

R*STARS

DOCUMENT TRACKING TRAINING

State of Maryland

Easy Steps

Document Tracking

Appending Action Code “123” To A Batch

Using the Batch Tracking (35) Screen

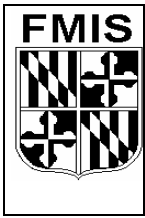
Link to User Class:

1. Press <Home>
2. Type <UC> in the *Link To* field and Press <Enter>
3. Type <89> in the *User Class* field and Press <Enter>

Append Action Code 123

1. Type <35> in the *Link To* field and Press <Enter>
2. Type <000 123> in the *Agency/Action Code* field
3. Type <Batch Agency, Date, Type, and Batch No>
4. Press <F10> to save the approval

The document is ready to transmit to the Comptroller.



R*STARS

DOCUMENT TRACKING TRAINING

State of Maryland

Easy Steps

Document Tracking

Appending Action Code “123” To A Document

Using the Approvals by Document (39) Screen

Link to User Class:

1. Press <Home>
2. Type <UC> in the *Link To* field and Press <Enter>
3. Type <89> in the *User Class* field and Press <Enter>

Append Action Code 123

1. Type <39> in the *Link To* field and Press <Enter>
2. Type <Batch Agency> in the *Agency* field
3. Type the Document Number being approved in the *Doc No* field
4. Press <Enter> to recall the document
5. Type <000 123> in *Agy/Action Code* field
6. Press <F10> to save the approval

The document is ready to transmit to the Comptroller.