

1. Document type

BATCH HEADER

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

Entered by	Date
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