

Instructions for Super Security Delete

IMPORTANT: System generated documents must not be changed, deleted or super security deleted. Contact your agency's appropriation control officer (<https://fm.x.cpa.texas.gov/fm/contacts/fm.php?list=aco>) for assistance in processing these types of documents.

All fields are required (except Section 2).

Press the Tab key to advance to the next available field.

<u>Field</u>	<u>Description</u>
1. Agency number (for Batch)	Enter the 3-digit agency number associated with the batch to be deleted.
2. Agency name (for Batch)	Enter the agency name.
3. Submission date	Enter the 6-digit request date (mmddyy).
4. Batch date	Enter the 6-digit batch date associated with the batch to be deleted (mmddyy).
5. Batch type	Enter the 1-digit batch type.
6. Batch no.	Enter the batch number.
7. Seq. no. (from)	Enter the starting 5-digit sequence number for the range to be deleted.
8. Seq. no. (to)	Enter the ending 5-digit sequence number for the range to be deleted. <ul style="list-style-type: none"> • If ONE transaction is being deleted, list the same sequence number in this field as entered in field #7. • If multiple ranges need to be deleted or there are skips in the range to be deleted, enter each complete range on a separate line.
9. Doc. no.	Enter the 8-character document number to be deleted. If the sequence range covers more than one document, enter a separate range for each document.
10. SFX no. (from)	Enter the starting 3-digit document suffix number for the delete. If you are asking for all suffixes in a document to be deleted (without skips), enter "all" for the suffix.
11. SFX no. (to)	Enter the ending 3-digit document suffix number for the range to be deleted. If you have one transaction, enter the same suffix number as in field #10.
12. Amount	Enter the amount (in dollars and cents). If deleting a range of transactions, enter the absolute sum of the transactions being deleted.
13. Reason for deletion	Describe why the transaction(s) needs to be deleted. Include any other notes necessary.

Section 2: Alternate Contact (optional)

14. Alternate's Name	Enter the name of the person who serves as an alternate contact for the delete request.
15. Alternate's Phone	Enter the alternate's 10-digit phone number.
16. Alternate's Email	Enter the alternate's email address.

Section 3: Approved by

17. Name	<p>Enter the name of the person who is officially approving the SSD. Enter the approver's name exactly as it appears on the Voucher Signature Cards or in USAS, as follows:</p> <p>If a batch type of 4, 6, or 7 is entered in the Batch type field (field #5) above, the name and signature must match the approval signature on the Voucher Signature Card on file at the Comptroller's office.</p> <p>— or —</p> <p>For all other batch types entered in Batch type field (field #5) above, the authorized approver must have USAS Security Profile (96A) screen with release authority for the batch type.</p> <p>Note: For an Internal CPA Super Security Delete, the CPA Section Supervisor must sign.</p>
18. Phone	Enter the approver's 10-digit phone number.
19. USAS User ID	Enter the 7-character USAS User ID of the approver. If the approver does not have a USAS User ID, please enter N/A.
20. Approver's Signature	<p>The approver must authorize this form by one of the following methods:</p> <ul style="list-style-type: none"> • Physically signing in the provided area. • Digitally signing in the provided area. • Emailing the unsigned form directly from the approver's governmental email account.
21. Email	Enter the approver's governmental email address.

Verify that all entries are complete and accurate prior to submitting. Submit this form by email to: usas.maintenance@cpa.texas.gov no later than 2 p.m. to ensure same-day processing. Forms submitted after 2 p.m. may not be processed the same day, depending on the complexity and necessary time to review and process the request.

If you need to speak to someone directly:

- Email usas.maintenance@cpa.texas.gov requesting a call back and provide your contact information.
- or —
- Contact your agency's **appropriation control officer** (<https://fm.x.cpa.texas.gov/fm/contacts/fm.php?list=aco>) or **financial reporting analyst** (<https://fm.x.cpa.texas.gov/fm/contacts/fm.php?list=finrpt>), as appropriate.