

SECTION 184: DAILY CONTROL, SAFORM A-42

1. Purpose. This form is the summary control sheet to account for all batches submitted from one source (departments, or DAGS Accounting Division) for a day. The receipt of this form by the data processing center indicates that all batches have been submitted for the day by the particular source.
2. Prepared By. DAGS Accounting Division, or departments.
3. Frequency. Once daily after the last batch is submitted to the data processing center.
4. Distribution.
 - (a) Copy #1 - Attached as a cover to all batches of the day, and submitted to the data processing center; to the originator for verification and control filing.
 - (b) Copy #2 - To the SWAS coordinator at the data processing center for input/output control of forms submitted for keypunching.
5. Special Rules.
 - (a) 99 batches per day is the maximum number of batches that may be submitted for processing by each source (departments, or DAGS Accounting Division).
 - (b) This form must be accompanied by a BATCH SUBMISSION SHEET, EDP FORM C-100.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
①	<p>BATCH NUMBER - The batch control number is a seven character code consisting of the following:</p> <ul style="list-style-type: none"> a. Dept. or Exp. Agcy - A two (2) character field consisting of the department alpha code and the expending agency numeric code, if necessary; otherwise leave the second character blank. b. Julian Day - The Julian date the form is prepared. c. Sequence - The sequence number must be "00".
②	Leave blank.
③	<p>DATE - Enter the month and day the form is prepared.</p> <p>Month - 01 through 12</p> <p>Day - 01 through 31</p>
④	Leave blank.
⑤	B4 - No entry is necessary, as it is preprinted.
⑥	BATCH NO. - Sequential number assigned to each batch for the day, beginning with 01.
⑦	TYPE - Enter the batch type code of the batch being listed.
⑧	NO. OF DOC. - Enter the number of documents in the batch being listed.
⑨	NO. OF CARDS - Enter the number of cards for the batch being listed.
⑩	AMOUNT TOTAL - Enter the amount total for the batch being listed.
⑪	HASH TOTAL - Enter the hash total of the batch being listed.
⑫	Enter the number of batches being submitted for the day.
⑬	Enter the sum total of the cards for the day.
⑭	Enter the sum of the amount total column.

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⑮	Enter the sum of the hash total column.
⑯	DATE - Enter the date when the form is signed.
⑰	AUTHORIZED SIGNATURE - The signature of the employee preparing the form.

