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# STARS MANUAL

## ENTER A BATCH HEADER AND INDIVIDUAL TRANSACTIONS

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### INTRODUCTION

You enter accounting transactions into STARS in a batch. A batch consists of, in general, Batch Header information (which includes your Agency Code, a Batch Type, a Batch Number), the number of transactions and the total amount of the transactions. This means that you would need to know how many transactions you have, the total amount of the transactions, and know the type of transactions (including any reversal transactions) in order to determine the Batch Type.

Every batch and transaction that goes into STARS must have at least a Batch Type and a Transaction Code, whether entered directly in STARS, uploaded from an agency's interface file, or uploaded from Payment Services. Also, refer to the [Batch Type documentation](#), and the [Entering Transactions on the General Transaction Entry screen](#) document.

### THE BATCH HEADER FORM

Once you have the transactions ready, you may use the Batch Header Input PDF form available on the SCO Website to prepare the batch header. This gives you a way to fill out the important elements of the batch, have it reviewed and approved, and make changes if needed, without actually entering it in STARS. Then use the completed form to actually enter the batch in STARS on the BATCH HEADER ENTRY (S500) screen, and enter the individual transactions of the batch on subsequent data entry screens. [Click here to download a Batch Header form](#) and instructions.

### ENTER A BATCH HEADER ON THE BATCH HEADER ENTRY SCREEN (S500)

1. From the STARS Main Menu, type D in the FUNCTION field, then press ENTER.

VERSION 3.1	STARS--MAIN MENU	S010
FUNCTION: D		
	D DATA ENTRY	
	F FIXED ASSET ACCOUNTING	
	I ONLINE FILE INQUIRY	
	R REPORTING	
	S SYSTEM MANAGEMENT	
	T TABLE MAINTENANCE	
	W WARRANTS	
	Z SIGN OFF	

- On the STARS FINANCIAL TRANSACTION DATA ENTRY MENU (S013), type 50 in the FUNCTION field, and then press ENTER.

VERSION 3.1	STARS--FINANCIAL TRANSACTION DATA ENTRY MENU	S013
FUNCTION: 50		
50 ENTER ACCOUNTING TRANSACTION BATCH		
51 CHANGE BATCH OR VIEW DETAIL TRANS		
52 VIEW BATCH SUMMARY		
53 VIEW OR SELECT BATCH HEADERS		
54 ENTER ERROR CORRECTIONS		
55 RECURRING TRANSACTIONS		
99 SIGN OFF		

- STARS automatically populates some fields of the BATCH HEADER ENTRY (S500) screen. (You can press ENTER and STARS will automatically enter any necessary fields and highlight the required fields.)

VERSION 3.1	STARS--BATCH HEADER ENTRY	S500
AGENCY: 230		
BATCH DATE: 08171999		
BATCH TYPE: 5		
BATCH NUMBER: 505		
BATCH COUNT: 4		
BATCH AMOUNT: 809.00		
BATCH EDIT MODE: 1	(0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)	
EFFECTIVE DATE: 081799	(MMDDYY, DEFAULTS TO TODAYS DATE)	
BFY: 00	(BUDGET FY DEFAULTS TO CURRENT FY)	
APPROVAL LEVEL: 0	(0-9, DEFAULT TO 0)	

- For most agencies, STARS automatically fills in the AGENCY field with your three-digit agency code. If not, enter your agency code.
- STARS automatically displays the current date in the BATCH DATE, but you can manually enter one in MMDDYYYY format. This is the date you enter the batch. It helps to prevent creating a duplicate batch.
- Enter a one-character BATCH TYPE. This field will allow any character, so be sure to use a valid batch type - see the [Batch Types](#) section for more information.
- Enter a BATCH NUMBER, up to three digits, to identify the batch. If you only use one or two digits, STARS will automatically add leading zeros to make up three digits.

8. Enter the number of transactions in the batch in the BATCH COUNT (up to five-digits). After you enter all of the transactions, STARS will automatically calculate the number of transactions you entered and compare the total to this BATCH COUNT.
9. Enter the total dollar amount (up to eighteen digits) of the transactions in the BATCH AMOUNT field. Include a decimal, but do not use commas, dollar signs, or negative signs. After you enter all of the transactions, STARS will automatically calculate the total amount of the individual transactions you entered and compare the total to this BATCH AMOUNT.
10. STARS displays BATCH EDIT MODE 1 in the BATCH EDIT MODE field by default. Enter a different edit mode if needed:
  - a. Use edit mode 1 for normal batch entries.
  - b. Use edit mode 0 to enter data without edits to the tables during data entry.
  - c. Only the State Controller's Office will use Edit mode 2.
11. STARS displays the current date in the EFFECTIVE DATE field, but you can manually enter one in MMDDYYYY format. The Effective Date determines if the transactions post in the prior month or the current month. You can enter a transaction with a prior month effective date only within the first three days of the current month. This is when STARS considers the prior month to still be "open".
12. By default STARS displays the current budget fiscal year in the BFY field. You can manually enter the two digit BFY if needed.
13. STARS will automatically update the APPROVAL LEVEL field depending on the transactions entered in the batch. You would not normally need to enter anything in this field.
14. After entering the batch header, press ENTER. If any data is missing or incorrect, you will see an error message at the bottom of the screen. Refer to the [Understanding Error Messages section](#). Once you fix the errors, save your batch header.
  - a. If you enter a J or an I BATCH TYPE, another list of data entry fields will be displayed when you press ENTER. These are used to enter checks, currency, etc. A message "Please Enter Treasurers Information," will be displayed at the bottom of your screen.

VERSION 3.1		STARS--BATCH HEADER ENTRY		S500	
AGENCY:	230	CHECKS	2000.00		
BATCH DATE:	07181999	CURRENCY	300.00		
BATCH TYPE:	J	COIN	0.00		
BATCH NUMBER:	126	WARRANTS	0.00		
		TOTAL	2300.00		
BATCH COUNT:	42300				
BATCH AMOUNT:	2300				
BATCH EDIT MODE:	1			(0=NO EDIT/POST, 1=EDIT,	
				2=EDIT/POST)	
EFFECTIVE DATE:	081719			(MMDDYY, DEFAULTS TO	
				TODAYS DATE)	
BFY:	00			(BUDGET FY DEFAULTS	
				TO CURRENT FY)	
APPROVAL LEVEL:	0			(0-9, DEFAULT TO 0)	
ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY					
INTERRUPT:					
PLEASE ENTER TREASURERS INFORMATION					

- b. Enter the amounts from your Batch Header form in each field except the TOTAL field. You must enter a numeric amount in every field, so enter a zero (0) in the fields with blank amounts and press ENTER. The TOTAL field will be automatically calculated. The following are the data field descriptions for the J or I BATCH TYPE:

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
CHECKS	Enter the total amount of CHECKS. If there are no Checks, enter zero (0).
CURRENCY	Enter the total amount of CURRENCY. If there is no Currency, enter zero (0).
COIN	Enter the total amount of COIN. If there are no Coins, enter zero (0).
WARRANTS	Enter the total amount of WARRANTS. If there are no Warrants, enter zero (0).
TOTAL	The total field will be automatically calculated when you press the ENTER.

## SELECTING A BATCH TYPE

Specify the BATCH TYPE on [Batch Header Entry \(S500\) screen](#). This will determine the type of data entry transaction screen that will be displayed after saving the Batch Header Entry screen (these are described below). The batch type field will allow any character, so be sure to use a valid batch type. The following are the most common most of the batch types used:

- 1 = Budgetary
- 2 = Revenue, Receivable
- 3 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
- 4 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
- 5 = General Purpose
- I = Insufficient Check Return
- J = Cash Receipts
- K = Purchase of Investment

If you use any other Batch Type and press ENTER, the General Purpose Transaction Entry screen will be displayed, which is Batch Type 5. You could use a Batch Type 5 for any of the batch types except I, J, or K batch types.

Some agencies use the Batch Type 5 for all transactions (except I, J, or K batches) so that data entry personnel only have to know how to use the General Purpose Transaction screen. However, there are more data fields to fill in for a Batch Type 5.

Be sure the Batch Type you use has all of the data fields needed for the transaction. For example, Batch Type 1 and 2 do not have a DISB-METH, so you could not request a warrant be returned to your office. If you are not sure what to use, use a Batch Type 5 (unless you are taking transactions to the State Treasurer's Office).

All of the Batch Types are on the Batch Header PDF form for reference, including the State Controller's Office special purpose Batch Types they use to create control reports for balancing purposes. Do not use those batch types.

## ENTER INDIVIDUAL TRANSACTIONS ON TRANSACTION DATA ENTRY SCREENS

After saving the Batch Header, a transaction entry screen will be displayed based upon the Batch Type. The different transaction entry screens do not all have the same fields. In addition, the required and enterable fields vary depending on the Transaction Code used.

Many general purpose budget, receipts, expenditures, disbursements, and transactions are entered as a Batch Type 5 and the transactions entered on [the General Purpose Transaction Entry screen](#).

### BATCH TYPE 1- BUDGETARY TRANSACTION ENTRY (S503)

Use the BUDGETARY TRANSACTION ENTRY screen for most budgetary transactions. STARS enters the Agency, Date, the Type, Mode, and the BFY and the EFF-DATE from the batch header. Additionally, a sequence number (SEQ-NO) is assigned for each transaction. The Sequence Number uniquely identifies each transaction within the batch and is extremely important in error correction Refer to the [Appropriations](#), [Allocations](#), and [Financial and Revenue Plans](#) documents for transactions codes and other information.

VERSION 3.1	STARS--BUDGETARY TRANSACTION ENTRY	S503
BATCH: AGY 230	DATE 11101999 TYPE 1 NO 040	MODE MASTER EDIT ON SEQ-NO 00001
CUR-DOC/SFX:	TRANS-CODE:	RVS: BFY: 00
INDEX :		
PCA :		
EXP-SUB-OBJ/DET:		
REV-SUB-OBJ/DET:		
AMOUNT : 0000000000.00	BUDGET UNIT:	
DOC TOTAL: 0000000000.00		
DESCRIPTION:		
GRANT/PH:	PROJ/PH:	FUND/DET: F/O:
DOC-DATE:	EFF-DATE: 111099	
		INTERRUPT:

### BATCH TYPE 2 - REVENUE/RECEIPTS TRANSACTION ENTRY (S504)

The REVENUE/RECEIPTS TRANSACTION ENTRY screen is used to add most revenue and receipts, except cash. STARS enters the Agency, Date, the Type, Mode, and the BFY and the

EFF-DATE from the batch header. Additionally, a sequence number (SEQ-NO) is assigned for each transaction. The Sequence Number uniquely identifies each transaction within the batch and is extremely important in error correction. Refer to the [Cash Receipts](#) document for transaction codes and other information.

VERSION 3.1	STARS--REVENUE/RECEIPTS TRANSACTION ENTRY	S504
BATCH: AGY 230	DATE 11101999 TYPE 2 NO 040 MODE MASTER EDIT ON	SEQ-NO 00001
CUR-DOC/SFX:	TRANS-CODE:	RVS:
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :	SEC AGENCY:	
PCA :	SUBSID:	PCN:
REV-SUB-OBJ/DET:		
EXP-SUB-OBJ/DET:		
AMOUNT : 0000000000.00	BUDGET UNIT:	
DOC TOTAL: 0000000000.00	PROP#:	CMP#:
INV-NO :	INV-DESC:	
VENDOR-NO:	NAME:	
GRANT/PH:	PROJ/PH:	FUND/DET:
	LOC:	F/O:
		TASK:

## BATCH TYPE 3 AND 4 - PRE-ENC/ENC/EXPEND TRANSACTION ENTRY (S505)

The PRE-ENC/ENC/EXPEND TRANSACTION ENTRY screen is used for both batch types 3 and 4. STARS enters the Agency, Date, the Type, Mode, and the BFY and the EFF-DATE from the batch header. Additionally, a sequence number (SEQ-NO) is assigned for each transaction. The Sequence Number uniquely identifies each transaction within the batch and is extremely important in error correction. Refer to the [Encumbrance](#) or [Pre-encumbrance](#) documents for transaction codes and other information.

VERSION 3.1	STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY	S505	
BATCH: AGY 280	DATE 11101999 TYPE 4 NO 040 MODE MASTER EDIT ON	SEQ-NO 00001	
CUR-DOC/SFX:	TRANS-CODE:	RVS:	DISB-METH:
REF-DOC/SFX:	MOD:	BFY: 00	GAAP IND:
INDEX :	SEC AGENCY:		
PCA :	SUBSID:		PCN:
EXP-SUB-OBJ/DET:			
REV-SUB-OBJ/DET:			
AMOUNT : 0000000000.00	WARR-NO:	BU:	
DOC TOTAL: 0000000000.00	PROP#:	CMP#:	CI:
INV-NO :	INV-DESC :		
VEND-NO:	NAME :		
	NAME 2:		
	ADDR :		
	CITY :	STATE:	ZIP:
GRANT/PH:	PROJ/PH:	FUND/DET:	F/O:
MPC:			
DOC-DATE:	EFF-DATE: 111099	DUE-DATE:	INTERRUPT:

## BATCH TYPE 5 - GENERAL PURPOSE TRANSACTION ENTRY SCREEN (S501)

Enter most general purpose expenditures, disbursements, and receipts transactions using screen S501. [Click here for details of the data elements on the S501 screen.](#)

VERSION 3.1	STARS--GENERAL PURPOSE TRANSACTION ENTRY	S501	
BATCH: <b>AGY 230</b> DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY SEQ-NO 00001			
CUR-DOC/SFX:	TRANS-CODE:	RVS:	DISB-METH:
REF-DOC/SFX:	MOD:	BFY: 00	GAAP IND:
INDEX :		SEC AGENCY:	
PCA :		SUBSID:	PCN:
EXP-SUB-OBJ/DET:			
REV-SUBOBJ/DET:			
AMOUNT :	WARR-NO:	BU:	GLA:
DOC TOTAL:	PROP#:	CMP#:	CI:
INV-NO :	INV-DESC :		
VEND-NO:	NAME :		
	NAME 2:		
	ADDR :		
	CITY :	STATE:	ZIP:
GRANT/PH:	PROJ/PH:	FUND/DET:	F/O:
MPC:	LOC:	FAC:	TSK:
DOC-DATE:	EFF-DATE: 081799	DUE-DATE:	INTERRUPT:
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST			
PF9=BATCH BALANCING			

STARS puts the batch header information (Agency, Batch Date, the Batch Type, and Batch Mode) on the line below the screen title. These cannot be changed. Additionally, a sequence number (SEQ-NO) is assigned for each transaction. The Sequence Number uniquely identifies each transaction within the batch and is extremely important when you need to correct an. STARS also enters the BFY and the EFF-DATE from the batch header, but these can be changed.

(Note that. STARS refers to a keyboard Function key as a PF key, e.g. PF9 means F9 on most keyboards.)

### CHECK YOUR DATA ENTRY USING F5 AND TABLE LOOK UPS

To review your data entry before saving a transaction, press F5. STARS will check your data entry against existing STARS tables, but it does not save the transaction. STARS automatically completes certain title fields, such as the Index, PCA title, or Expenditure Subobject title, based on table “look ups”. STARS looks up and automatically enters the name and address of the vendor based on the vendor number entered and if it is in the Vendor Edit Table.

STARS will look up the PCA or Index codes and then populate other data elements on the transaction screen such as the Budget Unit, Fund, Grant, Project, etc. based on the PCA or Index table. STARS will also update to the structure levels such as Function, Activity, Program, Element, etc. that are used in reports.



If there are errors in your data entry, error messages will be displayed at the bottom of the STARS screen.

## TRANSACTION DATA ENTRY FORM

You can use the STARS Expenditure Disbursement (EXPDISP) form to help with data entry, or use a form of your own. [Click here to download the EXPDISB form](#) and instructions.

## SAVING TRANSACTIONS

### SAVE A TRANSACTION USING THE F1 KEY

If any error messages have been resolved and you have reviewed the transaction thoroughly, press F1 to save. Note in the example below the message, "Transaction Successfully Written".

Use F1 to leave the transaction displayed on screen. You could then re-use the transaction for a similar transaction with a different Document Number, such as the a transaction with the same Transaction Code, BFY, PCA, Expenditure Subobject, Vendor Number, Effective Date, etc. This will reduce your data entry keystrokes and reduce data entry errors.

VERSION 3.1	STARS--GENERAL PURPOSE TRANSACTION ENTRY	S501
BATCH: AGY 230	DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY	SEQ-NO 00002
CUR-DOC/SFX: EXP00001 01	TRANS-CODE: 230	RVS: DISB-METH:
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :		SEC AGENCY:
PCA : 01331		SUBSID: PCN:
EXP-SUB-OBJ/DET: 5410	OFFICE SUPPLIES	
REV-SUBOBJ/DET:		
AMOUNT :	WARR-NO:	BU: GLA:
DOC TOTAL: 0000000300.00	PROP#:	CMP#: CI:
INV-NO : 12345600000000	INV-DESC : OFFICE SUPPLIES	
VEND-NO: 820183581 00	NAME :	
	NAME 2:	
	ADDR :	
	CITY :	STATE: ZIP:
GRANT/PH:	PROJ/PH:	FUND/DET: F/O:
MPC:	LOC:	FAC: TSK:
DOC-DATE:	EFF-DATE: 081799	DUE-DATE: INTERRUPT:
<b>TRANSACTION SUCCESSFULLY WRITTEN</b>		
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST		

### SAVE A TRANSACTION USING THE ENTER KEY

Press ENTER to save the transaction and clear all data fields *except* the BFY and EFF-DATE, giving you a new screen to enter a new transaction. Use this if you have a completely different transaction to enter and to prevent accidentally leaving incorrect data elements on screen.

# LOOK UP ERROR MESSAGE DEFINITIONS

Error messages generally mean you need either to add missing data elements or to correct data elements. The error messages include an alphanumeric code and a very short description. You can look up error message codes in STARS for a complete description. If you notice an error message referring to the PCA or Index along with other error messages, fix the PCA or Index error first. Since STARS performs look ups based on PCA or Index and automatically fills in other data elements, fixing these may automatically correct any other data entry errors.

Below is an example of some error messages:

	ADDR	:	PO BOX 1447						
	CITY	:	POCATELLO	STATE:	ID	ZIP:	83204		
GRANT/PH:	PROJ/PH:			FUND/DET:		F/O:			
MPC:	LOC:			FAC:		TSK:			
DOC-DATE:	EFF-DATE:	081799	DUE-DATE:		INTERRUPT:				
<b>E47</b>	<b>INDEX BLANK</b>		<b>E51</b>	<b>BUDGET UNIT BLANK</b>		<b>E57</b>	<b>FUND BLANK</b>		
<b>E64</b>	<b>PCA REQUIRED</b>								
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST									

On the STARS main menu, select S System Maintenance, then 90 News/Help Table Maintenance. Enter an R in the FUNCTION field and the error code in the KEYWORD field and press ENTER.

To look up an error message code while on a data entry screen, use the STARS online help function:

1. Make a note of the alphanumeric error message code, e.g., E64.
2. Press HOME, then press SHIFT+TAB to move your cursor to the INTERRUPT field.
3. Type 90 and press ENTER.
4. On the NEWS/HELP TABLE (S090) screen, type R in the FUNCTION field.
5. Type the alphanumeric error code in the KEYWORD field, and press ENTER. The explanation will be displayed.
6. Press F4 to return to the S501 screen.
7. Correct the data elements and press F5 again to review your corrections.

VERSION 3.1	STARS--NEWS/HELP TABLE	S090
<b>FUNCTION: R</b>	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PRIOR, R=RECALL)	
<b>KEYWORD: E64</b>	PAGE: 001	
CODE: E64	PCA REQUIRED	
DATA ELEMENT:	PCA-NO	
<b>EXPLANATION:</b>	THE TRANSACTION CODE INDICATES THE PCA NUMBER MUST BE ENTERED OR BE CAPABLE OF BEING LOOKED UP IN THE INDEX CODE (IC) OR ORGANIZATION CONTROL (OC) TABLES.	
	INTERRUPT:	ACTIVE

## POSSIBLE DUP PAYMENT MESSAGE

During the reviewing of a transaction, another important warning message may appear at the bottom of your screen - **WX7 POSSIBLE DUP PAYMENT**. This message tells you that the Vendor Number and the Invoice Number already exist in the vendor payment file because of a prior payment entry. This is just a warning message - the transaction will still post.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08251999 TYPE 5 NO 101 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:          DISB-METH:
REF-DOC/SFX:          MOD:          BFY: 00          GAAP IND:
INDEX      :          SEC AGENCY:
PCA        : 01331          SUBSID:          PCN:
EXP-SUB-OBJ/DET: 5410          OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT    :          WARR-NO:          BU:          GLA:
DOC TOTAL: 0000000000.00          PROP#:          CMP#:          CI:
INV-NO   : FCS 7 11-03-98 INV-DESC :
VEND-NO: 006481884 00          NAME  :
                                NAME 2:
                                ADDR  :
                                CITY  :          STATE:          ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:          F/O:
MPC:          LOC:          FAC:          TSK:
DOC-DATE:          EFF-DATE: 082599 DUE-DATE:          INTERRUPT:
WX7 POSSIBLE DUP PAYMENT
TRANSACTION SUCCESSFULLY WRITTEN...WITH WARNING MESSAGES
```

You can still save your transaction; however, if you are paying an invoice for the first time, verify that the payment has not already been made. At times, you may pay one invoice with more than one PCA or Index. In this case, the vendor number and invoice number is the same for more than one transaction, therefore prompting the WX7 warning message on subsequent entries.