

SECTION 182: BATCH SUBMISSION SHEET, EDP FORM C-100

1. Purpose. "The purpose of the BATCH SUBMISSION SHEET is to route data from the user to EDPD and back to the user and provide control information for the conversion to machine processable medium." This statement of major purpose, and further explanation and instructions, are found in the Data Preparation Services Manual of the State of Hawaii, Department of Budget and Finance, Electronic Data Processing Division.
2. Prepared By. DAGS Accounting Division or the departments and expending agencies.
3. Frequency. As required.
4. Distribution. Refer to the EDP Division instructions for completing the BATCH SUBMISSION SHEET in the Data Preparation Services Manual.
5. Forms-completion Instructions. Refer to the EDP Division instructions for completing the form in the Data Preparation Services Manual.

STATE OF HAWAII
Accounting Manual

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	ELECTRONIC DATA PROCESSING DIVISION BATCH SUBMISSION SHEET	<small>For EDP Use Only</small> DUE DATE / / <small>EDP Section</small> <small>EDP Terminal Name</small>
PLEASE PRINT. COMPLETE ITEMS 1 TO 8		
<small>1. Batch Number</small>	<small>2. Return To Department Or Division</small>	<small>3. Batch Submitted For (Indicate Computer Job Name And Cutoff Date For Submission Of Batch)</small>
<small>OS JOB NAME:</small>	<small>ATIN</small>	<small>4. Number Of Documents</small>
<small>5. Control Totals</small>		
IF CONTROL TOTALS ARE REQUIRED, PLEASE STATE THE ITEM SUMMARIZED AND THE CONTROL TOTAL IN THE SPACES PROVIDED BELOW. IF CONTROL TOTALS ARE ATTACHED, CHECK THE BOX <input type="checkbox"/>		
ITEM _____	TOTAL _____	
ITEM _____	TOTAL _____	
<small>6. Batch Control Information To Be Punched On Per Stroke Card</small>		
<small>COLUMN</small>	<small>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80</small>	
<small>CARD 1</small>		
<small>COLUMN</small>	<small>41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80</small>	
<small>CARD 2</small>		
<small>COLUMN</small>	<small>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80</small>	
<small>COLUMN</small>	<small>41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80</small>	
<small>7. IF THIS IS THE LAST BATCH OF DATA FOR THIS CYCLE, CHECK THE BOX <input type="checkbox"/></small>		
<small>SECTION</small>	<small>ACTION</small>	<small>DATE</small>
8. USER	SUBMIT BATCH TO EDPD COMPUTER CENTER	/ /
9. EDPD COMPUTER CENTER	RECEIVE BATCH	/ /
10. EDPD COMPUTER CENTER	RETURN BATCH TO USER	/ /
11. USER	RECEIVE BATCH	/ /
<small>12. Special Instructions and Comments</small>		
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<small>EDP Form C-100-5 (Rev. 9/77)</small>		