



# USAS DATA ENTRY

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Financial Analyst

# COMMON DOCUMENTS

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## ◇ Budgets

- A – Appropriation Budget Transfers
- B – Original Budget Set-up, Lapses, and UBs.

## ◇ Revenues

- D – Deposits to the State Treasury
- F – Deposits Pre-Approved by Treasury

## ◇ Expenses

- 1 – Travel
- 2 – Purchase
- 5 – Payroll Reimbursement
- 6 – Expenditure Reimbursement all-post
- 9 – Expenditure – Exempt
- E – Encumbrances
- T – Interagency Payments

## ◇ Adjustments

- J – Journal Voucher Adjustment
- U – Annual Financial Report Adjusting Entries

# DOCUMENT TYPES

Document Type	Document Title and Description
A	<p><b>APPROPRIATION BUDGET</b> — Used to adjust committed and collected expenditure or revenue budgets for appropriations whose budgets are already established in USAS. Adjustments include increases, decreases, or transfers between appropriations and is most used for appropriation budget transfers between agencies for transfer of benefit appropriations, as directed by statute or the General Appropriations Act. These transfers must be processed centrally by the Appropriation Control section of the Comptroller’s Fiscal Management Division. For additional information, see <a href="#">Salary Benefit Appropriation Allocations (APS 019)(FPP A.042)</a>.</p>
B	<p><b>ORIGINAL APPROPRIATION BUDGET</b> — Used to:</p> <ul style="list-style-type: none"> <li>• Establish committed and collected expenditure and revenue budgets</li> <li>• Process budget lapse transactions</li> <li>• Process the transfer of unexpended balances (UB) for an appropriation from a prior appropriation year (AY) to a current/future AY.</li> </ul> <p>Documents must be approved by the Appropriation Control section of the Comptroller’s Fiscal Management Division.</p> <p><b>Note:</b> Lapse transactions also may appear under the system-generated Document Type Y.</p> <p>For additional information, see <a href="#">Establishing Appropriations by Method of Finance, Rider, Capital Budget and Transfer Schedules (FPP A.020)</a> and <a href="#">Encumbrance Reporting and Lapsing of Appropriations (APS 018)(FPP A.019)</a>.</p>
D	<p><b>DEPOSIT REQUIRING TREASURY APPROVAL</b> — Used by the receiving agency to record deposits of cash into the State Treasury. The deposit document will not process until the Comptroller’s Treasury Operations Division validates the receipt of cash/checks against the corresponding document entered in USAS and provides the necessary approval (D44 Code 825 — Approved for Processing — Treasury). Deposits not approved by Treasury must be deleted by the submitting agency. For information on clearing deposits posted to an agency’s default coding block, see <a href="#">USAS Default Deposit Processing (FPP Q.006)</a>.</p>
E	<p><b>ENCUMBRANCE</b> — Used to establish, adjust and cancel encumbrances. Encumbrances can only be recorded to legally obligate state funds (appropriations) for actual contracts awarded, not for anticipated contracts or contracts under negotiation. For additional information on processing encumbrances, see <a href="#">Encumbrance Reporting and Lapsing of Appropriations (APS 018)(FPP A.019)</a>.</p>

# DOCUMENT TYPES

Document Type	Document Title and Description
F	<p><b>DEPOSIT PRE-APPROVED BY TREASURY</b> — Used to record certain types of deposits that do not require Treasury approval. This document type is typically used by the Comptroller’s Treasury Operations Division and initiated outside of USAS. Used to record deposits that are:</p> <ul style="list-style-type: none"> <li>• Processed directly by the Treasury for the receipt of cash, such as for wire transfers, Texas.gov receipts and lock-box receipts</li> <li>• Processed directly by certain areas of the Comptroller’s office that do not require Treasury approval to process</li> </ul> <p>For information on clearing deposits posted to an agency’s default coding block, see <a href="#">USAS Default Deposit Processing (FPP Q.006)</a>.</p>
G	<p><b>SYSTEM GENERATED</b> — Used for transactions that are automatically/system generated by USAS. Examples include:</p> <ul style="list-style-type: none"> <li>• Generated transactions defined by the GEN TC and AFRTC fields on the USAS Transaction Code Decision (28A) Profile</li> <li>• Transactions generated through the Interagency Transaction Voucher (ITV) process</li> <li>• Cost allocation transactions</li> </ul> <p>Most G documents are processed using central agency numbers (000-009) as a matter of access control.</p> <p><b>Note:</b> Users <b>must not</b> make changes to or delete G documents. This includes changes to coding elements, amounts or vendor information.</p>
I	<p><b>AUTOMATIC PROMPT PAYMENT INTEREST</b> — System Generated. Used for the automatic payment of interest due under <a href="#">Texas Government Code, Chapter 2251</a>. These documents are automatically deleted when the transactions cannot process due to data element errors or insufficient funding.</p> <p>For more information, see the <a href="#">Prompt Payment page</a> in eXpendit.</p>

# DOCUMENT TYPES

Document Type	Document Title and Description
J	<p><b>JOURNAL VOUCHER</b> — Used to record miscellaneous transactions and adjustments, such as:</p> <ul style="list-style-type: none"> <li>• Revenue transaction corrections</li> <li>• Expense transactions corrections for the PCA, Appropriation Number, or Fund</li> </ul> <p>This document type requires descriptive/legal text.</p> <p><b>Note:</b> Use Document Type K — Expenditure Transfer Vouchers for processing expenditure transfers to correct comptroller object code data for previously posted expenditures. Use Balancing Trans Codes 303/304 or 366/367.</p>
K	<p><b>EXPENDITURE TRANSFER VOUCHER</b> — Used to record expenditure transfers to correct miscoded data elements for previously posted expenditures. Use Balancing Trans Codes 407/408 or 467/468.</p>
T	<p><b>INTERAGENCY TRANSACTION VOUCHER</b> — Also known as an ITV; used to transfer funds between two state agencies. Generally used for:</p> <ul style="list-style-type: none"> <li>• Payments for goods or services</li> <li>• Pass-through of federal and state grants</li> <li>• Revenue, expenditure and operating transfers</li> <li>• Non-cash accruals</li> </ul> <p><b>Note:</b> Agencies can also process ITV payments using Document Types 1, 2 and 9 with a Payment Distribution Type (PDT) of T.</p> <p>For more information, see <a href="#">Interagency Payments and Receipts for Goods and Services (APS 014)(FPP A.028)</a> and <a href="#">RTI Tables for Interfund/Interagency Transactions</a> in the Reporting Requirements for Annual Financial Reports of State Agencies and Universities.</p>
U	<p><b>TRACKED DOCS NOT REQUIRING COMPT APPRVL</b> — Used to process miscellaneous transactions, typically related to financial reporting processes. Examples include:</p> <ul style="list-style-type: none"> <li>• Generic revenue/expenditure adjustments</li> <li>• Generic transfers in/transfers out</li> <li>• Generic (non-ITV) due to/due from transactions</li> <li>• Fund balance/net position reclassifications</li> </ul> <p>This document type may also be used to record payables for reporting agencies. These documents do not require descriptive/legal text. For information on the preparing your agency’s annual financial report, see <a href="#">Reporting Requirements for Annual Financial Reports of State Agencies and Universities</a>. For information on processing payables, see codes in <a href="#">Encumbrance Reporting and Lapsing of Appropriations (APS 018)(FPP A.019)</a>. 5</p>

# DOCUMENT TYPES

Document Type	Document Title and Description
1	<p><b>TRAVEL VOUCHER</b> — Used to record travel-related vouchers payable, including reimbursements to local funds or credit cards for travel expenses. Also used to pay for direct-billed travel-related services, such as rental cars and hotels. For information on processing reimbursement or direct bill payments, see <a href="#">Processing Third-Party Transactions in USAS for Payment/Travel Cards, Direct Bill Payments and Reimbursements (FPP A.043)</a> (login required). For information on state travel laws and rules, see <a href="#">Textravel</a>. Document Type 1 allows partial posting of transactions, which means the error-free, fully approved transactions within the document can post, pay, and go to history, while other transactions will be on hold in error status or awaiting approvals.</p> <p><b>Note:</b> Agencies can also use this document type to process ITV payments when used with a PDT of <b>T</b>. For more information on processing ITV payments, see <a href="#">Interagency Payments and Receipts for Goods and Services (APS 014)(FPP A.028)</a></p>
2	<p><b>PURCH VOUCHER – SUBJ TO PROCUREMENT RULES</b> — Used to record vouchers payable for purchases that are subject to the Texas procurement rules per <a href="#">Texas Government Code, Chapter 2155</a>, the <a href="#">34 Texas Administrative Code Chapter 20</a> and the <a href="#">State of Texas Procurement and Contract Management Guide PDF</a>. Document Type 2 allows partial posting of transactions, which means the error-free, fully approved transactions within the document can post, pay, and go to history, while other transactions will be on hold in error status or awaiting approvals.</p> <p><b>Note:</b> Agencies can also use this document type to process ITV payments when used with a PDT of <b>T</b>. For more information on processing ITV payments, see <a href="#">Interagency Payments and Receipts for Goods and Services (APS 014)(FPP A.028)</a></p>

# DOCUMENT TYPES

Document Type	Document Title and Description
5	<p><b>PAYROLL (REIMBURSEMENTS AND ADJUSTMENTS)</b> — Used to process reimbursements to institutions of higher education for state-reimbursable payroll costs.</p> <p><b>Note:</b> Document Type 5 is an “all pay” document type, meaning the payment cannot be issued until all of the transactions within the document are error-free.</p>
6	<p><b>REIMBURSEMENT (NON-PAYROLL)</b> — Used to record reimbursement transactions that are not related to payroll costs. Document Type 6 prevents partial posting of the transactions within the document — unlike Document Types 1, 2 and 9 — allowing agencies to make changes to the summary payment line and related detail lines within the document prior to posting.</p>
9	<p><b>PURCH VOUCHR — EXMPT FRM PROCUREMENT RULES</b> — Used to record vouchers payable for purchases that <b>do not</b> fall under the categories of travel or purchases subject to the procurement rules per <a href="#">Texas Government Code, Chapter 2155</a> and the <a href="#">34 Texas Administrative Code Chapter 20</a>. Most grant payments, refunds of deposits received in error, and reimbursements to institutions of higher education for purchases are processed using this document type.</p> <p>Document Type 9 allows partial posting of transactions, which means the error-free, fully approved transactions within the document can post, pay, and go to history, while other transactions will be on hold in error status or awaiting approvals. For more information, see the <a href="#">State of Texas Procurement and Contract Management Guide PDF</a>. For more information on processing refunds of deposits, see <a href="#">Refunding Deposits (APS 013)(FPP A.033)</a>. For more information on processing ITV payments, see <a href="#">Interagency Payments and Receipts for Goods and Services (APS 014)(FPP A.028)</a>.</p> <p><b>Note:</b> Agencies can also use this document type to process ITV payments when used with a PDT of <b>T</b>.</p>





# CREATE DOCUMENTS

```
TEXAS SD10 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/19/24 01:43 PM
LINK TO: _____ COMPTROLLER OBJECT PROFILE PROD

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

APPROPRIATION YEAR: 20
COMPTROLLER OBJECT: 3975
TITLE: UB CASH BALANCE FORWARD - OTHER FUNDS
(RELATED RECORD MUST EXIST IN REFERENCED PROFILE)
GOVT GAAP SOURCE/OBJECT: 0080 (D08) LBB OBJECT: _____ (D01)
PROP GAAP SOURCE/OBJECT: 1280 (D08) COMPTROLLER SOURCE/GROUP: 0075 (D09)
CNA GAAP SOURCE/OBJECT: 2508 (D08) NACUBO SOURCE/OBJECT: 97 (D34)
GWFS GAAP SOURCE/OBJECT: 3810 (D08) FEDERAL MATCH IND: N
1099 IND: N OBJECT TYPE: R GOODS/SERV: N INT OBJ: _____
RECEIPT CATEGORY: 14 RECEIPT TYPE: 50 OBJECT GROUP: 30 TRANSFER TYPE: O
REV/EXP CATEGORY: 00 PROG CATEGORY: 99 CASH BASIS SRCE/FUNC: 99 C/I IND: N
PROP GAAP CATEGORY: 07 (SYSTEM GENERATED) NACUBO CAT: 80 (SYSTEM GENERATED)
GOVT GAAP CATEGORY: 01 (SYSTEM GENERATED)
CNA GAAP CATEGORY: 48 (SYSTEM GENERATED)
GWFS GAAP CATEGORY: 68 (SYSTEM GENERATED) STATUS CODE: A
EFF START DATE: 09012019 EFF END DATE: _____ LAST PROC DATE: 08052022
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

# CREATE DOCUMENTS

```

TEXAS S28B          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/19/24 01:37 PM
LINK TO:          TRANS CODE OPTIONS PROFILE              PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRANS CODE: 405 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
ENTER APPROPRIATED FUNDS SEPARATED WITH EITHER A "-" OR ","
E 9999 , 0938 ,
  
```

ENTER FUND TYPES SEPARATED WITH EITHER "-" OR ","

```

-----
COLUMNS 1234567890 1234567890 1234567890 1234567890 1234567890
USER 01 - 50: Y YY YYY Y Y          YY YY
CLASSES 51 - 99:          Y          Y Y YY
OBJECT 01 - 50: Y Y Y Y Y Y Y Y Y Y Y Y
GROUPS 51 - 99:          Y          Y Y
  
```

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TEXAS S28B          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/19/24 01:40 PM
LINK TO:          TRANS CODE OPTIONS PROFILE              PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRANS CODE: 406 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
ENTER APPROPRIATED FUNDS SEPARATED WITH EITHER A "-" OR ","
E 9999 , 0938 ,
  
```

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VALID DOC TYPES 1: J 2: 3: 4:
VALID BATCH TYPES 1: 5 2: 2 3: 8 4:
("%" IN FIRST FIELD MEANS ALL TYPE)
  
```

```

EFF START DATE: 09011994 EFF END DATE:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
-----
COLUMNS 1234567890 1234567890 1234567890 1234567890 1234567890
USER 01 - 50: Y YY YYY Y Y          YY YY          Y
CLASSES 51 - 99:          Y          Y Y YY
OBJECT 01 - 50: Y Y Y Y Y Y Y Y Y Y Y Y
GROUPS 51 - 99:          Y          Y Y
ENTER COMPTROLLER GL ACCOUNTS SEPARATED WITH EITHER "-" OR ","
  
```

```

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VALID DOC TYPES 1: J 2: 3: 4: 5: 6: 7: 8: 9: 10:
VALID BATCH TYPES 1: 5 2: 2 3: 8 4: 5: 6: 7: 8: 9: 10:
("%" IN FIRST FIELD MEANS ALL TYPES)
STATUS CODE: A
EFF START DATE: 09011994 EFF END DATE:
LAST PROC DATE: 10282014
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F9-28A F11-28C
  
```

# CREATE DOCUMENTS

```

TEXAS S28A          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/19/24 02:24 PM
LINK TO:          TRANSACTION CODE DECISION PROFILE          PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRAN CODE: 303 TITLE: DIRECT STRATEGY ALLOC IN - CASH EXPEND
GENERAL LEDGER   DR-1: 5500 CR-1: 0045 DR-2:      CR-2:
POSTING          DR-3:      CR-3:      DR-4:      CR-4:
TRANS           DOCD _ PDDT N SVDT N CDOC I RDOC _ MODI N AGCY R  IDX _ PCA R COBJ R
ED IND:         AOBJ _ RVRS _ PDT N  CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
RQDT _ DMETH N APN# R FUND R GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ DI# N
POST SEQ: 5 REG NO: 4 WW IND: 0 D/I: D WAR CANCL TC:  PYTC:  FUTMY: N
GEN TC:  _ GEN ACCR TC:  _ GEN TC2:  _ INTERFACE IND:  _ _ _ B _ _ _
PAY LIQ TC:  _ BALTC: 304 AFRTC:  _ INTTC:  _

```

```

A/S  BT  MATCH GLA DOC
DF:  -  -  -  -
FILE AP: + 15  -  -
POSTING AB: + 15  -  -
INDS: CC: + 15  -  -
      GP: + 15  -  -
      PJ: + 15  -  -
      CF: + 15  -  -
EFF START DATE: 09011994 EFF END DAT
Z06 RECORD SUCCESSFULLY RECALLED

```

F1-HELP F3-END F4-INTERRUPT F6-PROCESS

```

TEXAS S28A          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/19/24 02:25 PM
LINK TO:          TRANSACTION CODE DECISION PROFILE          PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRAN CODE: 304 TITLE: DIRECT STRATEGY ALLOC OUT - CASH EXPEND
GENERAL LEDGER   DR-1: 0045 CR-1: 5500 DR-2:      CR-2:
POSTING          DR-3:      CR-3:      DR-4:      CR-4:
TRANS           DOCD _ PDDT N SVDT N CDOC I RDOC _ MODI N AGCY R  IDX _ PCA R COBJ R
ED IND:         AOBJ _ RVRS _ PDT N  CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
RQDT _ DMETH N APN# R FUND R GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ DI# N
POST SEQ: 4 REG NO: 4 WW IND: 0 D/I: D WAR CANCL TC:  PYTC:  FUTMY: N
GEN TC:  _ GEN ACCR TC:  _ GEN TC2:  _ INTERFACE IND:  _ _ _ B _ _ _
PAY LIQ TC:  _ BALTC: 303 AFRTC:  _ INTTC:  _

```

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A/S  BT  MATCH GLA DOC  A/S  BT  MATCH GLA DOC
DF:  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
FILE AP: - 15  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
POSTING AB: - 15  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
INDS: CC: - 15  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
      GP: - 15  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
      PJ: - 15  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
      CF: - 15  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
EFF START DATE: 09011994 EFF END DATE:  LAST PROC DATE: 06212005
Z06 RECORD SUCCESSFULLY RECALLED

```

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-28B PROFILE F11-28C DESC

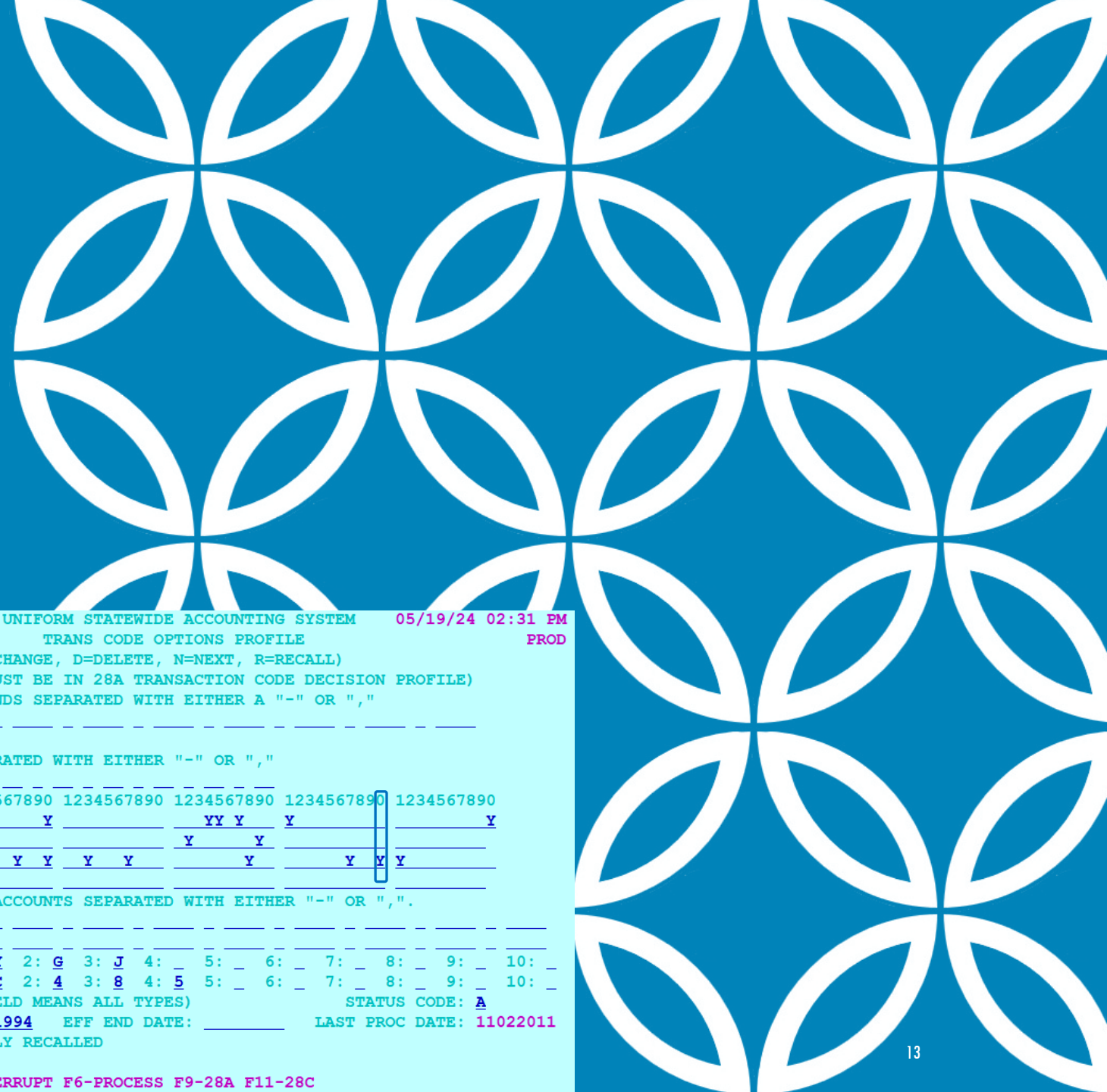
# CREATE DOCUMENTS

```
TEXAS SD10          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/19/24 01:57 PM
LINK TO:  _____ COMPROLLER OBJECT PROFILE              PROD

ACTION: R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

      APPROPRIATION YEAR: 20
      COMPROLLER OBJECT: 7043
              TITLE: FICA EMPLOYER MATCHING CONTR
              (RELATED RECORD MUST EXIST IN REFERENCED PROFILE)
      GOVT GAAP SOURCE/OBJECT: 0210 (D08)                LBB OBJECT: 1002 (D01)
      PROP GAAP SOURCE/OBJECT: 1090 (D08)                COMPROLLER SOURCE/GROUP: 0041 (D09)
      CNA GAAP SOURCE/OBJECT: 2630 (D08)                NACUBO SOURCE/OBJECT: 65 (D34)
      GWFS GAAP SOURCE/OBJECT: 3405 (D08)                FEDERAL MATCH IND: N
      1099 IND: N  OBJECT TYPE: E  GOODS/SERV: N  INT OBJ: _____
RECEIPT CATEGORY: 00  RECEIPT TYPE: 00  OBJECT GROUP: 40  TRANSFER TYPE: N
REV/EXP CATEGORY: 02  PROG CATEGORY: 00  CASH BASIS SRCE/FUNC: 15  C/I IND: N
PROP GAAP CATEGORY: 03 (SYSTEM GENERATED)  NACUBO CAT: 40 (SYSTEM GENERATED)
GOVT GAAP CATEGORY: 04 (SYSTEM GENERATED)
CNA GAAP CATEGORY: 50 (SYSTEM GENERATED)
GWFS GAAP CATEGORY: 66 (SYSTEM GENERATED)                STATUS CODE: A
EFF START DATE: 09012019  EFF END DATE: _____  LAST PROC DATE: 08052022
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

# CREATE DOCUMENTS



TEXAS S28B UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/19/24 02:30 PM  
 LINK TO: \_\_\_\_\_ TRANS CODE OPTIONS PROFILE PROD  
 ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)  
 TRANS CODE: 303 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
 ENTER APPROPRIATED FUNDS SEPARATED WITH EITHER A "-" OR ","  
E 9999 0938 \_\_\_\_\_  
 -----  
 ENTER FUND TYPES SEPARATED WITH EITHER "-" OR ","

	COLUMNS	1234567890	1234567890	1234567890	1234567890	1234567890
USER	01 - 50:	<u>Y</u> <u>YY</u> <u>Y</u>	<u>Y</u>	<u>YY</u> <u>Y</u> <u>Y</u>	<u>Y</u>	<u>Y</u>
CLASSES	51 - 99:	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
OBJECT	01 - 50:	<u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u> <u>Y</u> <u>Y</u>	<u>Y</u>
GROUPS	51 - 99:	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

ENTER COMP TROLLER GL ACCOUNTS SEPARATED WITH EITHER "-" OR ",".  
 -----  
 VALID DOC TYPES 1: Y 2: G 3: J 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_  
 VALID BATCH TYPES 1: C 2: 4 3: 8 4: 5 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_  
 ("% IN FIRST FIELD MEANS ALL TYPES) STATUS CODE: \_\_\_\_\_  
 EFF START DATE: 09011994 EFF END DATE: \_\_\_\_\_ LAST PROC D: \_\_\_\_\_  
 Z06 RECORD SUCCESSFULLY RECALLED  
 PLEASE ENTER FUNCTION  
**F1-HELP F3-END F4-INTERRUPT F6-PROCESS F9-28A F11-28C**

TEXAS S28B UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/19/24 02:31 PM  
 LINK TO: \_\_\_\_\_ TRANS CODE OPTIONS PROFILE PROD  
 ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)  
 TRANS CODE: 304 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
 ENTER APPROPRIATED FUNDS SEPARATED WITH EITHER A "-" OR ","  
E 9999 0938 \_\_\_\_\_  
 -----  
 ENTER FUND TYPES SEPARATED WITH EITHER "-" OR ","

	COLUMNS	1234567890	1234567890	1234567890	1234567890	1234567890
USER	01 - 50:	<u>Y</u> <u>YY</u> <u>Y</u>	<u>Y</u>	<u>YY</u> <u>Y</u> <u>Y</u>	<u>Y</u>	<u>Y</u>
CLASSES	51 - 99:	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
OBJECT	01 - 50:	<u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u> <u>Y</u> <u>Y</u>	<u>Y</u>
GROUPS	51 - 99:	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

ENTER COMP TROLLER GL ACCOUNTS SEPARATED WITH EITHER "-" OR ",".  
 -----  
 VALID DOC TYPES 1: Y 2: G 3: J 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 VALID BATCH TYPES 1: C 2: 4 3: 8 4: 5 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 ("% IN FIRST FIELD MEANS ALL TYPES) STATUS CODE: A  
 EFF START DATE: 09011994 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 11022011  
 Z06 RECORD SUCCESSFULLY RECALLED  
 PLEASE ENTER FUNCTION  
**F1-HELP F3-END F4-INTERRUPT F6-PROCESS F9-28A F11-28C**

# CREATE A BATCH

## Batch Header – Form 73.240



Batch Header Form

```

TEXAS S500          UNIFORM STATEWIDE ACCOUNTING SYSTEM  05/19/24 03:15 PM
LINK TO: _____ BATCH HEADER ENTRY                  PROD

    BATCH AGENCY: 575          (SIGN ON AGENCY)
    BATCH DATE:  _____   (MMDDYY, DEFAULTS TO TODAYS DATE)
    BATCH TYPE:  8
    BATCH NUMBER: 575
    BATCH EDIT MODE: 2

    BATCH COUNT: 4           BATCH AMOUNT: 2271112.36

    PAYMENT DIST TYPE: _____ (MUST BE VALID IN D53 TITLES PROFILE)
    DISB METH IND:  _____   (H, M, R, E, C OR SPACE)
    EFFECTIVE DATE:  _____ (MMDDYY, DEFAULTS TO TODAYS DATE)
    FAST ENTRY:  _____     (M/S/ )
    USER ID:  SMEY462        MEYERS, SELENA
    USER CLASS: 79
    ACTION CODE AGENCY: _____
    ACTION CODE:  _____

F1-HELP F3-END F4-INTERRUPT
    
```

### BATCH HEADER

1. Document type  
J2457502

2. Batch agency .....	2.	<input type="text" value="575"/>	Defaults from user's security record
3. Batch date .....	3.	<input type="text"/>	Defaults to today's date
4. Batch type .....	4.	<input type="text" value="8"/>	1 - Budgetary 2 - Revenue / receipts 3 - Pre-encumbrances / encumbrances 4 - Expenditures / disbursements 5 - Journal voucher 6 - Payroll 7 - Torts 8 - Balancing journal vouchers 9 - Salary
5. Batch number .....	5.	<input type="text" value="575"/>	
6. Batch edit mode .....	6.	<input type="text" value="2"/>	0 - No edit, no post 1 - Edit, no post 2 - Edit, post
7. Batch count .....	7.	<input type="text" value="4"/>	Used for control purposes only
8. Batch amount .....	8.	<input type="text" value="2,271,112.36"/>	Used for control purposes only
9. Payment dist. type .....	9.	<input type="text"/>	Blank - Defaults to TING R - Warrant RD - Warrant, combine across documents RF - Warrant, combine across documents/funds D - Direct deposit DD - Direct deposit, combine across documents DF - Direct deposit, combine across documents/funds
10. Disb. meth. ind. ....	10.	<input type="text"/>	H - Hold processing of disbursement M - Manual disbursement R - Release for automated payment
11. Effective date .....	11.	<input type="text"/>	Defaults to today's date
12. Fast entry .....	12.	<input type="text"/>	Blank - No fast entry M - Multiple payee/customer fast entry S - Single payee/customer fast entry
13. Action code agency .....	13.	<input type="text"/>	Defaults to user's security record
14. Action code .....	14.	<input type="text"/>	Defaults to user's security record
15. Central data entry .....	15.	<input type="text" value="Y"/>	N
16. Pre-audit exception .....	16.	<input type="text" value="Y"/>	N
17. Request of auditor .....	17.	<input type="text" value="Y"/>	N Auditor's name <input type="text"/>



# USAS NAVIGATION

```
usas_
User Help Desk          Glenn Hegar
(512) 463-HELP         Texas State Comptroller

                          Statewide
                          *
                          Teleprocessing
                          System

Unauthorized use
is prohibited.
Usage may be subject
to security testing and monitoring.
Misuse is subject to criminal
prosecution. There is no expectation
of privacy except as provided by law.
```

```
VTAM/Switch 6.7 Comptroller Session Manager PRD1      Term: TCP51179
                                                        Date: 05/17/2024
Please enter your userid and password                  Time: 12:30:26
                                                        TCP: 128.194.2.54

User ID : smey462_
Password :

New Password :
```

====>

Select one of the following applications to start a new session

- |    |          |                  |          |    |            |                 |          |
|----|----------|------------------|----------|----|------------|-----------------|----------|
| 1  | USAS (P) | USAS PRODUCTION  | ACTIVE   | 19 | SPRS (C)   | SPRS CONVERSION | CHECKING |
| 2  | USAS (T) | USAS TRAINING    | CHECKING | 20 | SPRS (P)   | SPRS PRODUCTION | ACTIVE   |
| 3  | USAS (S) | USAS AGY SETUP   | CHECKING | 21 | SPA (TEST) | SPA USER TEST   | CHECKING |
| 4  | SPA (P)  | SPA PRODUCTION   | ACTIVE   | 22 | USAS (C)   | USAS CONVERSION | CHECKING |
| 5  | SPA (T)  | SPA TRAINING     | CHECKING | 23 | TINS (C)   | TINS AGY SETUP  | CHECKING |
| 6  | USPS (P) | USPS PRODUCTION  | ACTIVE   | 24 | N/A-24     |                 |          |
| 7  | N/A-7    |                  | CHECKING | 25 | N/A-25     |                 |          |
| 8  | USPS (S) | USPS CONVERSION  | CHECKING | 26 | SFS (L)    |                 |          |
| 9  | TINS (P) | TINS PROD        | ACTIVE   | 27 | SFS (K)    |                 |          |
| 10 | HRIS (P) | HRIS PRODUCTION  | ACTIVE   |    |            |                 |          |
| 11 | FACTS    | FACTS PROD       | ACTIVE   |    |            |                 |          |
| 12 | N/A-12   |                  | CHECKING |    |            |                 |          |
| 13 | TSO      | TSO ON PROD      | CHECKING |    |            |                 |          |
| 14 | N/A-14   |                  | CHECKING |    |            |                 |          |
| 15 | CICS     | CICS CPA         | ACTIVE   |    |            |                 |          |
| 16 | USAS (A) | USAS ACCEPTANCE  | CHECKING |    |            |                 |          |
| 17 | HRIS (A) | HRIS ACCEPTANCE  | CHECKING |    |            |                 |          |
| 18 | USAS (F) | FINANCIAL REPORT | CHECKING |    |            |                 |          |

PF1-HELP PF3-END PF7-BACKWARD PF8-FORWARD PA1-

TEXAS S002      UNIFORM STATEWIDE ACCOUNTING SYSTEM      05/17/24 03:07 PM  
 NEWS DISPLAY      PROD

TO ACCESS THE NEWS/HELP SCREEN, LINK TO THE 90 SCREEN AND TYPE KEYWORD 'NEWS'  
 PRESS ENTER TO RECALL, THEN ENTER ACTION 'N' TO SCROLL FORWARD.

\*\*\*\*\*

MAY/JUNE ON-LINE AVAILABILITY SCHEDULE      P. 34-35

REIMBURSEMENT DOCUMENTS (UPDATED FOR DOC TYPE 5)      P. 55-56

EMAIL SUPER-SECURITY DELETES TO USAS.MAINTENANCE@CPA.TEXAS.GOV      P. 91-92

OBTAIN SSD FORM (73-310) FROM FMX>>FORMS

F3-END

PRESS (ENTER) TO CONTINUE

# USAS NAVIGATION



# USAS NAVIGATION

```
TEXAS S010          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/18/24 04:04 PM
LINK TO:  _____          MAIN MENU                      PROD

ENTER SELECTION: d

C      COST ALLOCATION PROFILE
D      DATA ENTRY OF FINANCIAL TRANSACTIONS
F      FIXED ASSET SUBSYSTEM
G      GRANT/PROJECT SUBSYSTEM
O      ONLINE FINANCIAL INQUIRY
P      PROFILE MAINTENANCE FOR CORE SYSTEM
Q      AUXILIARY PROFILE MAINTENANCE
R      REPORTING
S      SYSTEM MANAGEMENT
T      DOCUMENT TRACKING
W      PAYMENT PROCESSING
Z      SIGN OFF

F1-HELP  F3-END  F4-INTERRUPT
```

```
TEXAS S013          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/18/24 04:00 PM
LINK TO:  _____          FINANCIAL TRANSACTION DATA ENTRY MENU  PROD

ENTER SCREEN ID:  _____

50  ENTER ACCOUNTING TRANSACTION
51  RECALL A BATCH FOR CORRECTION
52  VIEW A BATCH
53  VIEW BATCH HEADERS

55  RECURRING TRANSACTION PROFILE
93  RECURRING TRANSACTION REQUEST
15  INVOICE DETAIL

19  LEGAL / DESCRIPTIVE TEXT

FUNCTION IS INVALID - TRY AGAIN
F1-HELP  F3-END  F4-INTERRUPT
```

```
TEXAS S500          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/19/24 03:15 PM
LINK TO:  _____          BATCH HEADER ENTRY          PROD

BATCH AGENCY: 575          (SIGN ON AGENCY)
BATCH DATE:  _____      (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE:  8
BATCH NUMBER: 575
BATCH EDIT MODE: 2

BATCH COUNT: 4          BATCH AMOUNT: 2271112.36

PAYMENT DIST TYPE:  _____      (MUST BE VALID IN D53 TITLES PROFILE)
DISB METH IND:  _____      (H, M, R, E, C OR SPACE)
EFFECTIVE DATE:  _____      (MMDDYY, DEFAULTS TO TODAYS DATE)
FAST ENTRY:  _____      (M/S/ )
USER ID: SMEY462          MEYERS, SELENA
USER CLASS: 79
ACTION CODE AGENCY:  _____
ACTION CODE:  _____

F1-HELP  F3-END  F4-INTERRUPT
```

# JOURNAL DOCUMENT

**Batch Agy:** 575  
**Batch Date:** \_\_\_\_\_  
**Batch Type:** 8  
**Batch No:** 575  
**Edit Mode:** 2  
**Eff Date:** 052224

**STATE OF TEXAS  
BALANCED JV**

**Prepared BY:** Selena Meyers  
**Reviewed/Uploaded By:** \_\_\_\_\_  
**Document No:** J2457502

**Document Total:** 2,271,112.36      **Document Count:** 4

**Legal Cite**

HB1, 88th Legislature, RS, Article IX, Section 6.14; correct D23 Fund.

AGY	DOC	REF	REF	TRAN	AY	PCA	INDEX	COMP	AGY	AGY	AMOUNT	RVS	AGY	DESCRIPTION	APPN	FUND	PAYEE #	MAIL
AGY	SFX	DOC NUM	SFX	CODE	AY	PCA	INDEX	OBJ	OBJ	GL ACCT								CODE
575	001	J4LH0516	003	406	20	99999		3975			1,134,228.85	R		Correct D23 Fund	00000	0325		
575	002	J4LH0516	003	406	20	99999		3975			1,134,228.85			Correct D23 Fund	00000	3255		
575	003	YP023617	000	303	20	25632		7043			1,327.33			Correct D23 Fund	91142	3258		
575	004	YP023617	000	304	20	25612		7043			1,327.33			Correct D23 Fund	91142	3256		

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_