

1. User Function: Position the cursor after SCREEN. Type 030 and press the ENTER key.

System Response: The system displays Screen 030.

2. User Function: Position the cursor after SESSION REFERENCE. Type six alphanumeric characters to identify this session.
3. User Function: Position the cursor at SESSION DATE and type the date as mmddy. If the date is left blank, the system will default to the current date in the system. We recommend using the current date. If the user wishes to close the batch and reopen it, this is only allowed if reopened within the same day and the batch date is the same as the current system date.
4. User Function: Position the cursor at SESSION STATUS and type the letter O to indicate that the session is opening. To indicate that the session is ending, type the letter C for close instead. If ending a session, continue with Step 7.
5. User Function: Optionally, position the cursor at DESCRIPTION and enter a 15-character description of the type of data to be entered during this session.
6. User Function: Optionally, position the cursor at BANK NUMBER and type the two-digit bank number affected by data in this batch. The system allows bank numbers 01-30.

System Response: An entry not in the range from 01 through 30 defaults to 30.

Also, if a bank is not entered, the system uses the default bank 30.

7. User Function: Optionally, and if authorized, position the cursor at MONTH OVERRIDE SW and enter the appropriate value to initiate dual month processing for this session.

System Response: The system will activate dual month processing for this session.

8. User Function: Optionally, position the cursor at SPECIAL PROCESSING and enter the value CJE, if the session will be used for compound journal entries (Screen 025).

System Response: The system will only accept compound journal entry transactions during this session.

9. User Function: Press the ENTER key.

System Response: Screen 030 appears with all data entered (if beginning a session) or without any data (if ending a session).

10. User Function: Type the number of the next screen desired and press the ENTER key.

System Response: The system displays the next screen.