

STARS USER MANUAL..... 1

**RECOMPUTE A BATCH IF COUNTS AND AMOUNTS ARE NOT
EQUAL 1**

STARS USER MANUAL

RECOMPUTE A BATCH IF COUNTS AND AMOUNTS ARE NOT EQUAL

Function R can be used to recompute all of the transactions entered in a batch if counts and amounts are not equal due, or if you encountered a STARS error while you are entering data, or if your computer accidentally shuts down during data entry. (You can use this to recalculate a batch that you have added transactions to if you do not change the batch header manually. See the [Add a Transaction to a Batch](#) document.

1. Select the batch on the VIEW OR SELECT BATCH HEADERS (S0530) screen. When you select the batch, the VIEW BATCH SUMMARY (S520) screen will open.
2. On the S520 screen, press F10 to open the CHANGE BATCH OR VIEW DETAIL TRANSACTIONS (S510) screen.
3. On the S510 screen, type B in the FUNCTION field, and press ENTER. This will open the CHANGE BATCH HEADER screen (S511).
4. On the S511 screen, enter all zeros in the ENTERED COUNT field and. Do this even if the ENTER COUNT is correct but the COMPUTED COUNT is incorrect.
5. Enter all zeros in the ENTERED AMOUNT field, including the decimal point (000000000.00).
6. Press ENTER.

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VERSION 3.1                                STARS--CHANGE BATCH HEADER                                S511
ENTER CHANGES - PRESS ENTER WHEN COMPLETE, PRESS PF10 TO CANCEL CHANGE

BATCH DEPARTMENT:      230
BATCH DATE:            08171999
BATCH TYPE:            5
BATCH EDIT MODE:       1
BATCH NUMBER:          505
EFFECTIVE DATE:        081799
APPROVAL LEVEL:        7

BATCH BALANCE
ENTERED COUNT:         00000 ENTERED AMOUNT:  000000000.00
COMPUTED COUNT:        00004  COMPUTED AMOUNT: 0000000709.00

                                INTERRUPT:
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7. STARS should automatically return to the CHANGE BATCH OR VIEW DETAIL TRANSACTIONS (S510) screen.
8. On the S510 screen, type R in the FUNCT field and then press ENTER to display the adjusted batch count and batch amount totals.