


Super Security Delete Request

1. Agency number	2. Agency name	3. Date
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4. <u>Batch date</u>	5. <u>Batch type</u>	6. <u>Batch no.</u>	7. <u>Seq. no.</u>	8. <u>Document no./SFX no.</u>	9. <u>Amount</u>	10. <u>Reason Code</u>
(Available on USAS screen S530-View Batch Headers)			(Available on USAS screen S520-View a Batch)			
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

<u>Reason Code</u>				
111 - PIN	130 - Amount	150 - PCC	175 - PCA	195 - Dup entry/pmt
115 - Not payable	135 - Doc type	155 - AY	180 - Appn no.	200 - FY
120 - Requisition no.	140 - Comp object	165 - Expedite	185 - Neg bal.	205 - Other
125 - Due date	145 - Trans code	170 - Funds	190 - Doc no.	<i>(Comments required)</i>

11. Comments _____

12. Authorized signature *see signature instructions 	13. Printed name	14. USAS User ID
15. Phone (Area code and number)	16. FAX (Area code and number)	17. Email address

<i>For Comptroller Use Only</i>	
Date received _____	E/I (External/Internal agency) _____
Time received _____	Number of documents _____
Deleted by _____	Number of transactions _____
Date deleted _____	
Time deleted _____	
QC'd by _____	
Date QC'd _____	
Time QC'd _____	

Instructions for Super Security Delete

IMPORTANT: System generated documents must not be changed, deleted or super security deleted. Contact your ACO for assistance in processing these types of documents.

Press the "Tab" key on your keyboard to advance to the next available field.

<u>Field</u>	<u>Description</u>
1. Agency number	Enter the 3-digit agency number associated with the batch to be deleted.
2. Agency name	Enter the agency name.
3. Date	Enter the 6-digit request date (mmddy).
4. Batch date	Enter the 6-digit batch date associated with the batch to be deleted (mmddy).
5. Batch type	Enter the 1-digit batch type. Note: Batch Type 4, 6, or 7 requires a Voucher Signature Card on file at the Comptroller's office. All other batch types entered require the approver to have a USAS Security Profile(96A) screen with Release Flag = 1.
6. Batch no.	Enter the batch number.
7. Seq. no.	Enter the 3-digit sequence number.
8. Document/SFX no.	Enter the 8-character document number followed by "/" and the 3-digit suffix number.
9. Amount	Enter the amount (up to 11 digits and 2 decimal places).
10. Reason code	Enter the 3-digit reason code from the applicable reason code box on the form.
11. Comments	Describe the reason for this request.
12. Authorized signature	Authorized approver must sign in this field as follows: <i>If a batch type of 4, 6, or 7 is entered in field #5 above, the signature must match the approval signature on the Voucher Signature Card on file at the Comptroller's office.</i> — OR — <i>For all other batch types entered in field #5 above, either:</i> <i>a. Authorized approver must have USAS Security Profile (96A) screen with Release Flag = 1</i> <i>b. CPA internal Super Security Delete — the CPA Section Supervisor must sign.</i>
13. Printed name	Print or type the name of the authorized approver (same as field #12).
14. USAS User ID	Enter the 7-character USAS mainframe User ID of the authorized approver (same as field #12).
15. Phone number	Enter the authorized approver's 10-digit phone number.
16. FAX number	Enter the authorized approver's 10-digit fax number.
17. Email address	Enter the authorized approver's email address.

Please verify that all entries are complete and accurate prior to submitting this form. Submit the SSD by 4:00 p.m. to ensure same-day processing.

Submit this form by: Email to: usas.maintenance@cpa.texas.gov
—OR—
FAX to 512-475-0723

If you need to speak to someone directly, you may contact:

- Joe Pacheco 512-936-6211
- Jennifer Paris 512-475-1367