the row that has the batch that needs deleting.
4. Press **<F7-Details>** to view the detailed transactions for the batch that you selected.
5. **Select** the sequence number (transaction) to be deleted by **typing <S>** in the selection column next to the sequence number.
6. Press **<F11- Correct Batch>** The system will transfer to the Recall a Batch for Correction screen (510).
7. Press **<F3>** **twice** to delete the transaction.
8. If you have more than one transaction in the batch, **type** the next sequence number to delete in the *sequence number* field; and Press **<F3>** **twice**. **Repeat** this process for all of the transactions in the batch.
9. Press **<F6>** to balance the batch.
10. On the 502 screen, Press **<F3>** **twice** to delete the Batch Header.



# EASY STEPS - BATCH

## HOW TO CHANGE A TRANSACTION

### EASY STEPS- 540 SCREEN

#### TO DELETE THE BATCH

(Method for Batches that were originally entered in edit modes 0, or 1. Can be used for a 3 if 0 or 1 error off.)

1. Press <Home> in the *Link To* field Type <540>; Press <Enter>.
2. **Locate** the Batch that you want to delete, if necessary **Press <F8>** to view more headers. **Select** the batch by **typing an <S>** in the ACTION field.
3. **Press <F3> twice** to delete that batch header and all of the transactions