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The following is an explanation of each Batch Control Log field:

<u>Data Element</u>	<u>Description</u>
AGENCY	Enter your agency name or number. This is for reference only.
MONTH	You can keep the control logs by month. If you do not use very many batches or you wish the log to go for the entire year, you can enter the year in this field.
PAGE	Use page numbering such as Page 1 of 6, Page 2 of 6, etc. so that when looking for batches, you can keep the batches in order.
BATCH DATE	Enter the date of the batch you are creating.
BATCH TYPE	Enter the type of batch you are creating. If you use a consecutive batch numbering scheme for all batch types, this will make it easier to identify a specific type later.
BATCH NUMBER	Enter the next batch number. These numbers should be consecutive.
ENTERED BATCH COUNT	Enter the number of transactions you are entering in the batch.
DAFR1041 BATCH COUNT	Enter this number when you receive the DAFR1041 (Batch Control Log Reconciliation) from the nightly IEU. These are the number of transactions that were in the batch when the nightly IEU started. If the numbers are different, find out why and document the differences.
ENTERED BATCH AMOUNT	Enter the amount of the transactions you are entering in the batch.

Data Element	Description
DAFR1041 BATCH AMOUNT	Enter this amount when you receive the DAFR1041 (Batch Control Log Reconciliation) from the nightly IEU. These are the amount of transactions in the batch when the nightly IEU started. If the amounts are different, find out why and document the differences.
CYCLE	Enter this number when you receive the DAFR1041 (Batch Control Log Reconciliation) from the nightly IEU. Refer to the processing date and this Cycle number when working with problems regarding batch processing. Each nightly IEU has its own cycle number. NOTE: STARS skips one cycle number at the end of the calendar month.
OPER ID	Enter the Operator ID of the person creating the batch. If there are problems with the batch, your agency personnel will know whom to contact within your agency.
COMMENTS	Enter any comments on differences or contents of the batch.