



# KEEPING THE USAS IT FILE CURRENT

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# WHAT IS THE IT FILE?

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The Internal Transaction File, commonly known as the IT file or the 53 Screen is a temporary file used by USAS to store transactions while they are being processed. Transactions remaining on the IT file are waiting for:

- ◇ Batch release
- ◇ Oversight approval
- ◇ Error correction
- ◇ Balancing
- ◇ Future payment due date or effective date

All current year documents should be successfully processed, paid and written to history prior to August 31<sup>st</sup>

Your ACO will notify your agency if there are any batches on the IT file for 90 days or more

They expect transactions to be corrected and batches balanced and released, or super security deleted so all batches process completely on USAS

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## IT FILE RULES

# THE IT FILE

```
TEXAS S530 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 12:38 PM
LINK TO: _____ VIEW BATCH HEADERS PROD

ACTION: N (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: _ (D=DATE T=TYPE N=NMNR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 715 PRINTER ID: _____
...BATCH ID...
S DATE TYP NO STA BAL MD FPP DATE COUNT ENTERED AMOUNT COMP COUNT COMP AMOUNT
_ 050624 2 139 R Y 3 050624 00002 00000032921.52 00002 00000032921.52
_ 050624 4 500 R Y 3 050624 00006 00000001099.00 00006 00000001099.00
_ 051024 4 500 P Y 4 # 051024 00063 00001025755.56 00063 00001025755.56
_ 051424 4 505 R Y 0 051424 00003 00000001962.80 00003 00000001962.80
_ 051524 4 500 R Y 0 051524 00012 00000003540.10 00012 00000003540.10
_ 051524 4 505 R Y 0 051524 00028 00000001750.66 00028 00000001750.66
_ 051524 6 400 H Y 3 051524 00523 000000411800.66 00523 000000411800.66
_ 051624 4 500 R Y 0 051624 00038 000000041935.88 00038 000000041935.88
_ 051624 4 505 R Y 0 051624 00005 00000000145.76 00005 00000000145.76
_ 051724 4 500 R Y 0 051724 00018 000000010993.50 00018 000000010993.50
_ 051724 4 505 R Y 0 051724 00018 00000002865.84 00018 00000002865.84
_ 052024 1 147 H Y 1 052024 00002 00000030000.00 00002 00000030000.00
* = FAILED PAYMENT PROCESSING (FPP) ERRORS; # = NEGATIVE BALANCE ERROR(S)

TO VIEW ADDITIONAL SUMMARY RECORDS, PRESS ENTER
F1-HELP F3-END F4-INTERRUPT F8-DOC/TRACK F9-BALANCING F10-RECALL F11-DETAILS
```

H = the batch is on hold (a batch on hold will not cycle)

R = the batch is released (released batches attempt to cycle)

A = the batch is waiting for an approval action (check the USAS 37 screen for required approval codes)

P = the batch is fully posted; a payment is pending

D = the batch is marked for deletion (the batch will process off the IT file with the cycle)

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## BATCH STATUS



# WHAT DOES IT ALL MEAN?

53 screen — View Batch Header — Agency number is populated by User's Security

52 screen — View a Batch — To move from the 53 screen to the 52 screen select the batch and press F11. To review the transaction line on the 50 screen, select and press F10, .

On the 53 screen the FPP (Failed Payment Processing) column shows the following:

\* - the batch contains at least one transaction with a funding error

# - the batch contains at least one transaction whose net amount is negative

On the 52 screen the E (Error) column shows the following:

N - flags negative balance transactions

P - flags payments failing payment processing

X - flags transactions with a fatal data element

```
TEXAS S520 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 01:29 PM
LINK TO: _____ VIEW A BATCH PROD
ACTION: F (F=FIRST PAGE, N=NEXT PAGE, D=PAY DATE VIEW, S=SELECT DETAIL)
BATCH ID: AGENCY 711 DATE 051624 TYPE 4 NO 500 SEQUENCE 00001
MODE 3 EFF DATE 051624 STATUS H PRINTER ID _____
```

S	SEQ	CUR	DOC/SFX	REF	DOC/SFX	AGY	TC	INDEX	PCA	AY	COBJ	AMOUNT	R	E
—	00111	26510605	001			711	247		39871	24	7328	400.00		X
—	00112	26510605	000			711	904		89020	24		400.00		
—	00220	96510776	001			711	247		39801	24	7310	15.53		X
—	00221	96510776	002			711	247		39801	24	7310	582.00		X
—	00222	96510776	000			711	904		89020	24		597.53		

# WHAT DOES IT ALL MEAN?

```
TEXAS S505 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 02:38 PM
LINK TO: _____ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY PROD

BATCH: AGENCY 711 DATE 051624 TYPE 4 NO 500 SEQ NO 00111 MODE MASTER EDIT ONLY
DOC DATE: 051524 EFF DATE: 051624 PMT DUE DATE: 061424 SERV DATE: 051524
DOC/SFX: 26510605 001 REF DOC/SFX: _____ DISC DATE: _____
TRAN CODE: 247 IC: N RQD PMT DATE: 051624
INDEX: _____ MOD: AGENCY: 711 AY: 24
PCA: 39871 PCC: H REQ NO: 6510605
COMP/AGY OBJ: 7328 NACUBO SUBFUND: 1200
AMOUNT: 00000000400.00 RVS: DISC: 00000000000.00 1099: FO: PDT: DF
DOC COUNT: 00002 DOC AMT: 00000000800.00 DOC AGY: 711 CI: PROP #:
INV NO: 1230610 INV DT: 051524 CONF: N
DESC: MACHINE WORKS INC - SANDERS-AP
DESC:
VEND/MC: 1 002 NM:
APPN NO: 13058 FUND: 0047 ORIG PMT DATE:
CONT NO: WARR NO:
GL AC/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: 2903164075 AGY CD-1: 2: 3: DI: RTI:
E81 VENDOR NOT IN 34 E83 VEN NAME REQUIRED

F1-HELP F3-END F4-INT F8-FORWARD F11-DETAILS F12-ADDR
```



# WHAT DOES IT ALL MEAN?

```
TEXAS S505 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 02:43 PM
LINK TO: _____ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY PROD

BATCH: AGENCY 711 DATE 051624 TYPE 4 NO 505 SEQ NO 00011 MODE MASTER EDIT ONLY
DOC DATE: 051424 EFF DATE: 051624 PMT DUE DATE: 061324 SERV DATE: 051424
DOC/SFX: 16509926 001 REF DOC/SFX: _____ DISC DATE: _____
TRAN CODE: 247 IC: N __ RQD PMT DATE: 051624
INDEX: _____ MOD: __ AGENCY: 711 AY: 24
PCA: 40691 PCC: __ REQ NO: _____
COMP/AGY OBJ: 7546 _____ NACUBO SUBFUND: 1100
AMOUNT: 00000000770.93 RVS: __ DISC: 00000000000.00 1099: __ FO: __ PDT: DF
DOC COUNT: 00002 DOC AMT: 00000001541.86 DOC AGY: 711 CI: __ PROP #: _____
INV NO: 1223435 INV DT: 051424 CONF: N
DESC: BANERJEE - CEC CONFERENCE'24 A
DESC: _____
VEND/MC: 7 _____ 000 NM: _____
APPN NO: 26402 FUND: 2103 ORIG PMT DATE: _____
CONT NO: _____ WARR NO: _____
GL AC/AGY: _____
GRANT NO/PH: _____ SUB GRANTEE: _____ PROJ NO/PH: _____
MPCD: 1633033410 AGY CD-1: _____ 2: _____ 3: _____ DI: _____ RTI: _____
EDC 28B EXCLUDES COBJ

F1-HELP F3-END F4-INT F8-FORWARD F11-DETAILS F12-ADDR
```

# WHAT DOES IT ALL MEAN?

## Posted, Unposted, Processed?

### Posted Transactions

Are in edit mode 2 and 4

Have impacted the appropriation balances

Have not fully processed

- Future payment date
- Future effective date
- Posted Transactions

### Unposted transactions

Are in edit modes 0, 1, or 3\*

Have not impacted the appropriation balances

Have not fully processed

### Processed transactions

Are no longer on the USAS 53 screen

\* Posted transactions can also be found in edit mode 3 batches, one failed transaction for the batch will make the entire batch stay in edit mode 3.

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TEXAS S530 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 02:29 PM
LINK TO: _____ VIEW BATCH HEADERS PROD

ACTION: F (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
SORT: _ (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)
BATCH AGENCY: 713 PRINTER ID: _____
...BATCH ID...
S DATE TYP NO STA BAL MD FPP DATE COUNT ENTERED AMOUNT COMP COUNT COMP AMOUNT
_ 050124 4 500 P Y 4 * 050124 00104 00001330704.38 00104 00001330704.38
_ 051524 2 002 R Y 3 051524 00001 00000000432.42 00001 00000000432.42
_ 051724 4 500 R Y 0 051724 00006 00000017099.06 00006 00000017099.06
_
_

TEXAS S520 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 03:21 PM
LINK TO: _____ VIEW A BATCH PROD

ACTION: F (F=FIRST PAGE, N=NEXT PAGE, D=PAY DATE VIEW, S=SELECT DETAIL)
BATCH ID: AGENCY 713 DATE 050124 TYPE 4 NO 500 SEQUENCE 00001
MODE 4 EFF DATE 050124 STATUS P PRINTER ID _____

S SEQ CUR DOC/SFX REF DOC/SFX AGY TC INDEX PCA AY COBJ AMOUNT R E
_ 00019 92414251 006 713 247 89156 24 7041 56575.58 PLANCE ERROR(S)
_ 00022 92414251 000 713 904 89020 24 560693.81
_
_
_
_
_
_
_
_
_
_
ENTERED COUNT: 00104 ENTERED AMOUNT: 00001330704.38
COMPUTED COUNT: 00104 COMPUTED AMOUNT: 00001330704.38
NO MORE DETAILS IN THIS BATCH

F1-HELP F3-END F4-INTERRUPT F8-DOC/TRACK F9-BALANCING F10-RECALL F12-HEADERS

```

# WHAT DOES IT ALL MEAN?

TEXAS S530 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:03 PM  
 LINK TO: VIEW BATCH HEADERS PROD

ACTION: F (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)  
 SORT: \_ (D=DATE T=TYPE N=NMBR S=STATUS B=BAL M=MODE F=FPP BLANK=DEFAULT)  
 BATCH AGENCY: 718 PRINTER ID: \_\_\_\_\_

...BATCH ID...		EFF	ENTERED	ENTERED	COMP	COMP
S	DATE TYP NO STA BAL MD FPP DATE	COUNT	AMOUNT	COUNT	AMOUNT	
_	051524 4 500 P Y 4 * 051524 00002 00000046180.00	00002	00000046180.00	00002	00000046180.00	
_	051624 G 880 H Y 3 051624 00004 00000006470.48	00004	00000006470.48	00004	00000006470.48	

\* = FAILED PAYMENT PROCESSING (FPP) ERRORS; # = NEGATIVE BALANCE ERROR(S)

NO MORE BATCHES FOR THIS AGENCY  
 F1-HELP F3-END F4-INTERRUPT F8-DOC/TRACK F9-BALANCING F10-RECALL F11-DETAILS

TEXAS S505 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 02:51 PM  
 LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY PROD

BATCH: AGENCY 718 DATE 051524 TYPE 4 NO 500 SEQ NO 00001 MODE EDIT AND POST  
 DOC DATE: 081722 EFF DATE: 051524 PMT DUE DATE: 051924 SERV DATE: 041924  
 DOC/SFX: 90404524 001 REF DOC/SFX: DISC DATE:  
 TRAN CODE: 247 IC: N RQD PMT DATE: 051524  
 INDEX: MOD: AGENCY: 718 AY: 23  
 PCA: 30777 PCC: REQ NO:  
 COMP/AGY OBJ: 7256 NACUBO SUBFUND: 6100  
 AMOUNT: 00000023090.00 RVS: DISC: 00000000000.00 1099: FO: PDT: DF  
 DOC COUNT: 00002 DOC AMT: 00000046180.00 DOC AGY: 718 CI: PROP #:  
 INV NO: 6050-17 INV DT: 041524 CONF: N  
 DESC: NEGOTIATED BASIC SERVICES PER A/E C  
 VENDOR: 1 000 NM: SHAH SMITH & ASSOCIATES INC  
 APPN NO: 37259 FUND: 0001 ORIG PMT DATE:  
 CONT NO: WARR NO:  
 GL AC/AGY:  
 GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:  
 MPCD: 8125108714 AGY CD-1: 2: 3: DI: RTI:  
 CHANGE NOT ALLOWED TO FINAL APPROVED DOC

F1-HELP F3-END F4-INT F8-FORWARD F11-DETAILS F12-ADDR

TEXAS S067 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:26 PM  
 LINK TO: APPROPRIATION AGENCY DETAIL INQUIRY PROD

AGY: 718 APPN YEAR: 23 APPN #: 37259 HB 2 MARITIME INFRASTRUCTURE PROJEC  
 D23 FUND: 0001 APPR FUND:  
 PRG CD: LVL: ORG CD: LVL:  
 COMP SRCE GRP: LBB/COMP/AGY OBJ:  
 INQ TYPE: CB INQ YEAR: 24 INQ MONTH: 05 NET CASH ACT: 565,016.53-  
 REM CASH BDGT: .00 APPN CASH AVAIL: .00  
 REM ACCR BDGT: 23,090.00- APN ACCR CSH AVL: 23,090.00-  
 REM ENC BDGT: 23,090.00- APPN ENC CSH AVL: 23,090.00-  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 05 UNEXPD BAL OUT 42,176,629.61  
 06 UNEXPD BAL IN 42,741,646.14  
 15 CASH EXPEND 565,016.53  
 17 ACCRUED EXPEND 23,090.00

F1-HELP F3-END F4-INTERRUPT F7-BKWD F8-FRWD

BAL displays the balance indicator for the batch

Y = Yes and N = No

MD displays the batch edit mode

0 = No edits or posting

1 = Data element edits have occurred, just cycle for funding edits and posting to occur

2 = Data and funding edits done on line, batch has posted and will remain on the IT file until released

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## BATCH BALANCE AND MODE

# WHAT DOES IT ALL MEAN?

```
TEXAS S037 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:20 PM
LINK TO: _____ DOCUMENT TRACKING INQUIRY PROD
          AGY: 718 DOC NO: 90404524 FY: 24 STATUS: Y
          TAPE NO: DOC AMT: 46,180.00 ARCHIVE REF NO:
BATCH - AGY: 718 DATE: 051524 TYPE: 4 NO: 500
RQ ACT:

REQUIRED REAPPROVAL ACTIONS: NET AMT: 23,090.00
FNL APRVL: 051524 NET CASH: 0.00 PD TO DT: 0.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 46,180.00 SEC OF STATE:
***** ACTION HISTORY *****
  DATE TIME AGY CODE USER ID DATE TIME AGY CODE USER ID
05/10/24 10:21:41:16 000 201 CLME456 05/16/24 20:52:08:24 000 231 SYSTPAYM
05/15/24 19:01:57:53 000 220 DAFM250 05/16/24 20:52:08:24 000 232 SYSTPAYM
05/15/24 20:35:39:52 000 200 TAPE718 05/17/24 20:55:25:83 000 231 SYSTPAYM
05/15/24 20:45:31:51 000 164 NNNSYSTEM 05/17/24 20:55:25:83 000 232 SYSTPAYM
05/15/24 20:45:31:51 000 164 NNNSYSTEM
05/15/24 20:45:31:51 000 164 NNNSYSTEM
05/15/24 20:45:31:51 000 164 NNNSYSTEM
05/15/24 20:47:45:30 000 231 SYSTPAYM
05/15/24 20:47:45:30 000 232 SYSTPAYM
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION * NO MORE ACTIONS *
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS
```

```

TEXAS SD44 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:24 PM
LINK TO: _____ ACTION CODE PROFILE PROD
ACTIVE
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000 (MUST BE "000" OR "DEL")
(OPTIONAL IN D02 AGENCY PROFILE)

ACTION CODE: 231

DESCRIPTION: REMAINING FREE BUDGET EXCEEDED

LEVEL IND: E (B=BATCH, D=DOCUMENT, E=EITHER)

TYPE: C (A=AGENCY, B=BOTH, C=COMPTROLLER)

NORMAL HOURS STATUS: _____

STATUS CODE: A
EFF START DATE: 12011995 EFF END DATE: _____ LAST PROC DATE: 12011995
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS

```

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TEXAS SD44 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:28 PM
LINK TO: _____ ACTION CODE PROFILE PROD
ACTIVE
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000 (MUST BE "000" OR "DEL")
(OPTIONAL IN D02 AGENCY PROFILE)

ACTION CODE: 232

DESCRIPTION: AVAILABLE CASH EXCEEDED

LEVEL IND: E (B=BATCH, D=DOCUMENT, E=EITHER)

TYPE: C (A=AGENCY, B=BOTH, C=COMPTROLLER)

NORMAL HOURS STATUS: _____

STATUS CODE: A
EFF START DATE: 12011995 EFF END DATE: _____ LAST PROC DATE: 12011995
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS

```

```

TEXAS SD44 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:29 PM
LINK TO: _____ ACTION CODE PROFILE PROD
ACTIVE
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000 (MUST BE "000" OR "DEL")
(OPTIONAL IN D02 AGENCY PROFILE)

ACTION CODE: 164

DESCRIPTION: APPROPRIATION/BUDGET ERROR

LEVEL IND: D (B=BATCH, D=DOCUMENT, E=EITHER)

TYPE: C (A=AGENCY, B=BOTH, C=COMPTROLLER)

NORMAL HOURS STATUS: _____

```

# ACTION CODES — D44

# WHAT DOES IT ALL MEAN?

```
TEXAS S037 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:31 PM
LINK TO: _____ DOCUMENT TRACKING INQUIRY PROD
AGY: 711 DOC NO: 16509926 FY: 24 STATUS: Y
TAPE NO: DOC AMT: 1,541.86 ARCHIVE REF NO:
BATCH - AGY: 711 DATE: 051624 TYPE: 4 NO: 505
RQ ACT:

REQUIRED REAPPROVAL ACTIONS: NET AMT: 770.93
FNL APRVL: 051624 NET CASH: 0.00 PD TO DT: 0.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 1,541.86 SEC OF STATE:
***** ACTION HISTORY *****
DATE TIME AGY CODE USER ID
05/10/24 10:21:17:80 000 201 CLME456
05/16/24 19:01:59:02 000 220 DAFM250
05/16/24 20:46:39:15 000 200 TAPE711
05/16/24 20:50:24:11 000 166 NNNSYSTEM

TEXAS SD44 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/20/24 04:32 PM
LINK TO: _____ ACTION CODE PROFILE PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: 000 (MUST BE "000" OR "DEL")
(OPTIONAL IN D02 AGENCY PROFILE)
ACTION CODE: 166
DESCRIPTION: OBJECT CODE ERROR
LEVEL IND: D (B=BATCH, D=DOCUMENT, E=EITHER)
TYPE: C (A=AGENCY, B=BOTH, C=COMPTROLLER)
NORMAL HOURS STATUS: _____

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HLP F3-END F4-INT F5-S086 F7-TEXT F8-FWD F9-DOC AP F10-RCL F11-DTLS F12-HDRS

EFF START DATE: 09011991 EFF END DATE: _____ STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 09031999
PLEASE ENTER FUNCTION
F1-HLP F3-END F4-INTERRUPT F6-PROCESS
```



# QUESTIONS

- Anyone dealing with something specific?
- We can review the IT file for a member
  - Can ask us later today at the Individual session as well
- Any other challenges?





# KEEPING THE USAS IT FILE CURRENT

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- Can we do it, **yes**, we can!
- Be mindful of System Generated batches, do not make changes or delete them unless you have worked with your ACO and you each know what will occur
- Do not delete transactions from balanced documents in edit mode 3 or 4