

UNIVERSITY OF HAWAII
 FORM INSTRUCTIONS
 SESSION/BATCH CONTROL (FMIS-15)

PURPOSE: To monitor and control sessions/batches of transactions to be processed.

DATA ITEM	COMPLETION INSTRUCTIONS
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All fields must be completed unless noted as optional. Shaded items represent information to be completed by Data Entry.

Requesting Department:

CAMPUS	Enter campus code based on processed documents.
DATE	Enter date form prepared.
SESSION REFERENCE	Enter 6-character session/batch number. Refer to _____ for session reference IDs.
SESSION DATE	Leave blank.
BANK	Enter bank number.
DESCRIPTION	Optional. Enter a description of transactions to be processed in the batch.
USER ID OVERRIDE	Predefined.
SPECIAL PROCESS	Optional. Use for Financial Accounting Beginning Balance (GAO), Bank Transfer (GAO) or Compound Journal Entry (CJE) batches only.
<u>EXPECTED TOTALS</u>	
TRANSACTIONS	Enter expected number of transactions to be processed.
AMOUNT	Enter expected total dollar amount of transactions to be processed.
<u>PROCESSED TOTALS</u>	
TRANSACTIONS	Enter actual number of transactions processed.
AMOUNT	Enter actual total dollar amount of transactions processed.
REJECTED TRANSACTIONS	Enter actual number of transactions rejected by system edits.
INPUT ERRORS	Enter actual number of input errors for transactions accepted by FMIS.
ENTERED BY	Enter name of person who processed transactions.
ENTRY DATE	Enter date batch was entered into system.
INITIALS	Initial to indicate completion of transaction processing.
COMMENTS	Enter comments to account for discrepancies in EXPECTED TOTALS and PROCESSED TOTALS.
REQUESTING DEPARTMENT	Enter name of department requesting processing of transactions.
INITIALS	Initial to indicate approval of request.
SUBMISSION DATE	Enter date transactions submitted for processing.
SPECIAL INSTRUCTIONS	Enter any special instructions for transaction processing.