



XIV Check Writer Subsystem

The Check Writer Subsystem provides agencies with an efficient alternative to manually typing checks. By using specific transaction codes that employ the Check Writer Subsystem, checks may be printed on an agency printer on a real-time basis. To take advantage of this capability, it is recommended that a minimum of 20 checks/transactions be included in a batch. The Check Writer Subsystem may be operated as many times a day as desired, although it is recommended that one morning and one afternoon process be used for administrative control.

The primary objectives of this chapter are to:

- ✪ Describe the functions of the CALSTARS check writer subsystem.
- ✪ Describe CALSTARS check batch processing and activity reports.
- ✪ Describe the commands necessary to print checks on an agency printer.

See Exhibit XIV-1 for an overview of the online Check Writer Subsystem.

CHECK BATCH CODING

Office Revolving Fund and General Cash check printing in CALSTARS may be produced in one of two ways: **manually** typed or **automatically** printed. Checks prepared off-line with a typewriter or a check printing device are referred to as **manual** checks. The accounting event must be recorded using a manual check transaction code. Checks printed on the agency's CALSTARS printer are referred to as **automated** checks. The accounting event must be recorded using an automated check transaction code. Every accounting event in CALSTARS with a check output usually has both a manual and an automated transaction code available. The batch check message indicator needs to be set to 'Y' on **automated** checks if check messages are to be printed on checks from the check message table.

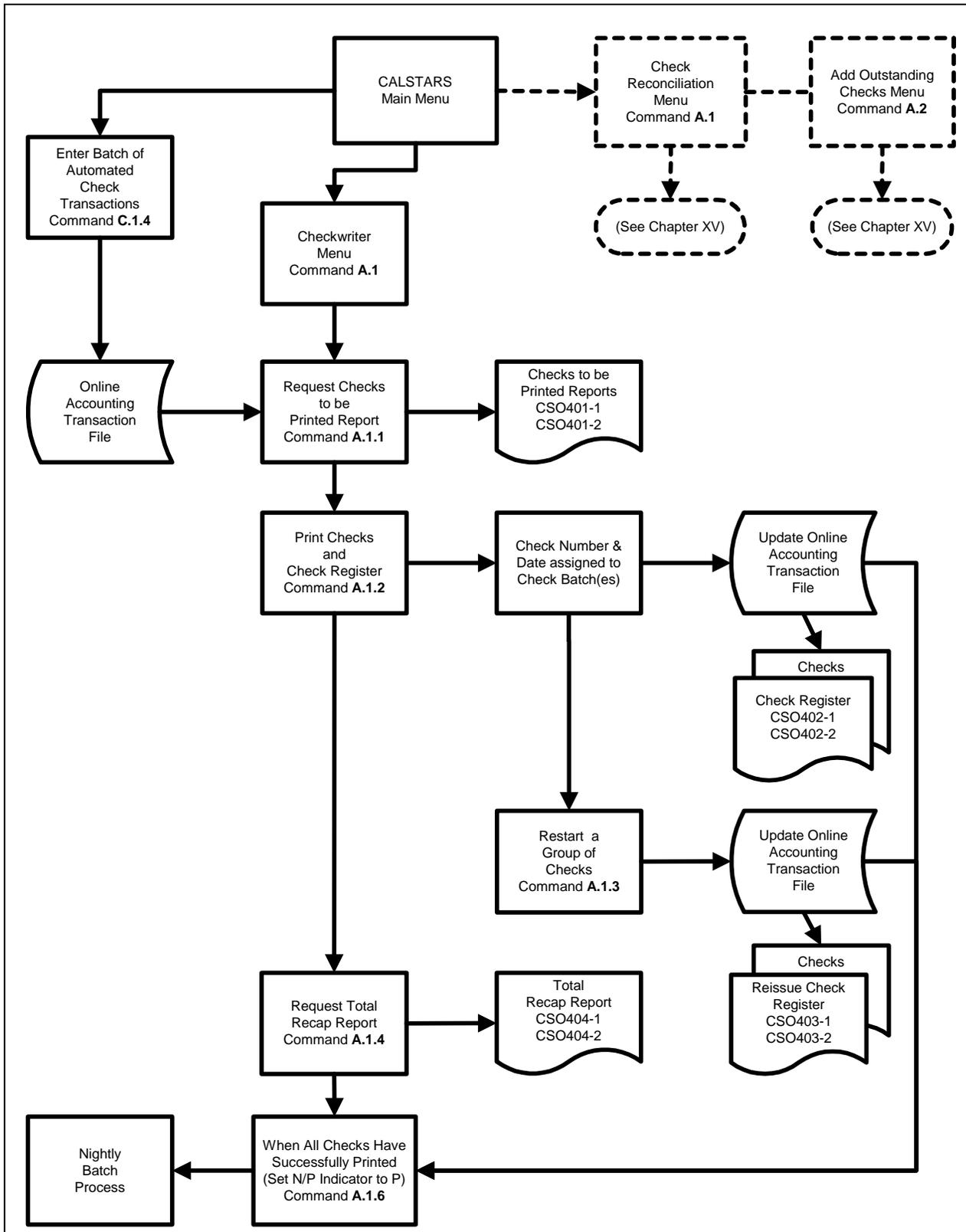
Check transactions must be grouped into separate batches as follows:

- ✪ Manual checks must use a separate batch from automated checks.
- ✪ Automated checks must use a separate batch for each Bank Account number (first 3 digits of check number) when an agency has two or more bank accounts.

NOTE: See specific instructions for agencies with two or more bank accounts found later in this section.

A current Funding Fiscal Year (FFY) Organization Control (OC) Table must be established before any accounting transactions are entered and any automated checks may be printed.

EXHIBIT XIV-1
 AUTOMATED CHECK WRITER PROCESS



Check batches follow the same general rules for preparing, batching and keying financial transactions. See Volume 1, Chapters VI, VIII and IX for more information.

The input coding requirements for manual and automated check transactions are identified in the following table:

| Data Element | Manual Check | Automated Check |
|-------------------------------------|---------------------------------------|---|
| Transaction Code | Coded | Coded |
| Funding Fiscal Year | Coded | Coded |
| Fund Number | Coded or PCA lookup (disbursing fund) | Coded or PCA lookup (disbursing fund) |
| Vendor Number ^{1/} or Name | Coded | Coded |
| Current Document Number/Suffix | Coded | Coded or left blank. If left blank, check number is assigned when check is printed. |
| Current Document Date | Coded | Coded or left blank. If left blank, current system processing date is assigned when check is printed. |
| Amount | Coded | Coded |
| Due Date | Coded | Left blank. System assigns current processing date when check is printed. |
| Check Number | Coded | Left blank. System assigns check number when check is printed based on entered beginning or restart check number. |
| Reverse Code | Allowed | Not allowed |
| CK MSG ID | Not allowed | Allowed |

^{1/} If a Vendor Number is not used, the transaction is not posted to the Vendor Payment File. Also, a Reportable Payment transaction may be required.

In addition to these coding guidelines, there are specific requirements:

Vendor Number - Looks up Vendor Edit Table record for name and verifies a vendor record exists. The Vendor Number allows the system to accumulate detailed, comprehensive vendor payment information in the Vendor Payment File and provides Reportable Payment identification of the vendor for IRS/FTB tax reporting. We strongly recommend that agencies use **Vendor Number** in all their check transactions.

Fund - Displayed on the check. The 4-digit Fund code is either coded on the transaction **or** looked up by the PCA Table, if used. **All check transactions must contain a Fund code identification.**

Check Messages - Departments can produce check messages by using the invoice number field or the CK MSG ID field. Only one method of writing check messages can be used per batch. These two methods are explained in the following paragraphs.

Invoice Number - Serves a special purpose in automated check transactions. The system prints the data from the invoice field in the upper left-hand corner of the check. This provides the check recipient with the purpose or reason for the disbursement. When an ORF advance to an employee is recorded, the description of the specific advance document is entered on the input transaction. When an ORF advance is to a vendor, the vendor's invoice or document number may be used to indicate the purpose of the payment. This usage also applies to General Cash checks.

NOTE: If more than one line of 14 characters is required to appear on the check, 4 additional lines of 14 characters (up to 5 lines) may be printed. This is done by keying a subsequent series (1-4) of transactions with identical coding (except **data** keyed in the Invoice Number field) and a **zero** dollar amount.

CHK MSG ID - Departments have the option of letting the system print a specific message on the check by entering a 4-digit alpha numeric code (pre assigned in the Check Message Table (CM)) in the CK MSG ID field. The General Purpose and Office Revolving Fund batch headers have CK MSG indicator that must be set to 'Y' to use this method. The CK MSG ID identifies the messages to be printed on the checks during the check process. The check messages are stored within the CM message table and can be accessed as a pop-up through a financial transaction or through table maintenance (1.13). Users code the CK MSG ID field on check transactions entered online. Only the last CK MSG ID used per vendor will be used to print the check message. The CK MSG ID field is only displayed on the General Purpose and Office Revolving Fund transaction entry screen.

Help Feature

A help feature is available on the CK MSG ID field. If the user places the cursor in the field and presses F1, then the user will be taken to a unique help pop-up Check Message Search help screen that displays the list of records from the CM Table and allows the user to modify existing table entries or create new entries as necessary. An example of the screen is shown here:

```

9990 General Purpose Transaction Entry                               11-15-2011 01:59 PM
Check Message Table Listing

FUNCTION:  _ (A=Add, C=Change, V=View) Go to CK MSG ID      :  ____
                                                Go to MESSAGE TITLE:  _____

CK MSG ID  MESSAGE TITLE      LINE 1          LINE 2          LINE 3          PUR
-----
CK00      PENALTY PAID      PENALTY PAID          9
CK01      SALARY ADVANCE    SALARY ADVANCE        1
CK02      TRAVEL ADVANCE     TRAVEL ADVANCE        1
CK03      THANK YOU             THANK YOU              1
CK04      TO MARY              TO MARY              THANK YOU          1
D004      EXP ADVANCE         EXP ADVANCE           1
*** End of Data ***

To select desired item, place cursor on that row and press enter
To add a new record, key function A and press enter
To change a record, key function C, place cursor on row, enter
To view a record, key function V, place cursor on row, enter
PF2              PF7  PF8
Retrn            Bkwrd Frwr

```

- If the CK MSG ID field on the screen was blank, the list will begin with the first record for that agency.
- If the CK MSG ID field on the screen was coded, then coded value will be position at the top of the list if a valid code was entered.
- If user enters a code not found in the CM Table and presses F1, they will be taken to the list with the next record within the sort sequence displayed.

Within the Check Message Table Listing pop-up screen the user can initiate immediate updates to CM Table which can then be used on the Transaction Entry screen. From the Search screen the user may retrieve an existing CK MSG by placing the cursor on that row and pressing **Enter**. Once the message has been selected the user will press PF6 to return to the transaction screen with the CK MSG field populated with the CK MSG ID.

NOTE: The Function and Go To fields cannot be populated at the same time. If they are, the error message "267- CANNOT SELECT A FUNCTION AND 'GO TO' SEARCH AT THE SAME TIME" will be displayed.

Functions

The following Functions are available within the Check Message Table Search screen pop-up:

A=Add – Key an **A** in the Function field, the CK MSG ID, and the appropriate values in the informational elements fields to **Add** a record to the CM Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the CM file. A fresh screen is displayed with blank data fields, and a message confirming that the CM Table record was added successfully is displayed at the bottom of the screen.

C=Change-To Change a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the CK MSG ID field, and press **Enter** to View a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the CK MSG ID field, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the CM record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

V=View - If the user wants to View an existing CK MSG record, the user will key a V in the Function field, position the cursor on the row containing the record to be viewed and press **Enter**.

Check Message Table Entry screen

```

9990 Office Revolving Fund Transaction Entry          10-13-2006 11:22 AM
                Check Message ID

Function: A (A=Add, C=Change, V=View, W=Print Rec)

CK MSG ID: _____ MESSAGE TITLE: PENALTY PAID          PURGE> _

LINE 1: PENALTY PAID
LINE 2: _____
LINE 3: _____
LINE 4: _____
LINE 5: _____

                                                LP DATE:

Press Enter to accept Add, Change, or Print Record
Press F2 to return to Search screen
Press F6 to return to Transaction Entry screen with this RA MSG
      PF2             PF6 PF7 PF8 PF9
      Retrn          Trans Bkwrd Frwrd Clear
Enter information to be added

```

After a selected record (or blank screen) has been displayed on the Check Message Entry screen, the following Functions are available:

Check Message Table Function (F) Keys

F2=Return – Returns the user to the Check Message Search pop-up screen. The CK MSG ID shown on the screen at the time that **F2** is pressed will appear as the first record on the Search pop-up screen.

F6=Trans- Returns the user to the underlying Transaction Entry screen and populates the CK MSG field with the CK MSG shown on the Check Message Entry pop-up screen at the time **F6** is pressed. If the CK MSG field in the pop-up is blank at the time that **F6** is pressed, it will return the user to the underlying Transaction Entry screen without populating the CK MSG field. Before exiting the Check Message Entry pop-up screen using **F6**, the program will compare the record displayed on the screen with the stored record. If these images are not the same, the screen will display error message '249-MUST ADD RECORD OR SAVE CHANGES BEFORE PRESSING F6'.

F7=Bkwrđ (Backward) – Go to the previous record (page of records).

F8=Frwrđ (Forward) – Go to the next record (page of records).

F9=Clear – Erases all keyed fields

NOTE: Changed and newly added CM Table records can be used immediately in the CK MSG ID field on the Transaction Entry screen.

When a record has been changed, and another attempt is made to change the record on the same day, an action confirmation pop-up appears to warn users that a change to the record has already occurred. An example of the screen is displayed here:

```

9990 Office Revolving Fund Transaction Entry          10-13-2006 11:22 AM
Check Message ID

Function: A (A=Add, C=Change, V=View, W=Print Rec)

CK MSG ID: _____ MESSAGE TITLE: PENALTY PAID          PURGE> _

LINE 1: PENALTY PAID
LINE 2: _____
LINE 3: _____
LINE 4: _____
LINE 5: _____

LP DATE:

ACTION CONFIRMATION

This Message was already changed today. Do you want to change it again?

Press F4 to confirm or F2 to cancel

```

Agencies with Two or More Bank Account Numbers

The bank account number, the first three characters of the check number, **must** be the same for all automated check batches released for a given printing session. The Check Writer Subsystem is unable to keep track of two bank account number sequences when printing checks. For agencies with two or more bank account numbers, the following procedures apply:

- ✧ Prepare **separate** batches of automated check transactions for each bank account.
- ✧ **Release** to be printed only the batches for **one** bank account number. Place automated check batches for the other account number(s) on **H-Hold** using Command **A.1.4**. Verify the batch status using Command **C.2**.
- ✧ Print and review the Checks To Be Printed Report.
- ✧ Load the check stock in the printer.
- ✧ Print the Checks.
- ✧ Print the Check Register Report.
- ✧ Verify the printed checks are correctly printed and the check numbers match.
- ✧ Release these batches of printed checks to CALSTARS batch processing, from Command **A.1.6** by changing the **N** to a **P**.
- ✧ **Release** automated check batches for the second bank account using Command **C.2**.
- ✧ Print and review the Checks To Be Printed report for the second group of batches.
- ✧ Load the other bank account's check stock in the printer.
- ✧ Print the Checks.
- ✧ Print the Check Register Report.
- ✧ Verify the printed checks are correctly printed and the check numbers match.
- ✧ Release these batches of printed checks to CALSTARS batch processing, Command **A.1.6**.

SPECIAL EDITS FOR AUTOMATED CHECK BATCHES

The following edits occur for all batches that contain transaction codes that post automated checks:

Batch Edit Indicator Must be 0 or 1

Every batch of automated check transactions is edited online with a default Batch Edit Indicator of **1** (table edits), *even if the Batch Edit Indicator is set to 0*. This ensures that the Vendor Number, PCA, Index, Fund, etc. are valid on automated check transactions. **Do not use Batch Edit Indicator 2**. See Volume 1, Chapter VII, Shadow Files, for more information about the Batch Edit Indicator.

Batches Must be Balanced

Automated check batches with batch level errors (i.e., batch count or amount) are **not** acceptable for processing by the Check Writer Subsystem.

Batches Must be Homogenous

Manual and automated check transactions **cannot** be mixed in the same batch; Office Revolving Fund and General Cash Checks **should not** be mixed in the same batch, i.e., separate bank accounts.

F10 Key is Not Allowed

Automated check transactions with online errors cannot be "forced" using the **F10** key (e.g., when a Vendor Edit Table is record not found) to accept a transaction for check printing.

Use One Vendor ID

Either a vendor number **or** vendor name (but not both) must be entered for each transaction. If a vendor number is used, it must exist in the Vendor Edit Table.

Blank Data Fields Required

The Check Number, Reverse Code, and Due Date fields must be blank.

Dollar Limit

The maximum value for any check is limited to \$999,999,999.99. If a check must be issued for a larger amount, two or more check transactions (not in sequence) must be prepared. Current banking practices prohibit accepting larger checks.

Multiple Payments to One Vendor

The sequence in which automated check transactions are entered affects processing and printing. Up to **five consecutive** transactions may be combined into **one** check up to \$999,999,999.99 in total. To combine multiple payments to one vendor:

- ☒ The transactions must be entered consecutively within a batch.
- ☒ The transaction codes must be the same (i.e., salary and travel advances to the same employee may **not** be combined in one check).
- ☒ The vendor ID coding must be exactly the same (using number or name).

For example, if an agency wants to pay two expense advances to the same vendor on one check, the transactions must be entered in sequence. Both invoice numbers will print on the check and record separately in the Vendor Payment File. If a separate check is required for each advance, the transactions must be separated by a different transaction code, a different vendor or be in different batches.

This technique may also be used to record discounts:

- ✦ The first transaction is for the net amount of the invoice. The Invoice field contains the vendor's identifying document number for reference.
- ✦ The second transaction is for a zero amount. The Invoice field contains a notation of the discount amount. Example: "Disc \$12.56".

Online Errors Not Allowed

When the online edits are passed, the transaction is saved in the online transaction file. Automated check transactions that fail these basic edits are flagged during data entry and must be corrected before the batch may be released and the checks printed. Transactions with online errors are not accepted and must be corrected or deleted from the batch. Automated checks are selected for printing when the check transactions have passed the online edit criteria and the batch status "STAT" column, Command **C.2**, is **R-Release**.

Allowable Check Transaction Changes

Once automated check batches are saved in the online transaction file, changes may be made from Command **C.2**, Function (F) - **C-Change** before printing the checks. The same edits that were performed during original data entry are performed again on the changed/added transaction. Even after an automated check batch is **Released**, it may be recalled for changes.

Check Transaction Changes Not Allowed

Once the beginning check number is assigned in Command **A.1.2**, additional online edits prevent data changes. These edits may **not** be overridden. These edits prevent certain fields from being changed. (See Step 2: Print Checks and Check Registers).

If one of the listed fields is incorrect, the check must be voided and a reversing **manual** check transaction with the same data must be entered to record the voided check. A second transaction containing the correct information must be entered in a new batch to record or print a new check.

Once check numbers have been assigned to transactions in an automated batch, the following system features are no longer allowed:

- ✦ The batch status **cannot** be changed to **H-Hold**, **O-Override** or **D-Delete**.
- ✦ Transactions cannot be added or deleted from the batch.

The following message appears at the bottom of the screen when either of the above conditions are detected: '182-INVALID FUNCTION-CHECK # ASSIGNED. YOU MUST PRINT CHECKS & RELEASE BATCH'.

Printed Check Batches Must be Released

Automated check batches are only released to the nightly batch update process **after** check numbers have been assigned and the checks are successfully printed.

PRINTING CHECKS

After an automated check batch is **Released (R)**, it may be printed. To begin the check printing process, select Command **A.1 - Check Writer Menu**, shown here.

```

9990 A.1: Check Writer                                07-15-2000 11:42 AM

                CODE          AVAILABLE OPTIONS

                1      Request the Checks to be Printed Report
                2      Print the Checks and the Check Register
                3      Restart a Group of Checks
                4      Request the Total Recap Report
                5      Printer Request Screen
                6      Release Check Batches

                Code:  ___

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                Help  Retrn Quit                                Main

```

Each function is described in the following pages.

1: Request Checks to be Printed Report

The CSO401-1 Checks To Be Printed Report is available for printing immediately after keying Command **A.1.1** and pressing **Enter**. The Checks To Be Printed Report should be **requested before printing checks**. Automated check transactions for released batch(es) that have not yet been assigned check numbers are displayed on this report. Note that an NP printed at the end of a Type 1 Vendor Number indicates that the Vendor Number will not print on the check. A sample of the report is shown in Exhibit XIV-2. If no check transactions are found when this function is used, the system responds with the message '089-THERE ARE NO CHECKS TO BE PRINTED'.

If automated check batches have been found, the system responds with the message '042 - PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER' indicating the report is ready for printing. The recap data for the selected batches is immediately displayed on the screen as shown here:

```
9990 A.1.1: Checks to be Printed Report                                07-15-2000 11:53 AM

TOTAL BATCHES:                                                       8
TOTAL TRANSACTIONS:                                                  68
TOTAL CHECKS:                                                         61
TOTAL DOLLAR AMOUNT:                                                8,730.86

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                                             Main
042 - PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER
```

The CSO401-2 - Recap of Checks (Exhibit XIV-3) appears on the last page of the Checks To Be Printed report. It contains the same information found on the Recap of Checks To Be Printed screen. The CSO401-1 and CSO401-2 reports are transmitted to the ROPES queue labeled **REGS**.

Requesting the Checks To Be Printed report provides a hard copy to verify accuracy by comparing source documents with the information entered in the system **before** the checks are actually printed. This process reduces the number of errors and could eliminate the printing of invalid checks that would need to be voided. If errors are noted on the report, the incorrect transaction(s) may be corrected from Command **C.2 - List of Batches**. After the transactions are corrected, the batch is released again and the checks to be printed report should be requested again to ensure that the transactions were corrected appropriately.

EXHIBIT XIV-2

CSO401-1 ***** CALSTARS CHECK PROCESSING ***** ORG: 9990
 CHECKS TO BE PRINTED
 07/15/10 (08:16) ***** PAGE: 2

| | | <---- BATCH ID ----> | | | | | | | |
|---|----------|----------------------|-----|-------|-----|---------------|------|----------|--------------------------|
| VENDOR INFORMATION | DATE | TYP | NO | SEQ | TC | INV/CHK MSG | FUND | AMOUNT | |
| 0000207541-01 CALIFORNIA STATE UNIVERSITY, FULLERTON FULLERTON CA 92634-9480 | 07/15/10 | 05 | 092 | 00008 | 424 | ADV COURSE PT | 0998 | 180.00 | 180.00 <--CHECK AMOUNT |
| 0000172457-06 FRANKLIN QUEST CO. 2029 HILLRIDGE DRIVE FAIRFIELD CA 94533-7965 | 07/15/10 | 05 | 092 | 00009 | 424 | ADV COURSE PT | 0998 | 175.81 | 175.81 <--CHECK AMOUNT |
| 0000031729-00 HEWLETT PACKARD FILE 71195 SAN FRANCISCO CA 94160-1195 | 07/15/10 | 05 | 092 | 00010 | 424 | ADV COURSE PT | 0998 | 3,395.00 | 3,395.00 <--CHECK AMOUNT |
| 0000019717-01 KEYE PRODUCTIVITY CENTER PO BOX 27-480 KANSAS CITY MO 64180 | 07/15/10 | 05 | 092 | 00011 | 424 | ADV COURSE PT | 0998 | 139.00 | 139.00 <--CHECK AMOUNT |
| 0000031729-00 HEWLETT PACKARD FILE 71195 SAN FRANCISCO CA 94160-1195 | 07/15/10 | 05 | 092 | 00012 | 424 | ADV COURSE PT | 998 | 3,395.00 | 3,395.00 <--CHECK AMOUNT |
| 0000208213-00 SAN JOAQUIN COUNTY SMALL CLAIMS COURT STOCKTON CA 95202-2777 | 07/15/10 | 05 | 092 | 00013 | 424 | CERT MAIL | 998 | 5.00 | 5.00 <--CHECK AMOUNT |

EXHIBIT XIV-3

```
CSO401-2 ***** CALSTARS CHECK PROCESSING ***** ORG: 9990
                RECAP OF CHECKS                TO BE PRINTED
07/15/10 (08:16) ***** PAGE: 2
                TOTAL BATCHES:                8
                TOTAL TRANSACTIONS:            68
                TOTAL CHECKS TO BE WRITTEN:    61
                TOTAL DOLLAR AMOUNT:          8,730.86
```

2: Print Checks and Check Register

Once the Checks To Be Printed report (Command **A.1.1**) is reviewed and corrections are made to any transactions, the check printing process may begin. The **Released (R)** check batch(es) is transmitted to the ROPES check (**CHKS**) queue immediately after keying Command **A.1.2** and pressing **Enter**.

CAUTION: Determine if all prior batches of check transactions were previously printed (Command **A.1.6**, "N/P" column is **N**) or released to the Check Writer Subsystem (Command **C.2**, "STAT" column is **R**). These batches will automatically be included in the printing unless their status is changed to **P** (Command **A.1.6**) or **H** (Command **C.2**).

Command **A.1.2** initiates the check printing and check register process by creating check and check register queues in ROPES. Detailed ROPES instructions for printing the checks and check registers are shown in Exhibit XIV-9.

The screens for assigning the beginning check number and viewing the assigned check numbers and check register total appear in sequential steps, as follows:

- ✪ The **Beginning Check Number** screen appears when Command **A.1.2** is entered and requires entry of the bank number (3-digit) and sequential check number (6-digit) from the first check to be printed. The screen is shown here.

```

9990 A.1.2: Print the Checks and the Check Register          07-15-2000 01:52 PM

BEGINNING CHECK NUMBER:      _ _ _ _ _

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                                          Main

```

- ✪ After the Beginning Check Number (9-digit) is keyed and the **Enter** key is pressed, the **Print Checks and Check Register for Org nnnn** is displayed. This screen is shown here.

```
PRINT CHECKS AND CHECK REGISTER FOR ORG 9990
```

```
BEGINNING CHECK NUMBER:      011 147248
BEGINNING CHECK NUMBER:      011-147248
ENDING CHECK NUMBER:         011-147308
TOTAL BATCHES:                8
TOTAL TRANSACTIONS:          68
TOTAL CHECKS:                 61
TOTAL DOLLAR AMOUNT:         8,730.86
```

```
042-PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER
```

- ✪ The system responds with the message '042-PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER'. The screen also displays the following recap data:

Beginning Check Number - the check number assigned to the first check to be printed.

Ending Check Number - the check number assigned by the system to the last check to be printed.

Total Batches - the count of batches included in this check printing cycle.

Total Transactions - the count of transactions in the batches selected for this check printing cycle.

Total Checks - the count of checks sent to ROPES for printing.

Total Dollar Amount - the total dollar amount of the checks sent to ROPES.

- ✪ Each automated check transaction is updated by the system as follows:

Check Date - the current processing date appears on the check record.

Check Number - assigned based on the beginning check number entered.

NOTE: If the assigned check number does not match the pre-printed check number, the misprinted checks must be voided and Command **A.1.3 - Restart A Group Of Checks**, must be used.

Current Document Date - if left blank, the current day's system processing date is automatically assigned to this field.

Current Document Number - if left blank, the check number is automatically assigned to this field as follows:

The 3-digit bank account number and the first five digits of the sequence number are assigned to the Current Document Number field (no dash used).

The last digit of the Check Number followed by zero is assigned to the Current Document Number **Suffix** field.

- ✪ Once the totals are displayed on the screen, the checks and check register may be printed by pressing **F2** key (Return to Previous Screen), select Command **A.1-Check Writer Menu** and/or key Command **A.1.5 - Go To Printer Request Screen** and press **Enter**. The ROPES screen is displayed and available for printing. The test pattern should be printed before printing checks to ensure that the forms are aligned in the printer and the page length is set correctly. The system automatically forwards one "page" or check at the start of the printing process. To keep from voiding a check each time, attach a Remittance Advice form (optional) to the check stock as the "first page".

An example of a properly aligned printed check is illustrated in Exhibit XIV-4.

The Check Register, CSO402-1 Report, is printed at this time and provides a detailed listing of all automated checks with their **current** check number assignments. A sample check register is displayed in Exhibit XIV-5. The Check Register is a useful tool for maintaining control over the agency's printed checks and for use as an audit trail. The Check Register must be printed **before** the end of the day **and before** performing the Restart Printing of Checks (Command **A.1.3**). If the report is not printed, the information is erased either by the nightly system update process or by the "Restart" of any check number assignment.

After the check numbers have been assigned (Command **A.1.2** or **A.1.3**) the following fields **cannot** be changed:

- ✪ Transaction Code (TC)
- ✪ Invoice Number
- ✪ Vendor Number or Name/Address (whichever is used)
- ✪ Fund (if coded)
- ✪ PCA (if it looks up a different fund than other transactions)
- ✪ Check Number
- ✪ Due Date
- ✪ Amount.

Once check numbers have been assigned to transactions in an automated batch, the following system features are no longer allowed:

List of Batches screen - The batch status **cannot** be changed to **H**-Hold, **O**-Override or **D**-Delete. If these are attempted, the '182-INVALID FUNCTION-CHK# ASGND. YOU MUST PRINT CHECKS & RELEASE BATCH' message will appear at the bottom of the screen **or** '032-AUTOCHK TRANSACTION CAN'T BE DELETED...CHECK NUMBER ASSIGNED'.

List of Transactions Screen - Transactions cannot be added or deleted from the batch. The 182 message will appear on the bottom of the screen or '192-AUTOMATED CHECK BATCHES CANNOT BE OVERRIDDEN' or '193-BATCH CANNOT BE DELETED...CHECK TRANSACTIONS ON FILE W/ISSUED CHECK NBR'S'.

EXHIBIT XIV-4
SAMPLE PRINTED CHECK

Data printed from the check message id field can print up to 5 lines. Invoice Number field can be used to print up to 5 lines with 5 transactions.

Printed number must match the pre-printed check number, above.

KNOW YOUR ENDORSER - REQUIRE IDENTIFICATION

INVOICE#47923 0998

JESSE M. UNRUH, TREASURER
STATE OF CALIFORNIA
SACRAMENTO

NUMBER
071-325466
ACCOUNT SERIAL

90-1342
1211
071-325466

DO NOT SPINDE, PERFORATE OR MUTILATE

PAY TO THE ORDER OF 00000000ABC-00

ABC COMPANY
▶ 1300 J STREET
SACRAMENTO
CA
95814

ISSUE DATE: 08 19 97

CHECK AMOUNT: **\$\$\$1300.00****

OFFICE OF STATE FIRE MARSHAL

BY **VOID**

BATCH ID: 7210199708/906010

DO NOT SPINDE, PERFORATE OR MUTILATE

Vendor Number should be just above the Name and Address Box unless the Vendor Type is 1.

All numbers must be within the Check Amount box. The right two asterisks must be **outside** the box.

⑈0071⑈ ⑆12113423⑆ 003254661 ⑈

EXHIBIT XIV-5

CSO402-1 ***** CALSTARS CHECK PROCESSING ***** ORG: 0990
 CHECK REGISTER

07/15/10 (08:18) ***** PAGE: 2

| CHECK INFO | | <---- BATCH ID ----> | | TC | INV/CHK MSG | FUND | AMOUNT |
|------------|---|----------------------|--------------|-----|---------------|------|--------------------------------------|
| NUM & DATE | VENDOR INFORMATION | DATE | TYP NO SEQ | | | | |
| 011-147255 | 0000207541-01 CALIFORNIA STATE UNIVERSITY, FULLERTON | 07/15/10 | 05 092 00008 | 424 | ADV COURSE PT | 0998 | 180.00 180.00 <--CHECK AMOUNT |
| 07/15/10 | UNIV. EXTENDED EDUCATION P O BOX 34080 FULLERTON CA 92634-9480 | | | | | | |
| 011-147256 | 0000172457-06 FRANKLIN QUEST CO. 2029 HILLRIDGE DRIVE FAIRFIELD | 07/15/10 | 05 092 00009 | 424 | ADV COURSE PT | 0998 | 175.81 175.81 <--CHECK AMOUNT |
| 07/15/10 | FAIRFIELD CA 94533-7965 | | | | | | |
| 011-147257 | 0000031729-00 HEWLETT PACKARD FILE 71195 SAN FRANCISCO | 07/15/10 | 05 092 00010 | 424 | ADV COURSE PT | 0998 | 3,395.00 3,395.00 <--CHECK AMOUNT |
| 07/15/10 | SAN FRANCISCO CA 94160-1195 | | | | | | |
| 011-147258 | 0000019717-01 KEYE PRODUCTIVITY CENTER PO BOX 27-480 KANSAS CITY | 07/15/10 | 05 092 00011 | 424 | ADV COURSE PT | 0998 | 139.00 139.00 <--CHECK AMOUNT |
| 07/15/10 | KANSAS CITY MO 64180 | | | | | | |
| 011-147259 | 0000031729-00 HEWLETT PACKARD FILE 71195 SAN FRANCISCO | 07/15/10 | 05 092 00012 | 424 | ADV COURSE PT | 0998 | 3,395.00 3,395.00 <--CHECK AMOUNT |
| 07/15/10 | SAN FRANCISCO CA 94160-1195 | | | | | | |
| 011-147260 | 0000208213-00 SAN JOAQUIN COUNTY SMALL CLAIMS COURT 222 E WEBER AVENUE STOCKTON | 07/15/10 | 05 092 00013 | 424 | #69535 | 0998 | 55.00 |
| 07/15/10 | STOCKTON CA 95202-2777 | 07/15/10 | 05 092 00014 | 424 | #69536 | 0998 | 34.00 89.00 <--CHECK AMOUNT |

3: Restart a Group of Checks

This function allows an agency to restart a group of checks that were interrupted due to a printer/system failure or were entered with the wrong beginning or restart check number. To perform the Restart function, re-align the check forms in the printer and then select Command **A.1.3 - Restart a Group of Checks**.

- CAUTION:**
1. Command **C.2:**
The Restart function selects check batches that are set to Release (R) on Command **C.2**. Do not release any batches for other bank accounts until current check batches and registers have successfully printed.
 2. Command **A.1.6:**
Any check batches not released for nightly update processing using "N/P" = **P** will be included in the Restart process. Successfully printed check batches must be set to **P** before using the Restart process to prevent check numbers from being misnumbered on the check records in CALSTARS.

The screen for keying the last successfully printed check and the new Restart Check Number and viewing the re-assigned check numbers with the restart register totals appear in sequential steps as follows:

- ☛ The **Restart a Group of Checks** screen appears when Command **A.1.3** is entered. This screen requires the entry of the Last Successfully Printed Check Number (9-digits) and the new beginning check number (9-digits) from the fresh check stock. If **none of the checks** printed successfully, key **000 000000** for the Last Successfully Printed Check Number. The screen is shown here:

```

9990 A.1.3: Restart a Group of Checks                                07-15-2000 02:30 PM

                                LAST SUCCESSFULLY PRINTED CHECK NUMBER:  ___  ___
                                RESTART CHECK NUMBER:                   ___  ___

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                                Help  Retrn  Quit                                     Main

```

- After the two check numbers are keyed and the **Enter** key pressed, the **Restart a Group of Checks** screen is displayed, as shown here:

```

9990 A.1.3: Restart a Group of Checks                                07-15-2000 02:32 PM

      LAST SUCCESSFULLY PRINTED CHECK NUMBER: 011 147255 *
      RESTART CHECK NUMBER: 011 147262 *

      RESTART CHECK NUMBER:                                011-147262
      NEW ENDING CHECK NUMBER:                            011-147314
      TOTAL BATCHES:                                       8
      TOTAL TRANSACTIONS:                                  60
      TOTAL CHECKS:                                        53
      TOTAL DOLLAR AMOUNT:                                 6,493.72

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrnr Quit                                     Main
042-PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER

```

The message '042-PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER' appears on the screen along with the following recap data:

Restart Check Number - the new check number assigned to the first check in sequence when they are reprinted (this would be the restart check number entered in the previous step).

New Ending Check Number - the new check number assigned to the last check when they are reprinted.

Total Batches - count of batches selected for reprinting.

Total Transactions - count of released check transactions selected for reprinting.

Total Checks - count of checks sent to ROPES for printing.

Total Dollar Amount - the total dollar amount of the checks sent to ROPES for reprinting.

- When the recap data is displayed, press the **F2** key to return to the Command **A.1 - Check Writer** menu screen. Key Command **A.1.5 - Printer Request Screen** to print the checks and register. The Restart Check Register is transmitted to the ROPES queue labeled **REGS** and the Checks to the ROPES queue labeled **CHKS**.
- From Command **A.1.6 - Release Check Batches**, change the "N/P" column value from **N** to **P** (Printed). This protects the check batches that were previously printed successfully during the day.

NOTE: When doing the Restart function, if the message 'NO CHECKS TO BE PRINTED' appears or the expected check records are not showing on the restart check register, review Command **A.1.6** to determine that only the proper batch(es) will reprint.

The Restart Check Register contains information for those checks that are being reprinted. Before initiating the Reprint Checks function, the original Check Register must be printed. Agency personnel should make notations on the original Check Register to indicate the checks that were reprinted. All information in ROPES queue **REGS** is replaced with the Restart Check Register data once this function is selected. The Restart Check Register should be filed with the original Check Register in order to keep a complete and accurate listing of all automated checks printed on a given day. A sample Restart Check report is shown in Exhibit XIV-6.

When the Restart function is used, the system automatically updates the input transactions with the new Check Number and Due Date according to the restart check number entered on the screen and the current system date. Do **not** enter reversal transactions for improperly printed checks when the print restart command is available. A reversal transaction is required only when a check had a Check Number assigned (Command **A.1.2** used) and the check contains incorrect control data, such as Amount, Check Number, Fund, Invoice Number, or Vendor ID, that would require it to be voided.

If automated checks need to be reprinted, the Restart function must be performed **as soon as possible**, and should be **completed before the end of the day**. If the checks cannot be reprinted on the same day, the batch(es) containing the affected automated check transactions should **not** be released (do **not** use Command **A.1.6**) for batch processing from the Check Writer Subsystem. These batches should be released **only upon successful reprinting** of the affected checks. Command **A.1.6** may be used to **Release** *correctly printed check batches* ("N/P"=P) to CALSTARS batch processing, while the **incorrect or unprinted** check batches must be kept on **hold** ("N/P"=N).

EXHIBIT XIV-6

CSO403-1 ***** CALSTARS CHECK PROCESSING ***** ORG: 9990
 REISSUED CHECK REGISTER

07/15/10 (08:26) ***** PAGE: 1

| CHECK INFO | | <---- BATCH ID ----> | | | | | | | |
|-------------|---|----------------------|--------|-----|-------|-------------|---------------|--------|--------------------------|
| NUM & DATE | VENDOR INFORMATION | DATE | TYP NO | SEQ | TC | INV/CHK MSG | FUND | AMOUNT | |
| 011-147262 | 0000172457-06 | 07/15/10 | 05 | 092 | 00009 | 424 | ADV COURSE PT | 0998 | 175.81 |
| 011-147256* | FRANKLIN QUEST CO. | | | | | | | | 175.81 <--CHECK AMOUNT |
| 07/15/10 | 2029 HILLRIDGE DRIVE FAIRFIELD CA 94533-7965 | | | | | | | | |
| 011-147263 | 0000031729-00 | 07/15/10 | 05 | 092 | 00010 | 424 | ADV COURSE PT | 0998 | 3,395.00 |
| 011-147257* | HEWLETT PACKARD | | | | | | | | 3,395.00 <--CHECK AMOUNT |
| 07/15/10 | FILE 71195 SAN FRANCISCO CA 94160-1195 | | | | | | | | |
| 011-147264 | 0000019717-01 | 07/15/10 | 05 | 092 | 00011 | 424 | ADV COURSE PT | 0998 | 139.00 |
| 011-147258* | KEYE PRODUCTIVITY CENTER | | | | | | | | 139.00 <--CHECK AMOUNT |
| 07/15/10 | PO BOX 27-480 KANSAS CITY MO 64180 | | | | | | | | |
| 011-147265 | 0000031729-00 | 07/15/10 | 05 | 092 | 00012 | 424 | ADV COURSE PT | 0998 | 3,395.00 |
| 011-147259* | HEWLETT PACKARD | | | | | | | | 3,395.00 <--CHECK AMOUNT |
| 07/15/10 | FILE 71195 SAN FRANCISCO CA 94160-1195 | | | | | | | | |
| 011-147266 | 0000208213-00 | 07/15/10 | 05 | 092 | 00013 | 424 | #69535 | 0998 | 55.00 |
| 011-147260* | SAN JOAQUIN COUNTY | 07/15/10 | 05 | 092 | 00014 | 424 | #69536 | 0998 | 34.00 |
| 07/15/10 | SMALL CLAIMS COURT 222 E WEBER AVENUE STOCKTON CA 95202-2777 | | | | | | | | 89.00 <--CHECK AMOUNT |

* = CHECK NUMBER OF VOIDED CHECK

The Total Recap Report also shows the Type of Check (**AUT**-Automated). The batch and printing status of each is shown here.

| Batch Condition | Check Type | Status | |
|--|------------|---------|-------|
| | | Batch | Check |
| On Hold (H) | AUT | HOLD | AUTO |
| Released (R) before Printing | AUT | RELEASE | AUTO |
| After checks numbers assigned, but before printing | | RELEASE | ROPES |
| After checks are printed, not released (P) | | RELEASE | ROPES |
| After checks are printed and released (P) | | RELEASE | ROPES |

The Total Recap Report is different from the Check Register/Reissued Check Register in two ways:

- ✪ When two or more transactions for the same vendor ID and purpose (TC) are keyed in sequence, only **one** check is produced. The Total Recap Report (Exhibit XIV-7) displays each of the transactions separately using the same check number. (Compare the last entry in Exhibits XIV-5 and XIV-6 with XIV-7.)
- ✪ When multiple lines of annotation on a check are required, the Invoice field is keyed with a zero dollar amount for each transaction. Once again, the Total Recap Report displays each record separately using the same check number.

EXHIBIT XIV-7

CSO404-1 ***** CALSTARS CHECK PROCESSING ***** ORG: 9990
 TOTAL RECAP REPORT
 07/15/10 (15:05) ***** PAGE: 2

| CHECK INFO | | <---- BATCH ID ----> | | | CHECK BATCH | | CHECK | | | |
|------------|---|----------------------|--------|-----------|-------------|---------------|-----------|---------|---------|--------------|
| NUM & DATE | VENDOR INFORMATION | DATE | TYP NO | SEQ | TC | INV/CHK MSG | FUND TYPE | STATUS | STATUS | TRANS AMOUNT |
| 011-147255 | 0000207541-01 CALIFORNIA STATE UNIVERSITY, FULLERTON UNIV. EXTENDED EDUCATION P O BOX 34080 FULLERTON CA 92634-9480 | 07/15/10 | 05 | 092 00008 | 424 | ADV COURSE PT | 0998 AUT | RELEASE | PRINTED | 180.00 |
| 011-147262 | 0000172457-06 FRANKLIN QUEST CO. 2029 HILLRIDGE DRIVE FAIRFIELD CA 94533-7965 | 07/15/10 | 05 | 092 00009 | 424 | ADV COURSE PT | 0998 AUT | RELEASE | PRINTED | 175.81 |
| 011-147263 | 0000031729-00 HEWLETT PACKARD FILE 71195 SAN FRANCISCO CA 94160-1195 | 07/15/10 | 05 | 092 00010 | 424 | ADV COURSE PT | 0998 AUT | RELEASE | PRINTED | 3,395.00 |
| 011-147264 | 0000019717-01 KEYE PRODUCTIVITY CENTER PO BOX 27-480 KANSAS CITY MO 64180 | 07/15/10 | 05 | 092 00011 | 424 | ADV COURSE PT | 0998 AUT | RELEASE | PRINTED | 139.00 |
| 011-147265 | 0000031729-00 HEWLETT PACKARD FILE 71195 SAN FRANCISCO CA 94160-1195 | 07/15/10 | 05 | 092 00012 | 424 | ADV COURSE PT | 0998 AUT | RELEASE | PRINTED | 3,395.00 |
| 011-147266 | 0000208213-00 SAN JOAQUIN COUNTY SMALL CLAIMS COURT 222 E WEBER AVENUE STOCKTON CA 95202-2777 | 07/15/10 | 05 | 092 00013 | 424 | #69535 | 0998 AUT | RELEASE | PRINTED | 55.00 |

EXHIBIT XIV-8

CSO404-2 ***** CALSTARS CHECK PROCESSING ***** ORG: 9990
TOTAL RECAP SUMMARY REPORT
07/15/10 (15:05) ***** PAGE: 24

| | COUNT | AMOUNT |
|-----------------------------------|-------|-------------|
| MANUAL CHECK TOTALS | | |
| BATCHES | 3 | |
| TRANSACTIONS IN PROGRESS | 5 | \$3,600.41 |
| TRANSACTIONS ON HOLD | 0 | \$0.00 |
| TRANSACTIONS RELEASED | 56 | \$26,438.92 |
| AUTOMATED CHECK TOTALS | | |
| BATCHES | 8 | |
| TRANSACTIONS IN PROGRESS | 0 | \$0.00 |
| TRANSACTIONS ON HOLD | 0 | \$0.00 |
| TRANSACTIONS RELEASED/NOT PRINTED | 0 | \$0.00 |
| TRANSACTIONS RELEASED/PRINTED | 68 | \$8,730.86 |
| CHECK TRANSACTION TOTALS | 129 | \$38,770.19 |

5: Go To Printer Request Screen

Command **A.1.5 - Printer Request Screen** provides direct access to the Printer Request Screen (Command **G.4**). Command **A.1.5** must be issued from the control terminal (i.e., where ROPES commands are authorized). The ROPES commands apply to printing reports as well as claim schedule face sheets, remittance advices and checks. To print the checks and check reports generated by the Check Writer Subsystem on an agency printer, several printer commands must be used. These ROPES commands are listed in Exhibit XIV-9.

EXHIBIT XIV-9
PRINTER ROPES COMMANDS

1. Listed below are the ROPES classification and queue of the Check Writer reports:

Class Y, Queue REGS
Checks to be Printed Report
Check Register
Total Recap Report

Class C, Queue CHKS
Checks

2. To print any reports, including the check writer reports and the automated checks, first access the CALSTARS Printer Request Screen from Command **G.4** or Command **A.1.5**.
3. Print Checks to be Printed Report or Total Recap Report

After entering either of these functions on the 'Checks to be Printed Report' screen, message 042 - 'PRINT REQUEST COMPLETED . . . ROPES COMMAND MAY BE REQUIRED TO START PRINTER' should be displayed on the screen. The report can be printed by selecting Function **S** for Class **Y** reports on the Printer Request Screen.

4. Print Checks and Check Register

The following steps must be performed to print the checks and check register.

- a. Change the page length on the printer selected for printing checks from 66 lines to 21 lines per page. (This step is not necessary on all printers.)
- b. Change the horizontal alignment if necessary. For Memorex 1324 printers, call up Option **13** (Horizontal Print Control) and change the default setting of **35** to **20**. For IBM 4224 printers, use the left arrow to change the default setting of **12** to **7**.
- c. (Optional) To determine the correct print alignment when printing checks for the first time, load Remittance Advice forms and select Function **Q** on the Printer Request Screen. This command may be used as many times as needed to properly align the "checks". Use these print **measurements** when loading and aligning actual check forms or test Remittance Advice forms.
- d. Load and align the check forms. (See 'c', above.)
- e. If the printer is used for printing checks and reports, select function **I (Interrupt)** on the Printer Request Screen and press enter. This command reserves the printer while the check numbers are being entered. It is not needed if the printer is used exclusively for checks.
- f. Now select Command **A.1.2 - Print Checks and the Check Register**. Enter the beginning check number (the check number of the check form to be first printed). The system then displays summary information and the message '042 - PRINT REQUEST COMPLETED . . . ROPES COMMAND MAY BE REQUIRED TO START PRINTER'.
- g. Select Command **A.1.5** from this screen or return to the Main Menu to access the Printer Request Screen. The checks can now be printed by selecting function **S** for Class **C** reports.
- h. Immediately key function **I** but do **not** press **Enter**. If a printing error is detected or a paper jam occurs, stop the printer after the current form by pressing **Enter**.

EXHIBIT XIV-9 (CONTINUED)
PRINTER ROPES COMMANDS

- i. If the agency has a separate printer for reports, the Check Register should begin printing after the ROPES message is displayed. If it does not start printing, follow these instructions:

If the agency is printing checks and reports on the same printer, the printer must be redirected from its Class **C** status after the checks are printed before the Check Register may be printed. To do this, first select function **I** on the Printer Request Screen after the checks have been printed. The message ****NO ACTIVE REPORT - PRINTER HELD**** will appear on the screen. Take the printer off-line (press the **Stop** or **Hold** button), remove the check forms, load and align the computer paper and change the page spacing values. Put the printer on line (press the **Start** or **Ready** button), then select Function **S** for Class **Y** reports and key the printer ID. This starts the printing of the Check Register.

5. Restart a Group of Checks

Occasionally the checks may not print properly due to a system failure or paper jam. The following steps must be performed in order to reprint the checks.

- a. If the same printer is used to print the checks and reports, first select Function **I** on the Printer Request Screen to change the printer status to 'STOPPED'. If two printers are used, go to 5b.
- b. Realign the checks by selecting function **Q**. Then reset the printer to **I**.
- c. Access the Restart a Group of Checks screen via Command **A.1.3**. Enter the number of the last successfully printed check and the new beginning check number. The system then displays summary information and message 042 - 'PRINT REQUEST COMPLETED . . . ROPES COMMAND MAY BE REQUIRED TO START PRINTER'.
- d. Return to Command **A.1.5** and access the Printer Request Screen. The checks can now be restarted by entering the same commands that originally printed the checks (described in 4 above). These functions include:

Function **S** for Class C reports - to print the Restart Checks.

Function **S** for Class Y reports - to print the Restart Check Register.

Note: Since the Restart Checks and Check Register begins where the original process was irrecoverably lost, the original Check Register should be saved and filed with the Restart Check Register to maintain a complete list of all checks generated on a given day. The original checks that were improperly printed should be voided, and the signature(s) area cut out.

6: When All Checks Have Successfully Printed

Command **A.1.6 - Release Check Batches** is used to indicate which check batches should be released for nightly batch update processing **after** the check printing/reprinting process is successfully completed. This screen is shown here:

```

9990 A.1.6: Release Check Batches                                10-20-2011 01:25 PM

      RELEASE AUTOMATED CHECK BATCHES FOR ORG 9990
      ENTER FUNCTION:      (F=FIRST PAGE)

      <---BATCH ID--->      BATCH      CHECK
      N/P      DATE  TYPE NUM      STATUS      STATUS
      P  01/15/09 01  100      RELEASED    CHECKS HAVE BEEN PRINTED
      N  09/18/09 07  700      RELEASED    CHECKS NOT CREATED
      N  10/10/11 07  700      RELEASED    CHECKS CREATED, NOT PRINTED

BEFORE A BATCH OF TRANSACTIONS CAN BE PROCESSED BY NIGHTLY CALSTARS, YOU
MUST INDICATE THAT THE BATCH HAS BEEN PRINTED BY CHANGING THE 'N' TO A 'P'.
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit          Bkwr  Frwr          Main

```

This screen displays information for all automated check batches currently available for printing or printed/reprinted today. The batch identification number, batch status and check status are displayed on the screen with an "N/P" indicator. The meaning of the codes in each column is described in the following table:

| Column Title | Code | Meaning |
|--------------|------------------------------------|---|
| N/P | N | The batch was (or may be) selected for check printing. |
| | P | The batch was released for nightly processing. |
| Batch ID | Date (<i>mm-dd-yy</i>) | 6-digit batch header date. |
| | Type (<i>nn</i>) | 2-digit batch header type. |
| | Num (<i>nnn</i>) | 3-digit batch header number. |
| Batch Status | On Hold | The batch is complete or incomplete and placed on hold (H). |
| | Released | The batch is balanced/released (R) and available for printing checks. |
| Check Status | Checks Not Created Yet | Batch of automated checks unavailable (incomplete) or not selected for check printing. |
| | Checks Created, Not Printed | Batch of automated check transactions that have been selected for printing (Command A.1.2 used) but not released to nightly system update process. |
| | Checks Have Been Printed | Batch of automated checks that have been printed/reprinted and are ready for release (Command A.1.6 , Function P) to CALSTARS nightly batch process. |

When the checks have been printed/reprinted and the Check Register/Reissue Check Register reviewed for correctness, the value in the "N/P" column should be changed to **P** (Printed) to release the batch to overnight processing. The value in the "N/P" column may be changed only when the batch status column shows **Released** and the checks have **actually been printed successfully**. This process allows the automated check batches in CALSTARS that cannot be printed/reprinted before the start of the nightly batch update process to remain available for printing ("N/P"=**N**).