

Department of Veterans Affairs  
Decentralized Hospital Computer Program

# **GENERIC CODE SHEET USER'S GUIDE**

Version 2.0  
August 1992

Information Systems Center  
Washington, DC



## **PREFACE**

The Generic Code Sheet Menu is a set of Decentralized Hospital Computer Program options that help users create code sheets, group them into batches for transmitting to a central computer, and transmit the batches. The package also helps users, organize, copy, and delete code sheets.

This user's guide uses a simple, procedural format to explain how to perform the above tasks. The chapters and sections in this guide reflect the structure of the submenus and options, which will help users learn the structure of the Generic Code Sheet Menu as they follow the instructions in the guide.

## Preface

# GENERIC CODE SHEET USER'S GUIDE

## TABLE OF CONTENTS

- CHAPTER 1 INTRODUCTION .....1**
- 1.1 The Generic Code Sheet Package .....1
- 1.2 How to Use This Manual .....1
- 1.3 Reference Numbering System .....1
- 1.4 Package Management, Legal Requirements and Security Measures .....1
- 1.5 Package Operation .....2
- CHAPTER 2 CREATE A CODE SHEET.....3**
- 2.1 Introduction.....3
- 2.2 Menu Path.....3
- 2.3 Four Code Sheet Examples: Nursing Social Work, Consulting/Attending, and Financial Management.....4
- 2.3.1 Nursing Code Sheet Prompts .....4
- 2.3.1.1 Select Batch Type and Segment Name .....4
- 2.3.1.2 AMIS, Suffix, and Segment Modifier.....4
- 2.3.1.3 Psychiatric Section Data .....5
- 2.3.1.4 Alcohol and Drug Treatment Section Data.....5
- 2.3.1.5 Surgical Section Data.....5
- 2.3.1.6 Medical Section Data.....6
- 2.3.1.7 Spinal Cord Injury Section Data .....6
- 2.3.1.7 Nursing Home Care Section Data.....6
- 2.3.1.8 Hemodialysis Data .....7
- 2.3.1.9 Intermediate Care Data .....7
- 2.3.1.10 Domiciliary Care Data .....7
- 2.3.1.11 Operating Room Data .....7
- 2.3.1.12 Recovery Room Data .....8
- 2.3.1.13 Ambulatory Care Data .....8
- 2.3.1.14 Ambulatory Surgery Data .....8
- 2.3.1.15 Ambulatory Surgery Recovery Data.....9
- 2.3.1.16 Batch/Edit/Delete/Retain/Print Code Sheet.....9

2.3.2 Social Work Code Sheet Prompts.....	10
2.3.2.1 Segments 255 and 256 .....	11
2.3.2.2 Segment 257.....	12
2.3.2.2.1 Medical/Surgical Placement Data.....	12
2.3.2.2.2 Psychosis/Neurosis Placement Data .....	13
2.3.2.2.3 Organic and Senile Brain Disease Placement Data .....	13
2.3.2.2.4 Substance Abuse Placement Data.....	14
2.3.2.2.5 All Other Placement Data .....	14
2.3.2.2.6 Location of Veteran Prior to Placement .....	15
2.3.2.2.7 Code Sheet Data.....	15
2.3.2.3 Segment 258.....	16
2.3.2.3.4 Code Sheet Data.....	17
2.3.2.4 Segment 361.....	18
2.3.2.4.1 Visitations .....	18
2.3.2.4.2 Code Sheet Data.....	19
2.3.3 Consulting/Attending Code Sheets.....	20
2.3.3.1 Segment 2418A, "C & A Time Card" .....	20
2.3.3.1.1 Step 1 .....	20
2.3.3.1.2 Step 2 .....	20
2.3.3.1.3 Step 3 .....	21
2.3.3.2 Segment 2418C, "C&A Renewal" .....	22
2.3.3.2.1 Step 1 .....	22
2.3.3.2.2 Step 2 .....	22
2.3.3.2.3 Step 3 .....	23
2.3.3.3 Segment 2418D1, "C&A D1 Transactions" .....	23
2.3.3.3.1 Step 1 .....	23
2.3.3.3.2 Step 2 .....	24
2.3.3.3.3 Step 3 .....	24
2.3.3.4 Segment 2418D2, "C&A D2 Transactions" .....	25
2.3.3.4.1 Step 1 .....	25
2.3.3.4.2 Step 2 .....	26
2.3.3.4.3 Step 3 .....	26

2.3.3.5	Segment 2418D3, "C&A D3 Transactions" .....	27
2.3.3.5.1	Step 1 .....	27
2.3.3.5.2	Step 2 .....	27
2.3.3.5.3	Step 3 .....	27
2.3.3.5.4	Step 4 .....	28
2.3.3.6	Segment 2418T, "Terminate C&A" .....	29
2.3.3.6.1	Step 1 .....	29
2.3.3.6.2	Step 2 .....	29
2.3.3.7	Segment C&AHDR, "10-2418 Consulting and Attending Header" .....	30
2.3.3.7.1	Date and Transmission Number Information .....	30
2.3.3.7.2	Code Sheet Data.....	30
2.3.4	Financial Management Code Sheets.....	31
2.3.4.1	Step 1 .....	31
2.3.4.2	Step 2 .....	32
2.3.4.3	Step 3 .....	33
2.3.4.4	Step 4 .....	33
2.3.4.5	Step 5 .....	34
2.3.4.6	Step 6 .....	34
2.3.4.7	Step 7 .....	34
2.3.4.8	Step 8 .....	35
<b>CHAPTER 3</b>	<b>KEYPUNCH A CODE SHEET .....</b>	<b>37</b>
3.1	Introduction.....	37
3.2	Step 1 .....	37
3.3	Step 2 .....	37
3.4	Step 3 .....	38
3.5	Step 4 .....	38
<b>CHAPTER 4</b>	<b>BATCH CODE SHEETS.....</b>	<b>41</b>
4.1	Introduction.....	41
4.2	Step 1 (Menu Path) .....	41
4.3	Step 2 .....	41
<b>CHAPTER 5</b>	<b>MAINTENANCE MENU .....</b>	<b>43</b>

5.1	Introduction.....	43
5.2	Batch Edit .....	43
5.2.1	Introduction.....	43
5.2.2	Step 1 .....	43
5.2.3	Step 2 .....	43
5.2.4	Step 3 .....	44
5.3	Code Sheet Edit .....	44
5.3.1	Introduction.....	44
5.3.2	Step 1 .....	45
5.3.3	Step 2 .....	45
5.3.4	Step 3 .....	46
5.4	Delete Code Sheet.....	46
5.4.1	Introduction.....	46
5.4.2	Step 1 .....	46
5.4.3	Step 2 .....	47
5.4.4	Step 3 .....	47
5.5	Mark Batch for Retransmission .....	48
5.5.1	Introduction.....	48
5.5.2	Step 1 .....	48
5.5.3	Step 2 .....	48
5.5.4	Step 3 .....	49
5.6	Mark Code Sheet for Rebatching.....	49
5.6.1	Introduction.....	49
5.6.2	Step 1 .....	49
5.6.3	Step 2 .....	49
5.6.4	Step 3 .....	50
5.7	Review Code Sheet.....	50
5.7.1	Introduction.....	50
5.7.2	Step 1 .....	51
5.7.3	Step 2 .....	51
5.7.4	Step 3 .....	51
<b>CHAPTER 6 REPORTS MENU.....</b>		<b>53</b>
6.1	Introduction.....	53
6.2	Batches Waiting to be Transmitted.....	53
6.2.1	Introduction.....	53
6.2.2	Step 1 .....	53
6.2.3	Step 2 .....	54
6.3	Code Sheets Ready for Batching .....	54
6.3.1	Introduction.....	54
6.3.2	Step 1 .....	54



6.3.3 Step 2 .....	54
6.4 Status of all Batches.....	55
6.4.1 Introduction.....	55
6.4.2 Step 1 .....	55
6.4.3 Step 2 .....	56
6.4.4 Step 3 .....	56
<b>CHAPTER 7 STACK MENU .....</b>	<b>57</b>
7.1 Introduction.....	57
7.2 Retransmit Stack File Document .....	57
7.2.1 Introduction.....	57
7.2.2 Step 1 .....	57
7.2.3 Step 2 .....	57
7.2.4 Step 3 .....	58
7.3 Stack Status Report.....	58
7.3.1 Introduction.....	58
7.3.2 Step 1 .....	58
7.3.3 Step 2 .....	59
7.3.4 Step 3 .....	59
<b>CHAPTER 8 TRANSMIT CODE SHEETS .....</b>	<b>63</b>
8.1 Introduction.....	63
8.2 Step 1 .....	63
8.3 Step 2 .....	63
8.4 Step 3 .....	64
<b>CHAPTER 9 ARCHIVING/PURGING DATA .....</b>	<b>65</b>
9.1 Introduction.....	65
9.2 Step 1 .....	65
9.3 Step 2 .....	65
9.4 Step 3 .....	66
9.5 Step 4 .....	66
<b>CHAPTER 10 MENU LISTING .....</b>	<b>69</b>
10.1 Introduction.....	69
10.2 Menu Outline .....	69
<b>CHAPTER 11 TECHNICAL OVERVIEW .....</b>	<b>71</b>
11.1 Introduction.....	71
11.2 Data Components.....	71

11.2.1 The Code Sheet File.....	71
11.2.2 The Batching Routine .....	71
11.2.3 The Batch Transmitting Routine.....	71
11.2.4 The Code Sheet Management Subsystem.....	71
11.3 Related Documentation.....	71
11.4 Functional Description.....	72
11.5 Namespace Conventions.....	72
11.6 Key Variables .....	73
11.7 Security Keys.....	73
11.8 Globals.....	73
11.9 Routines .....	73
11.10 Resource Requirements .....	74
11.11 Internal/External Relations .....	74
11.11.1 Internal Relations.....	74
11.11.2 External Relations.....	74
<b>CHAPTER 12 DEVELOPMENT ISSUES.....</b>	<b>75</b>
12.1 Introduction.....	75
12.2 Step 1 .....	75
12.3 Step 2 - Create The Input Template.....	76
12.4 Step 3 - Add Options to the Options File .....	77
<b>CHAPTER 13 ROUTINE FLOW DIAGRAM.....</b>	<b>81</b>
<b>CHAPTER 14 LEGAL REQUIREMENTS .....</b>	<b>79</b>
<b>GLOSSARY.....</b>	<b>83</b>
<b>INDEX.....</b>	<b>87</b>

# Revision History

Initiated on 12/22/04

Date	Description (Patch # if applic.)	Project Manager	Technical Writer
12/22/04	Updated to comply with SOP 192-352 Displaying Sensitive Data.		Mary Ellen Gray
12/22/04	Pdf file checked for accessibility to readers with disabilities.		Mary Ellen Gray



# **1 *chapter Introduction***

## **1.1 The Generic Code Sheet Package**

The Generic Code Sheet Package is a set of menus and options in the Decentralized Hospital Computer Program (DHCP). The Generic Code Sheet Package allows users to create, edit, and transmit code sheets from DHCP to a central computer system. Users can use the Generic Code Sheet Package to help them create a code sheet, or users can create code sheets manually.

## **1.2 How to Use This Manual**

This manual explains how to use the Generic Code Sheet Package by explaining how to use the system to perform simple, manageable tasks. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new users to use this manual as a tutorial by following the instructions from beginning to end. Experienced users can use this manual as a reference tool by using the index and table of contents.

## **1.3 Reference Numbering System**

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1. All clear? Actually, all this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, e.g., section 1.3.5.4 and all of its subsections would make a coherent lesson.

## **1.4 Package Management, Legal Requirements and Security Measures**

In order to use the Generic Code Sheet Package, users are given access to the Generic Code Sheet Package options. Some of these menu options may be additionally controlled by the use of access “keys”. These access keys are administered to individual users by the Information Resources Management Service at their facility.

## **1.5 Package Operation**

This document explains how to use the Generic Code Sheet Package to create and amend code sheets. Novice users will be unfamiliar with the information that some of the Generic Code Sheet Package prompts require. The Generic Code Sheet Package provides three levels of explanations for the prompts. Enter a question mark at the prompt to read a description of the prompt, two question marks to read a more complex explanation of the prompt, and three question marks to read a complete description of the prompt and read a list of acceptable responses to the prompt.

## 2 chapter Create a code sheet

### 2.1 Introduction

The principal use of the Generic Code Sheet Menu is to create code sheets. Code sheets are used to create data in a format that other computer systems can use. Prior to DHCP, users completed paper forms, which were transcribed onto punch cards. The punch cards would be mailed to a central computer for processing. Today, users create code sheets and transmit the data electronically to the central computer. This makes data entry faster, cheaper, and more accurate.

### 2.2 Menu Path

Select Create a Code Sheet from the Generic Code Sheet Menu. Enter a Station Number. Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Create a Code Sheet

Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//      DISTRICT OF COLUMBIA      688
Station: WASHINGTON,DC (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME: ???

CHOOSE FROM:
ACCOUNTS RECEIVABLE
BUILDING MANAGEMENT
CONSULTING/ATTENDING
DENTAL
FEE BASIS
FEE BASIS - IFCAP
HOSPITAL BASED HOME CARE- GECO
LAB
MEDICINE
NURSING
PHARMACY
RADIOLOGY
SURGERY
VOLUNTARY
WAGE SURVEY - GECO

Select GENERIC CODE SHEET BATCH TYPE NAME:
```

## 2.3 Four Code Sheet Examples: Nursing Social Work, Consulting/Attending, and Financial Management

Each code sheet has different questions for you to answer as you create the code sheet. Due to the long list of code sheets, only four types are explained here. For detailed explanations of the prompts for a code sheet not listed here, contact your local IRM service.

### 2.3.1 Nursing Code Sheet Prompts

#### 2.3.1.1 Select Batch Type and Segment Name

Enter Nursing at the Select Generic Code Sheet Batch Type Name: prompt. Choose a segment name at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. A segment is a group of code sheet types that make up a batch type. For example, 'Nursing' is a group of segments or code sheet types. The batch type describes the destination computer system for transmissions. The segment name determines the type of code sheet.

The system will assign an identification number to the code sheet. **WRITE THIS NUMBER DOWN!** You will need it to edit the code sheet or assign it to a batch.

```
Select GENERIC CODE SHEET BATCH TYPE NAME: NURSING
Batch Type: NURSING

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: ???

CHOOSE FROM:
  200   Nursing Manpower Utilization
  201   Nursing Manhours Worked
  202   FTEE Ceilings and Positions Filled

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 200           Nursing Manpower
Utilization

This code sheet has been assigned IDENTIFICATION NUMBER: 134-94
```

#### 2.3.1.2 AMIS, Suffix, and Segment Modifier

Enter the AMIS (Automated Management Information System (AMIS) month and year. Enter the station suffix, or press the Enter key at the Suffix: prompt if there is no station suffix. Enter the segment modifier, or press the Enter key at the Segment Modifier: prompt if there is no segment modifier.

```
AMIS MONTH/YEAR: T (SEP 02, 1994)

SUFFIX: ??/??
ANSWER MUST BE 1-2 CHARACTERS IN LENGTH
SUFFIX:
SEGMENT MODIFIER: ???
SEGMENT MODIFIER:
```



### 2.3.1.3 Psychiatric Section Data

At the Psychiatric I: prompt. enter the number of Intensive Care patients in the psychiatric bed section. At the Psychiatric II: prompt. enter the number of Acute I Care patients in the psychiatric bed section. At the Psychiatric III: prompt. enter the number of Acute II Care patients in the psychiatric bed section. At the Psychiatric IV: prompt. enter the number of Extended Hospice Care patients in the psychiatric bed section. Enter the number of wards in the psychiatric bed section.

PSYCHIATRIC I: 4 PSYCHIATRIC II: 3 PSYCHIATRIC III: 5 PSYCHIATRIC IV: 9 NO. OF PSYCHIATRIC WARDS: 2
---

### 2.3.1.4 Alcohol and Drug Treatment Section Data

At the Alcohol & Drug Dep Trmt I: prompt. enter the number of Intensive Care patients in the alcohol and drug dependence treatment bed section. At the Alcohol & Drug Dep Trmt II: prompt. enter the number of Acute I Care patients in the alcohol and drug dependence treatment bed section. At the Alcohol & Drug Dep Trmt III: prompt. enter the number of Acute II Care patients in the alcohol and drug dependence treatment bed section. At the Alcohol & Drug Dep Trmt IV: prompt. enter the number of Extended Hospice Care patients in the alcohol and drug dependence treatment bed section. Enter the number of wards in the alcohol and drug dependence treatment bed section.

ALCOHOL & DRUG DEP TRMT I: 3 ALCOHOL & DRUG DEP TRMT II: 2 ALCOHOL & DRUG DEP TRMT III: 4 ALCOHOL & DRUG DEP TRMT IV: 1 NO. OF ALCOHOL/DRUG TRMT WARDS: 1
---

### 2.3.1.5 Surgical Section Data

At the Surgical I: prompt. enter the number of Intensive Care patients in the surgical bed section. At the Surgical II: prompt. enter the number of Acute I Care patients in the surgical bed section. At the Surgical III: prompt. enter the number of Acute II Care patients in the surgical bed section. At the Surgical IV: prompt. enter the number of Extended Hospice Care patients in the surgical bed section. Enter the number of wards in the surgical bed section.

SURGICAL I: 3 SURGICAL II: 2 SURGICAL III: 4 SURGICAL IV: 1 NO. OF SURGICAL WARDS: 1
--

### 2.3.1.6 Medical Section Data

At the Medical I: prompt. enter the number of Intensive Care patients in the medical bed section. At the Medical II: prompt. enter the number of Acute I Care patients in the medical bed section. At the Medical III: prompt. enter the number of Acute II Care patients in the medical bed section. At the Medical IV: prompt. enter the number of Extended Hospice Care patients in the medical bed section. Enter the number of wards in the medical bed section.

```
MEDICAL I: 3  
MEDICAL II: 2  
MEDICAL III: 4  
MEDICAL IV: 1  
NO. OF MEDICAL WARDS: 1
```

### 2.3.1.7 Spinal Cord Injury Section Data

At the Spinal Cord Injury I: prompt. enter the number of Intensive Care patients in the spinal cord injury bed section. At the Spinal Cord Injury II: prompt. enter the number of Acute I Care patients in the spinal cord injury bed section. At the Spinal Cord Injury III: prompt. enter the number of Acute II Care patients in the spinal cord injury bed section. At the Spinal Cord Injury IV: prompt. enter the number of Extended Hospice Care patients in the spinal cord injury bed section. At the Spinal Cord Injury V: prompt. enter the number of Minimal Care patients in the spinal cord injury bed section. Enter the number of wards in the spinal cord injury bed section.

```
SPINAL CORD INJURY I: 3  
SPINAL CORD INJURY II: 2  
SPINAL CORD INJURY III: 4  
SPINAL CORD INJURY IV: 1  
NO. OF SPINAL CORD INJ WARDS: 1
```

### 2.3.1.8 Nursing Home Care Section Data

At the Nursing Home Care I: prompt. enter the number of Intensive Care patients in VA Nursing Home Care Units only. At the Nursing Home Care II: prompt. enter the number of Acute I Care patients in VA Nursing Home Care Units only. At the Nursing Home Care III: prompt. enter the number of Acute II Care patients in VA Nursing Home Care Units only. Enter the number of nursing home care wards.

```
NURSING HOME CARE I: 3  
NURSING HOME CARE II: 2  
NURSING HOME CARE III: 4  
NURSING HOME CARE IV: 1  
NO. OF NURSING HOME CARE WARDS: 2
```

**2.3.1.9 Hemodialysis Data**

At the No. Of Hemodialysis Treatments: prompt, enter the cumulative number of hemodialysis treatments during the quarter. At the No. Of Hemodialysis Units: prompt, enter the average number of hemodialysis units per treatment. To obtain this number, divide the number of hemodialysis units used in the quarter for treatments divided by the number of treatments. At the Hemodialysis Days Of Operation: prompt, enter the total number of days that hemodialysis units were in operation during the quarter.

NO. OF HEMODIALYSIS TREATMENTS: 16 NO. OF HEMODIALYSIS UNITS: 1.6 HEMODIALYSIS DAYS OF OPERATION: 62
--

**2.3.1.10 Intermediate Care Data**

At the Intermediate Care I: section, enter the number of Intensive Care patients who are in a bed section officially designated as an intermediate bed section. At the Intermediate Care II: prompt, enter the number of Acute I Care patients who are in a bed section officially designated as an intermediate bed section. At the Intermediate Care III: prompt, enter the number of Acute II Care patients who are in a bed section officially designated as an intermediate bed section. Enter the number of Intermediate wards.

INTERMEDIATE CARE I: 4 INTERMEDIATE CARE II: 2 INTERMEDIATE CARE III: 5 NO. OF INTERMEDIATE WARDS: 1
---

**2.3.1.11 Domiciliary Care Data**

At the Domiciliary (Members): prompt, enter the number of members who are in a domiciliary care unit. At the Domiciliary (Units): prompt, enter the average number of domiciliary units. At the Critical Care I: prompt, enter the number of Intensive Care patients in the critical care section. At the Critical Care II: prompt, enter the number of Acute I Care patients in the critical care section. At the Critical Care III: prompt, enter the number of Acute II Care patients in the critical care section. Enter the number of critical care units.

DOMICILIARY (MEMBERS): 20 DOMICILIARY (UNITS): 10 CRITICAL CARE I: 5 CRITICAL CARE II: 2 CRITICAL CARE III: 2 NO. OF CRITICAL CARE UNITS: 2
--

**2.3.1.12 Operating Room Data**

At the Operating Room I: prompt, enter the number of Intensive Care patients in the operating room section. At the Operating Room II: prompt,

enter the number of Acute I Care patients in the operating room section. At the Operating Room III: prompt, enter the number of Acute II Care patients in the operating room section. At the Operating Room IV: prompt, enter the number of Extended Hospice Care patients in the operating room section. Enter the number of operating rooms.

OPERATING ROOM I: 2 OPERATING ROOM II: 4 OPERATING ROOM III: 2 OPERATING ROOM IV: 5 NO. OF OPERATING ROOMS: 4
---

### 2.3.1.13 Recovery Room Data

At the Recovery Room I: prompt, enter the number of Intensive Care patients in the recovery room section. At the Recovery Room II: prompt, enter the number of Acute I Care patients in the recovery room section. At the Recovery Room III: prompt, enter the number of Acute II Care patients in the recovery room section. Enter the number of recovery room beds.

RECOVERY ROOM I: 2 RECOVERY ROOM II: 4 RECOVERY ROOM III: 2 NO. OF RECOVERY ROOM BEDS: 48
--

### 2.3.1.14 Ambulatory Care Data

At the Ambulatory Care I: prompt, enter the number of Intensive Care patients in the ambulatory care section. At the Ambulatory Care II: prompt, enter the number of Acute I Care patients in the ambulatory care section. At the Ambulatory Care III: prompt, enter the number of Acute II Care patients in the ambulatory care section. At the Ambulatory Care IV: prompt, enter the number of Extended Hospice Care patients in the ambulatory care section. At the Ambulatory Care V: prompt, enter the number of Minimal Care patients in the ambulatory care section.

AMBULATORY CARE I: 3 AMBULATORY CARE II: 1 AMBULATORY CARE III: 3 AMBULATORY CARE IV: 4 AMBULATORY CARE V: 1
--

### 2.3.1.15 Ambulatory Surgery Data

At the Ambulatory Surgery I: prompt, enter the number of Intensive Care patients in the ambulatory surgery section. At the Ambulatory Surgery II: prompt, enter the number of Acute I Care patients in the ambulatory surgery section. At the Ambulatory Surgery III: prompt, enter the number of Acute II Care patients in the ambulatory surgery section. At the Ambulatory Surgery IV: prompt, enter the number of Extended Hospice Care patients in the ambulatory surgery section.

```

AMBULATORY SURGERY I: ???
    The number of Intensive Care patients in the ambulatory surgery section.
AMBULATORY SURGERY I: 5
AMBULATORY SURGERY II: ???
    The number of Acute I Care patients in the ambulatory surgery section.
AMBULATORY SURGERY II: 2
AMBULATORY SURGERY III: ???
    The number of Acute II Care patients in the ambulatory surgery section.
AMBULATORY SURGERY III: 4
AMBULATORY SURGERY IV: ???
    The number of Extended Hospice Care patients in the ambulatory surgery
    section.
AMBULATORY SURGERY IV: 4
    
```

**2.3.1.16 Ambulatory Surgery Recovery Data**

At the Ambulatory Surgery I: prompt, enter the number of Intensive Care patients in the ambulatory surgery recovery section. At the Ambulatory Surgery II: prompt, enter the number of Acute I Care patients in the ambulatory surgery recovery section. At the Ambulatory Surgery III: prompt, enter the number of Acute II Care patients in the ambulatory surgery recovery section.

```

AMBULATORY SURGERY I: ???
    The number of Intensive Care patients in the ambulatory surgery recovery section.
AMBULATORY SURGERY I: 5
AMBULATORY SURGERY II: ???
    The number of Acute I Care patients in the ambulatory surgery recovery section.
AMBULATORY SURGERY II: 2
AMBULATORY SURGERY III: ???
    The number of Acute II Care patients in the ambulatory surgery recovery section.
AMBULATORY SURGERY III: 4
    
```

**2.3.1.17 Batch/Edit/Delete/Retain/Print Code Sheet**

The system will display the code sheet identification number and code sheet data. If you haven't recorded the identification number, DO SO NOW! You will need this number to retrieve the code sheet in future sessions. You may assign the code sheet to a batch, edit the code sheet, delete the code sheet, retain the code sheet in the file for editing later, or print the code sheet. If you assign the code sheet to a batch, the system will ask you to enter a scheduled transmission date for the batch (enter T for today), and a transmission priority for the batch (2 is high priority, 6 is low priority). Enter Nursing at the Select Generic Code Sheet Transaction Type/Segment Name: prompt to create another nursing code sheet, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 134-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
AMS((28688 200 -0000400003-0000500009-0200000300-0020000400-0010100000-40000500
00-3000050400-0001000030-0005000020-2000004000-0000002000-0400005010-0000300001-
0000502000-0160160062-0000400002-0000501000-0201000005-0000200002-0200000200-004
0000200-0050400002-0000400004-4800003000-0100003000-0400001000-0500002000-040000
4000-0500002000-04$

    Select one of the following:
    
```

## Create a Code Sheet

```
1      Mark the Code Sheet For Batching
2      Edit the Code Sheet
3      Delete the Code Sheet
4      Retain the Code Sheet in the File for Editing Later
5      Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 134-94 **

SCHEDULED TRANSMISSION DATE: TODAY// (SEP 02, 1994)
BATCH PRIORITY: 3//
Status: << READY FOR BATCHING [Priority: 3, Trans Date: 09-02-94] >>
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option:
```

### 2.3.2 Social Work Code Sheet Prompts

Enter Social Work at the Select Generic Code Sheet Batch Type Name: prompt. Choose a segment name at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. If you do not know the segment name or number, enter three question marks and the system will list the available segment names and numbers. A segment is a group of code sheet types that make up a batch type. For example, 'Nursing' is a group of segments or code sheet types. The batch type describes the destination computer system for transmissions. The segment name determines the type of code sheet.

```
Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC// DISTRICT OF COLUMBIA
688
Station: WASHINGTON,DC (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME: Social WORK
Batch Type: SOCIAL WORK

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: ??

CHOOSE FROM:
255 Social Work Cases Treated and Manhours
256 Social Work Patient Status
257 AMIS 257 SOCIAL WORK
258 AMIS 258 SOCIAL WORK
361 AMIS 361 SOCIAL WORK

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:
```

### 2.3.2.1 Segments 255 and 256

The system will assign an identification number to the code sheet. **WRITE THIS NUMBER DOWN!** You will need it to edit the code sheet or assign it to a batch. Enter the AMIS (Automated Management Information System) month and year.

```
This code sheet has been assigned IDENTIFICATION NUMBER: 154-94
AMIS MONTH/YEAR: t (SEP 02, 1994)
```

Segments 255 and 256 are keypunch segments, meaning that you have to enter the code sheet data as a single string of numbers. Here is an example:

```
.....+.....1.....+.....2.....+.....3.....+.....4.....+.....5.....+.....6.....+.....7.....+
KEYPUNCH CODE SHEET:
1>1234-123-41-234-1234-123-412-341-234-1234
```

You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```
TRANSMITTED CODE SHEET FOR ID# 154-94 WILL BE AS FOLLOWS:
.....+.....1.....+.....2.....+.....3.....+.....4.....+.....5.....+.....6.....+.....7.....+
1234-123-41-234-1234-123-412-341-234-1234

      Select one of the following:

          1      Mark the Code Sheet For Batching
          2      Edit the Code Sheet
          3      Delete the Code Sheet
          4      Retain the Code Sheet in the File for Editing Later
          5      Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 154-94 **

SCHEDULED TRANSMISSION DATE: TODAY// (SEP 02, 1994)
BATCH PRIORITY: 3//
      Status: << READY FOR BATCHING [Priority: 3, Trans Date: 09-02-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

      Batch Code Sheets
      Create a Code Sheet
      Keypunch a Code Sheet
      Maintenance Menu ...
      Reports Menu ...
      Stack Menu ...
      Transmit Code Sheets

Select Generic Code Sheet Menu Option:
```

### 2.3.2.2 Segment 257

The system will assign an identification number to the code sheet. **WRITE THIS NUMBER DOWN!** You will need it to edit the code sheet or assign it to a batch. Enter the AMIS (Automated Management Information System) month and year of the code sheet, or just enter T for today's month and year. Enter a suffix if there is one, or press the Enter key if there is no suffix. Enter a segment modifier if there is one, or press the Enter key if there is no segment modifier.

```
Select GENERIC CODE SHEET BATCH TYPE NAME: SOCIAL WORK
Batch Type: SOCIAL WORK

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 257          AMIS 257 SOCIAL WORK

This code sheet has been assigned IDENTIFICATION NUMBER: 173-94
AMIS MONTH/YEAR: T (SEP 06, 1999)

SUFFIX:
SEG. MODIFIER:
```

#### 2.3.2.2.1 Medical/Surgical Placement Data

This segment of the routine will ask you to enter how many veterans were placed in the medical/surgical ward by age group, how many veterans were lost by the medical/surgical ward to individual living, to the hospital, to other, non-VA institutional care, or to death. The system will also prompt you to enter the duration that the patients have been in the medical/surgical ward.

```
                MEDICAL/SURGICAL
                PLACEMENT BY QUARTER (By age group)

LESS THAN 25 (001): 0
25-34 (002): 12
35-44 (003): 61
45-55 (004): 48
56-64 (005): 36
65-74 (006): 45
75-84 (007): 42
85 & UP (008): 26

                LOSSES DURING QUARTER

TO INDIVIDUAL LIVING (009): 0
TO HOSPITAL (010): 4
OTHER INSTITUTION CARE (011): 9
DEATH (012): 3

                VETERANS REMAINING END OF QUARTER

LESS THAN 1 YR. (013): 93
1-2 (014): 4
3-5 YRS (015): 2
OVER 5 YRS. (016): 21
```



### 2.3.2.2.2 Psychosis/Neurosis Placement Data

This segment of the routine will ask you to enter how many veterans were placed in the Psychosis/Neurosis ward by age group, how many veterans were lost by the Psychosis/Neurosis ward to individual living, to the hospital, to other, non-VA institutional care, or to death. The system will also prompt you to enter the duration that the patients have been in the Psychosis/Neurosis ward.

```

                PSYCHOSIS/NEUROSIS
                PLACEMENT BY QUARTER (By age group)

LESS THAN 25 (017): 3
25-34 (018): 4
35-44 (019): 12
45-54 (020): 7
55-64 (021): 2
65-74 (022): 0
75-84 (023): 0
85 & UP (024): 0

                LOSSES DURING QUARTER

TO INDIVIDUAL LIVING (025): 2
TO HOSPITAL (026): 1
OTHER INSTITUTION CARE (027): 4
DEATH (028): 4

                VETERANS REMAINING END OF QUARTER

LESS THAN 1 YR. (029): 31
1-2 YRS. (030): 3
3-5 YRS. (031): 2
OVER 5 YRS. (032): 15

```

### 2.3.2.2.3 Organic and Senile Brain Disease Placement Data

This segment of the routine will ask you to enter how many veterans were placed in the Organic and Senile Brain Disease ward by age group, how many veterans were lost by the Organic and Senile Brain Disease ward to individual living, to the hospital, to other, non-VA institutional care, or to death. The system will also prompt you to enter the duration that the patients have been in the Organic and Senile Brain Disease ward.

```

                ORGANIC & SENILE BRAIN DISEASE
                PLACEMENT BY QUARTER (By age group)

LESS THAN 25 (033): 0
25-34 (034): 0
35-44 (035): 1
45-54 (036): 0
55-64 (037): 2
65-74 (038): 9
75-84 (039): 13
85 & OVER (040): 6

                LOSSES DURING QUARTER

```

## Create a Code Sheet

```
TO INDIVIDUAL LIVING (041): 3
TO HOSPITAL (042): 1
OTHER INSTITUTION CARE (043): 4
DEATH (044): 5
```

VETERANS REMAINING END OF QUARTER

```
LESS THAN 1 YR. (045): 33
1-2 YRS. (046): 1
3-5 YRS. (047): 1
OVER 5 YRS. (048): 13
```

### 2.3.2.2.4 Substance Abuse Placement Data

This segment of the routine will ask you to enter how many veterans were placed in the Substance Abuse ward by age group, how many veterans were lost by the Substance Abuse ward to individual living, to the hospital, to other, non-VA institutional care, or to death. The system will also prompt you to enter the duration that the patients have been in the Substance Abuse ward.

```
SUBSTANCE ABUSE
PLACEMENT BY QUARTER (By age group)
```

```
LESS THAN 25 (049): 6
25-34 (050): 3
35-44 (051): 9
45-54 (052): 2
55-64 (053): 6
65-74 (054): 2
75-84 (055): 0
85 & UP (056): 0
```

LOSSES BY QUARTER

```
TO INDIVIDUAL LIVING (057): 1
TO HOSPITAL (058): 0
OTHER INSTITUTION CARE (059): 4
DEATH (060): 1
```

VETERANS REMAINING END OF QUARTER

```
LESS THAN 1 YR. (061): 33
1-2 YRS (062): 2
3-5 YRS (063): 1
OVER 5 YRS. (064): 17
```

### 2.3.2.2.5 All Other Placement Data

This segment of the routine will ask you to enter how many veterans were placed in the All Other category by age group, how many veterans were lost by the All Other category to individual living, to the hospital, to other, non-VA institutional care, or to death. The system will also prompt you to enter the duration that the patients have been in the All Other category.

```
ALL OTHER
```

```

                PLACEMENT BY QUARTER (By age group)
LESS THAN 25 (065): 6
25-34 (066): 2
35-44 (067): 4
45-54 (068): 1
55-64 (069): 5
65-74 (070): 5
75-84 (071): 2
85 & UP (072): 1

                LOSSES DURING QUARTER

TO INDIVIDUAL LIVING (073): 4
TO HOSPITAL (074): 5
OTHER INSTITUTION CARE (075): 3
DEATH (076): 3

                VETERANS REMAINING END OF QUARTER

LESS THAN 1 YR. (077): 22
1-2 YRS. (078): 1
3-5 YRS (079): 1
OVER 5 YRS. (080): 15
    
```

**2.3.2.2.6 Location of Veteran Prior to Placement**

In this segment of the routine, enter how many veterans came from the hospital, the NHCU, the CNH, the VA Domiciliary, the Comm., or from another location.

```

                LOCATION OF VETERAN PRIOR TO PLACEMENT

HOSPITAL (081): 16
NHCU (082): 4
CNH (083): 2
VA DOM (084): 0
COMM. (085): 6
OTHER (086): 3
    
```

**2.3.2.2.7 Code Sheet Data**

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 173-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....+.....
AMS((M8688 257 -0012614836-4542260004-0903009300-0400020021-0304120702-00000002
01-0404003100-0300020015-0000010002-0913060301-0405003300-0100010013-0603090206-
    
```

## Create a Code Sheet

```
0200000100-0401003300-0200010017-0602040105-0502010405-0303002200-0100010015-001
6000400-0200000006-0003$

Select one of the following:

    1      Mark the Code Sheet For Batching
    2      Edit the Code Sheet
    3      Delete the Code Sheet
    4      Retain the Code Sheet in the File for Editing Later
    5      Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 173-94 **

SCHEDULED TRANSMISSION DATE: TODAY// (SEP 06, 1994)
BATCH PRIORITY: 3//
Status: << READY FOR BATCHING [Priority: 3, Trans Date: 09-06-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

    Batch Code Sheets
    Create a Code Sheet
    Keypunch a Code Sheet
    Maintenance Menu ...
    Reports Menu ...
    Stack Menu ...
    Transmit Code Sheets

Select Generic Code Sheet Menu Option:
```

### 2.3.2.3 Segment 258

The system will assign an identification number to the code sheet. **WRITE THIS NUMBER DOWN!** You will need it to edit the code sheet or assign it to a batch. Enter the AMIS (Automated Management Information System) month and year of the code sheet, or just enter T for today's month and year. Enter a suffix if there is one, or press the Enter key if there is no suffix. Enter a segment modifier if there is one, or press the Enter key if there is no segment modifier. Enter the number of veterans by bed capacity. Enter the number of veterans supervised by medical/psychosocial problem. Enter the number of veterans remaining at the end of the quarter by status.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 258          AMIS 258 SOCIAL WORK

This code sheet has been assigned IDENTIFICATION NUMBER: 183-94
AMIS MONTH/YEAR: T (SEP 06, 1994)

SUFFIX:
SEG. MODIFIER:                NUMBER OF VETERANS BY BED CAPACITY

1-3 BEDS (001): 5
4-6 BEDS (002):
7-15 (003): 3
16-25 (004): 1
OVER 25 BEDS (005): 2
                NUMBER OF VETERANS SUPERVISED BY MEDICAL/PSYCHOSOCIAL PROBLEM
```

```

MEDICAL/SURGICAL (006): 2
PSYCHOSIS/NEUROSIS (007): 13
ORGANIC & SENILE DISEASE (008): 2
SUBSTANCE ABUSE (009): 1
ALL OTHER (010): 4
                                VETERANS REMAINING END OF QUARTER BY STATUS
                                SERVICE CONNECTED STATUS

NSC (011): 1
LESS THAN 50% (012): 3
50% OR MORE SC (013): 2
                                COMPETENCY STATUS

VETERANS INCOMP. (014): 51
VETERANS COMPETENT (015): 2
    
```

### 2.3.2.3.1 Code Sheet Data

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 183-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
AMS((M8688 258 -0005000000-0300010002-0002001300-0200010004-0001000300-02005100
02-$

    Select one of the following:

        1      Mark the Code Sheet For Batching
        2      Edit the Code Sheet
        3      Delete the Code Sheet
        4      Retain the Code Sheet in the File for Editing Later
        5      Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 183-94 **

SCHEDULED TRANSMISSION DATE: TODAY// (SEP 06, 1994)
BATCH PRIORITY: 3//
    Status: << READY FOR BATCHING [Priority: 3, Trans Date: 09-06-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

    Batch Code Sheets
    Create a Code Sheet
    
```

## Create a Code Sheet

```
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option:
```

### 2.3.2.4 Segment 361

The system will assign an identification number to the code sheet. **WRITE THIS NUMBER DOWN!** You will need it to edit the code sheet or assign it to a batch. Enter the AMIS (Automated Management Information System) month and year of the code sheet, or just enter T for today's month and year. Enter a suffix if there is one, or press the Enter key if there is no suffix. Enter a segment modifier if there is one, or press the Enter key if there is no segment modifier. Enter the gains and losses for the ward. Enter the eligibility status for the ward. Enter the home modifications for the ward.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 361          AMIS 361 SOCIAL WORK
This code sheet has been assigned IDENTIFICATION NUMBER: 207-94
AMIS MONTH/YEAR: T (SEP 06, 1994)

SUFFIX:
SEG. MODIFIER:
GAINS (001): 9

                LOSSES

TREATMENT GOAL ACHIEVED (002):
REHOSPITALIZATION (003):
DEATHS IN HOME (004):
OTHER LOSSES (005):

REMAINING HBHC PATIENTS (006):
PATIENT DAYS OF CARE (007):
                ELIGIBILITY STATUS

S.C. (008):
N.S.C. (009):

# REC. OF A&A BENEFITS (010):
                HOME MODIFICATIONS

S.C. (011):
N.S.C. (012):
```

#### 2.3.2.4.1 Visitations

Enter the number of home visits. Enter the number of ward visits.

```
                HOME VISITS BY

PHYSICIAN (013):
RN (014):
LPN (015):
```

```

DIETITIAN (016):
SOCIAL WORKER (017):
RMS (018):
HOME HEALTH AIDE (019):
STUDENTS (020):
OTHERS (021):
                WARD VISITS BY

PHYSICIAN (022):
RN (023):
LPN (024):
DIETITIAN (025):
SOCIAL WORKER (026):
RMS (027):
HOME HEALTH AIDE (028):
STUDENTS (029):
OTHER (030):

```

### 2.3.2.4.2 Code Sheet Data

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 207-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
AMS((38688 361 -0009000000-----$

      Select one of the following:

          1      Mark the Code Sheet For Batching
          2      Edit the Code Sheet
          3      Delete the Code Sheet
          4      Retain the Code Sheet in the File for Editing Later
          5      Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 207-94 **

SCHEDULED TRANSMISSION DATE: TODAY// (SEP 06, 1994)
BATCH PRIORITY: 3//
Status: << READY FOR BATCHING [Priority: 3, Trans Date: 09-06-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

      Batch Code Sheets
      Create a Code Sheet
      Keypunch a Code Sheet
      Maintenance Menu ...
      Reports Menu ...
      Stack Menu ...

```

```
Transmit Code Sheets
Select Generic Code Sheet Menu Option:
```

### 2.3.3 Consulting/Attending Code Sheets

#### 2.3.3.1 Segment 2418A, "C & A Time Card"

##### 2.3.3.1.1 Step 1

Enter 2418A at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. The system will assign an identification number to the code sheet. Enter a station number. Enter the Social Security Number or Employee Identification number without hyphens at the Identification Number: prompt. Enter the name code of the participant. The name code is the first initial of the first name, a space, and the first initial of the middle name. For example, if the participant was Firstname Middlename Lastname, the name code would be F M. Enter the three-digit julian day number at the Day Number: prompt. For example, since February 11 is the 42nd day of the year, enter 042 for February 11. Enter the transaction type. Transaction types are defined in MP-4 Part V, Section 12-D. At the Decimal Suffix: prompt, enter the 3-digit suffix assigned by the Austin Data Processing Center to the transaction.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 2418A          C & A TIME CARD
This code sheet has been assigned IDENTIFICATION NUMBER: 1-95
STATION NUMBER: 688
IDENTIFICATION NUMBER: 000000001
NAME CODE: F M
DAY NUMBER: 213
TRANS TYPE: D1
DECIMAL SUFFIX: 141
```

##### 2.3.3.1.2 Step 2

At the Day 1: prompt, enter X if the visit was a paid visit or W if the visit was without pay. Continue entering Xs and Ws through Day 31. Enter the number of paid visits for the reporting period at the Pay Visits: prompt. Enter the number of no pay visits for the reporting period at the No Pay Visits: prompt.



```

DAY 1: W  WITHOUT PAY
DAY 2: W  WITHOUT PAY
DAY 3: X  PAID

. . . . .
DAY 31:
PAY VISITS: 3// 1
NO PAY VISITS: 2

```

### 2.3.3.1.3 Step 3

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 1-95 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
688000000001B J213D1141WWX                                0102$

Select one of the following:

1          Mark the Code Sheet For Batching
2          Edit the Code Sheet
3          Delete the Code Sheet
4          Retain the Code Sheet in the File for Editing Later
5          Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 1-95 **

SCHEDULED TRANSMISSION DATE: TODAY// (DEC 13, 1994)
BATCH PRIORITY: 3//
Status: << READY FOR BATCHING [Priority: 3, Trans Date: 12-13-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option:

```

### 2.3.3.2 Segment 2418C, "C&A Renewal"

#### 2.3.3.2.1 Step 1

Enter 2418C at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. The system will assign an identification number to the code sheet. Enter a station number. Enter the Social Security Number or Employee Identification number without hyphens at the Identification Number: prompt. Enter the name code of the participant. The name code is the first initial of the first name, a space, and the first initial of the middle name. For example, if the participant was Firstname Middlename Lastname, the name code would be F M. Enter the three-digit julian day number at the Day Number: prompt. For example, since February 11 is the 42nd day of the year, enter 042 for February 11. Enter the action code for the code sheet at the Action: prompt. Enter a question mark at the prompt to see the available action codes. At the Decimal Suffix: prompt, enter the 3-digit suffix assigned by the Austin Data Processing Center to the transaction. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 2418C          C&A RENEWAL
This code sheet has been assigned IDENTIFICATION NUMBER: 167-94
STATION NUMBER: 688
IDENTIFICATION NUMBER: 000000001
NAME CODE: F M
DAY NUMBER: 113
ACTION: T
DECIMAL SUFFIX: 404
COST CENTER: 400100
```

#### 2.3.3.2.2 Step 2

Enter the number of visits for the participant at the Number of Visits: prompt. Enter the dollar amount without a dollar sign or decimal at the Amount-Dollars/Cents: prompt. For example, enter 4520 for \$45.20. Enter the per diem dollar amount without a dollar sign or decimal at the Per Diem-Dollars/Cents: prompt. At the ID Number Identifier: prompt, enter 1 if the identification number you entered for the participant is the participant's Social Security number. Enter 2 if the number is an employee identification number. You may enter a new identification number for the participant at the ID Number Change: prompt. At the No Pay: prompt, enter 0 (zero) if you want to prohibit the participant from making no pay visits. Enter Y if you want to authorize no pay visits. Otherwise, press the Enter key.

```
NUMBER OF VISITS: 5
AMOUNT-DOLLARS/CENTS: 92020
PER DIEM-DOLLARS/CENTS: 12000
ID NUMBER IDENTIFIER: 1  SOCIAL SECURITY NUMBER
```

ID NUMBER CHANGE: NO PAY: Y NO PAY VISITS AUTHORIZED
---

### 2.3.3.2.3 Step 3

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 3-95 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
688000000001B J113D3T4044001002576      00592020120001      Y$

      Select one of the following:

          1      Mark the Code Sheet For Batching
          2      Edit the Code Sheet
          3      Delete the Code Sheet
          4      Retain the Code Sheet in the File for Editing Later
          5      Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 3-95 **

SCHEDULED TRANSMISSION DATE: TODAY// (DEC 13, 1994)
BATCH PRIORITY: 3//
      Status: << READY FOR BATCHING [Priority: 3, Trans Date: 12-13-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

      Batch Code Sheets
      Create a Code Sheet
      Keypunch a Code Sheet
      Maintenance Menu ...
      Reports Menu ...
      Stack Menu ...
      Transmit Code Sheets

Select Generic Code Sheet Menu Option:

```

### 2.3.3.3 Segment 2418D1, "C&A D1 Transactions"

#### 2.3.3.3.1 Step 1

Enter 2418D1 at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. The system will assign an identification number to the code sheet. Enter a station number. Enter the Social Security Number or Employee Identification number without hyphens at the Identification

Number: prompt. Enter the name code of the participant. The name code is the first initial of the first name, a space, and the first initial of the middle name. For example, if the participant was Firstname Middlename Lastname, the name code would be F M. Enter the three-digit julian day number at the Day Number: prompt. For example, since February 11 is the 42nd day of the year, enter 042 for February 11.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 2418D1          C&A D1
TRANSACTIONS

This code sheet has been assigned IDENTIFICATION NUMBER: 4-95

STATION NUMBER: 688
IDENTIFICATION NUMBER: 000000001
NAME CODE: F M
DAY NUMBER: 190
```

### 2.3.3.3.2 Step 2

Enter the action code for the code sheet at the Action:prompt. Enter a question mark at the prompt to see the available action codes. At the Decimal Suffix: prompt, enter the 3-digit suffix assigned by the Austin Data Processing Center to the transaction. Enter the participant's name. Enter their professional title (e.g., MD, Ph.D.) At the Type: prompt, enter C for consultant or A for attending. At the Date of Appointment: prompt, enter the date the participant starts work.

At the Occupation Series: prompt, enter the number assigned to the occupation category. These numbers are listed in MP-6 Part V, Table 3, Occupation Series and Title Codes. At the Address Line 1: prompt, enter the address where the participant wants their check to be mailed.

```
ACTION: C
DECIMAL SUFFIX: 441
PARTICIPANT'S NAME: Watson
TITLE: RN
TYPE: C CONSULTANT
DATE OF APPOINTMENT: 21294
OCCUPATION SERIES: 85859321
ADDRESS LINE 1: VAMC-Consulting
```

### 2.3.3.3.3 Step 3

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 4-95 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
688000000001B J190D1C441Basil          7C2129485859321VAMC-Consulting
$

      Select one of the following:

          1      Mark the Code Sheet For Batching
          2      Edit the Code Sheet
          3      Delete the Code Sheet
          4      Retain the Code Sheet in the File for Editing Later
          5      Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 4-95 **

SCHEDULED TRANSMISSION DATE: TODAY// (DEC 14, 1994)
BATCH PRIORITY: 3//
      Status: << READY FOR BATCHING [Priority: 3, Trans Date: 12-14-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

      Batch Code Sheets
      Create a Code Sheet
      Keypunch a Code Sheet
      Maintenance Menu ...
      Reports Menu ...
      Stack Menu ...
      Transmit Code Sheets

Select Generic Code Sheet Menu Option:

```

### 2.3.3.4 Segment 2418D2, "C&A D2 Transactions"

#### 2.3.3.4.1 Step 1

Enter 2418D2 at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. The system will assign an identification number to the code sheet. Enter a station number. Enter the Social Security Number or Employee Identification number without hyphens at the Identification Number: prompt. Enter the name code of the participant. The name code is the first initial of the first name, a space, and the first initial of the middle name. For example, if the participant was Firstname Middlename Lastname, the name code would be F M.

```

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 2418D2          C&A D2
TRANSACTIONS

This code sheet has been assigned IDENTIFICATION NUMBER: 6-95

STATION NUMBER: 688
IDENTIFICATION NUMBER: 000000001
NAME CODE: F M

```

### 2.3.3.4.2 Step 2

Enter the three-digit julian day number at the Day Number: prompt. For example, since February 11 is the 42nd day of the year, enter 042 for February 11. Enter the action code for the code sheet at the Action:prompt. Enter a question mark at the prompt to see the available action codes. At the Decimal Suffix: prompt, enter the 3-digit suffix assigned by the Austin Data Processing Center to the transaction. At the Address Line 2, enter any additional address information that did not fit on address line 1. Enter the city, state, and ZIP Code of the recipient.

```
DAY NUMBER: 109
ACTION: C
DECIMAL SUFFIX: 225
ADDRESS LINE 2: Psychiatric Service
CITY: Washington
STATE: DC
ZIP: 20290
```

### 2.3.3.4.3 Step 3

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```
TRANSMITTED CODE SHEET FOR ID# 7-95 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
688000000001B J109D2C225Psychiatric Service Washington DC20290$

Select one of the following:

1          Mark the Code Sheet For Batching
2          Edit the Code Sheet
3          Delete the Code Sheet
4          Retain the Code Sheet in the File for Editing Later
5          Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 7-95 **

SCHEDULED TRANSMISSION DATE: TODAY// (DEC 14, 1994)
BATCH PRIORITY: 3//
Status: << READY FOR BATCHING [Priority: 3, Trans Date: 12-14-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

Batch Code Sheets
Create a Code Sheet
```

```

Key punch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option:

```

### 2.3.3.5 Segment 2418D3, "C&A D3 Transactions"

#### 2.3.3.5.1 Step 1

Enter 2418D2 at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. The system will assign an identification number to the code sheet. Enter a station number. Enter the Social Security Number or Employee Identification number without hyphens at the Identification Number: prompt. Enter the name code of the participant. The name code is the first initial of the first name, a space, and the first initial of the middle name. For example, if the participant was Firstname Middlename Lastname, the name code would be F M.

```

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 2418D3          C&A D3
TRANSACTIONS

This code sheet has been assigned IDENTIFICATION NUMBER: 8-95

STATION NUMBER: 688
IDENTIFICATION NUMBER: 000000001
NAME CODE: F M

```

#### 2.3.3.5.2 Step 2

Enter the three-digit julian day number at the Day Number: prompt. For example, since February 11 is the 42nd day of the year, enter 042 for February 11. Enter the action code for the code sheet at the Action:prompt. Enter a question mark at the prompt to see the available action codes. At the Decimal Suffix: prompt, enter the 3-digit suffix assigned by the Austin Data Processing Center to the transaction. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```

DAY NUMBER: 140
ACTION: C
DECIMAL SUFFIX: 101
COST CENTER: 400100

```

#### 2.3.3.5.3 Step 3

Enter the number of visits for the participant at the Number of Visits: prompt. Enter the dollar amount without a dollar sign or decimal at the Amount-Dollars/Cents: prompt. For example, enter 4520 for \$45.20. Enter the per diem dollar amount without a dollar sign or decimal at the Per Diem-

## Create a Code Sheet

Dollars/Cents: prompt. At the ID Number Identifier: prompt, enter 1 if the identification number you entered for the participant is the participant's Social Security number. Enter 2 if the number is an employee identification number. You may enter a new identification number for the participant at the ID Number Change: prompt. At the No Pay: prompt, enter 0 (zero) if you want to prohibit the participant from making no pay visits. Enter Y if you want to authorize no pay visits. Otherwise, press the Enter key.

```
NUMBER OF VISITS: 5
AMOUNT-DOLLARS/CENTS: 94000
PER DIEM-DOLLARS/CENTS: 18600
ID NUMBER IDENTIFIER: 1 SOCIAL SECURITY NUMBER
ID NUMBER CHANGE:
NO PAY: Y NO PAY VISITS AUTHORIZED
```

### 2.3.3.5.4 Step 4

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```
TRANSMITTED CODE SHEET FOR ID# 8-95 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
688000000001B J140D3C1014001002576 00594000186001 Y$

Select one of the following:

1 Mark the Code Sheet For Batching
2 Edit the Code Sheet
3 Delete the Code Sheet
4 Retain the Code Sheet in the File for Editing Later
5 Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 8-95 **

SCHEDULED TRANSMISSION DATE: TODAY// (DEC 14, 1994)
BATCH PRIORITY: 3//
Status: << READY FOR BATCHING [Priority: 3, Trans Date: 12-14-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets
```



```
Select Generic Code Sheet Menu Option:
```

### 2.3.3.6 Segment 2418T, "Terminate C&A"

#### 2.3.3.6.1 Step 1

Enter 2418D2 at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. The system will assign an identification number to the code sheet. Enter a station number. Enter the Social Security Number or Employee Identification number without hyphens at the Identification Number: prompt. Enter the name code of the participant. The name code is the first initial of the first name, a space, and the first initial of the middle name. For example, if the participant was Firstname Middlename Lastname, the name code would be F M. Enter the three-digit julian day number at the Day Number: prompt. For example, since February 11 is the 42nd day of the year, enter 042 for February 11. At the Decimal Suffix: prompt, enter the 3-digit suffix assigned by the Austin Data Processing Center to the transaction.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:    2418T    TERMINA
TE C&A

This code sheet has been assigned IDENTIFICATION NUMBER: 13-95

STATION NUMBER: 688
IDENTIFICATION NUMBER: 000000001
NAME CODE: F M
DAY NUMBER: 101
DECIMAL SUFFIX: 550
```

#### 2.3.3.6.2 Step 2

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```
TRANSMITTED CODE SHEET FOR ID# 13-95 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
688000000001B J101D3T550$

Select one of the following:

1          Mark the Code Sheet For Batching
2          Edit the Code Sheet
3          Delete the Code Sheet
4          Retain the Code Sheet in the File for Editing Later
5          Print the Code Sheet
```

## Create a Code Sheet

```
CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 13-95 **

SCHEDULED TRANSMISSION DATE: TODAY// (DEC 14, 1994)
BATCH PRIORITY: 3//
Status: << READY FOR BATCHING [Priority: 3, Trans Date: 12-14-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

    Batch Code Sheets
    Create a Code Sheet
    Key punch a Code Sheet
    Maintenance Menu ...
    Reports Menu ...
    Stack Menu ...
    Transmit Code Sheets

Select Generic Code Sheet Menu Option:
```

### 2.3.3.7 Segment C&AHDR, "10-2418 Consulting and Attending Header"

The system will assign an identification number to the code sheet. WRITE THIS NUMBER DOWN! You will need it to edit the code sheet or assign it to a batch. Enter the PAID (Paid Accounting Integrated Data) transmission number.

#### 2.3.3.7.1 Date and Transmission Number Information

Enter the day number, e.g., 12 for the 12th. Enter the number of the month, e.g., 4 for April. Enter the day and year. Enter the number of transmitted 10-2418A forms. Enter the total amount of pay and non-pay visits.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: C&AHDR          10-2418
    Consulting and Attending Header

This code sheet has been assigned IDENTIFICATION NUMBER: 220-94

STATION NUMBER: 688
PAID TRANSMISSION NUMBER: 121
DAY NUMBER: 122
MONTH: 4
DAY: 27
YEAR: 94
NO. OF 10-2418A TRANSMITTED: 1
TOTAL PAY AND NON PAY VISITS: 4
```

#### 2.3.3.7.2 Code Sheet Data

The system will display the code sheet you just created. You may mark the code sheet for batching, edit or delete the code sheet, retain it in the file for editing later, or print the code sheet. To transmit the code sheet, select "Mark the Code Sheet for Batching". The system will display the code sheet identification number and prompt you for a transmission date. Assign a

transmission priority to the batch (2 is high priority, 6 is low priority). Enter another batch type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt, or press the Enter key to return to the Generic Code Sheet Menu.

```

TRANSMITTED CODE SHEET FOR ID# 220-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
688      121      122DA042794000100004$

      Select one of the following:

          1          Mark the Code Sheet For Batching
          2          Edit the Code Sheet
          3          Delete the Code Sheet
          4          Retain the Code Sheet in the File for Editing Later
          5          Print the Code Sheet

CODE SHEET ACTION: 4// 1 Mark the Code Sheet For Batching

** CODE SHEET NUMBER: 220-94 **

SCHEDULED TRANSMISSION DATE: TODAY// (SEP 06, 1994)
BATCH PRIORITY: 3//
      Status: << READY FOR BATCHING [Priority: 3, Trans Date: 09-06-94] >>

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

      Batch Code Sheets
      Create a Code Sheet
      Keypunch a Code Sheet
      Maintenance Menu ...
      Reports Menu ...
      Stack Menu ...
      Transmit Code Sheets

Select Generic Code Sheet Menu Option:
    
```

## 2.3.4 Financial Management Code Sheets

### 2.3.4.1 Step 1

Enter Financial Management at the Select Generic Code Sheet Batch Type Name: prompt. Select a segment name. For purposes of illustration, this section will explain how to complete a code sheet for the IV (Issue Voucher) segment. The system will assign an identification number to the code sheet. **WRITE THIS NUMBER DOWN!** You will need it to edit the code sheet or assign it to a batch. Enter a transaction number using the following format. Enter the first 3 digits of the station number, 6 characters for the document number (from the common number series), optional 2 characters for the partial number. No punctuation characters allowed.

```

Select GENERIC CODE SHEET BATCH TYPE NAME: Financial MANAGEMENT
Batch Type: FINANCIAL MANAGEMENT

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: IV:FMS          FMS Issue Voucher
    
```

## Create a Code Sheet

This code sheet has been assigned IDENTIFICATION NUMBER: 483-94

```
-- FMS Control Segment Data --  
TRANSACTION NUMBER: ?  
  Enter the first 3 digits of the station number, 6 characters for the  
  document number (from the common number series), optional 2 characters for  
  the partial number. No punctuation characters allowed.  
TRANSACTION NUMBER: 688I42112
```

### 2.3.4.2 Step 2

Enter Y at the Modification Document: prompt if the common number series entered above has already been sent to FMS. Otherwise, enter N. Enter a station number. Enter the number of the Control Point that is "Selling," or transferring funds. Enter the number of the Control Point that is "Buying," or receiving funds.

```
MODIFICATION DOCUMENT:  
  
  -- FMS Document Data --  
STATION: 688  
  
Select SELLING CONTROL POINT: ???  
  
CHOOSE FROM:  
  1          001 SUPPLY  
  91         091 SUPPLY FUND  
 1001       1001 SUPPLY FUND  
 7001       7001 SUPPLY FUND  
 7002       7002 STA. TRANSFERS  
 9988       9988 LAB TESTING 988 SUPP FUND  
  
Select SELLING CONTROL POINT: 1001 SUPPLY FUND  
  
Select BUYING CONTROL POINT: ???  
  
CHOOSE FROM:  
  7          007 TEST  
 11         011 CONSULTANT & ATTENDING  
 12         012 ALL OTHER SALARY  
 13         013 MCCR SALARIES  
 19         019 SPD  
 22         022 MISC OFFICE SUPPLIES  
 25         025 ADP (ALL OTHER)  
 33         033 337 Basil Pharmacy Test  
 40         040 BUILDING MANAGEMENT  
 44         044 FEE BASIS  
 61         061 TEST 061  
 62         062 TEST 062  
 63         063 TEST 063  
 66         066 NEW FCP TEST  
 68         068 REC M&R  
 69         069 TEST 069  
 71         071 TEST 071  
 73         073 ENGINEERING  
 81         081 TEST 081  
 82         082 TEST 082  
 88         088 TEST 088  
  
Select BUYING CONTROL POINT: 019 SPD
```

### 2.3.4.3 Step 3

Enter the fiscal year, and the first year of the multi-year appropriation. Enter the transaction date, or just enter T for today. You can also enter the accounting period month and year. At the Document Action: prompt, enter E if the document is a new entry. Enter 'M' if the document is modifying a previous document. This allows you to add lines to a previous document, change the amounts of existing lines and certain codes, or cancel a line (decrease a line amount to zero.) Enter 'X' if the document is to cancel a previous document. The document to be canceled may not have been closed by any disbursements processing.

```
zero).Select FISCAL YEAR: 94//
Enter a year in the following sequence of years.
...1991  1992  1993  1994  1995  1996  1997  ...
First Year of the Multi-Appropriation (36_/_0161.001): 1994//
TRANSACTION DATE: T (AUG 30, 1994)
ACCOUNTING PERIOD MONTH (optional):
ACCOUNTING PERIOD YEAR (optional):
DOCUMENT ACTION: E// ???
    This field is optional. If blank, defaults to 'E'.

    Enter 'E' if the document is new entry.

    Enter 'M' if the document is modifying a previous document. This allows
    you to add lines to a previous document, change the amounts of existing
    lines and certain codes, or cancel a line (decrease a line amount to
    zero).

    Enter 'X' if the document is to cancel a previous document. The document
    to be canceled may not have been closed by any disbursements processing.
    CHOOSE FROM:
        E      NEW ENTRY
        M      MODIFY
        X      CANCEL
DOCUMENT ACTION: E//  NEW ENTRY
```

### 2.3.4.4 Step 4

Enter a document description if you like. Enter the total dollar amount of the transactions on the document. Remember, all of the transactions must equal this amount. Enter 1 at the Select Line: prompt to add the first transaction to the document. Press the Enter key at the Line: 1//: prompt to confirm the line number or the @ symbol to delete it. Enter the dollar amount of the first transaction. Enter I at the Increase or Decrease Indicator: prompt. Enter the quantity.

```
DOCUMENT DESCRIPTION (optional):
DOCUMENT TOTAL DOLLARS: 100

-- Enter ACCOUNTING LINE information --
Select LINE: 1
ARE YOU ADDING '1' AS A NEW LINE (THE 1ST FOR THIS GENERIC CODE SHEET)? y
(YES)
LINE: 1//
LINE DOLLAR AMOUNT: 35
```

```
INCREASE OR DECREASE INDICATOR: I INCREASE
QUANTITY: 35
```

### 2.3.4.5 Step 5

Enter the source of revenue for the "seller", the source of funds that are providing the funds for this transaction. Enter the transaction type for the transaction. Refer to the FMS procedures manual for a list of transaction types. Enter a description of the seller if you like.

```
-- Enter SELLER information --
SELLER REVENUE SOURCE: ???
    Required for governmental refund documents. Blank otherwise.
SELLER REVENUE SOURCE: SF03
SELLER ACCOUNTING TRANSACTION TYPE: ???
    Required on original entry if Transaction Type on header is blank. Enter
    the transaction type that is appropriate for the dollar amount being
    entered for the ticket payment.
SELLER ACCOUNTING TRANSACTION TYPE: 03
SELLER DESCRIPTION:

-- Enter BUYER information --
```

### 2.3.4.6 Step 6

Enter the cost center and sub-cost center for the "buyer," the receiver of the funds, at the Buyer Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service. Enter the budget object code classification for the buyer at the Buyer Budget Object Code (BOC): prompt. Enter the accounting transaction type. Add a description for the buyer if you like. Budget Object Codes and Transaction Types are listed in the FMS procedure manual.

```
BUYER COST CENTER: ???
    System-maintained. Derived from CAN code.
BUYER COST CENTER: 806100
BUYER SUB COST CENTER:
BUYER BUDGET OBJECT CODE (BOC): 2660
BUYER ACCOUNTING TRANSACTION TYPE: ???
    Required on original entry if not entered in the header portion of the
    document. Enter the transaction type appropriate for the accounting model
    desired for this line.
BUYER ACCOUNTING TRANSACTION TYPE: 03
BUYER DESCRIPTION:
```

### 2.3.4.7 Step 7

Add another transaction line if you like. Confirm the line number, and enter the dollar amount of the transaction. Remember, the total of all transactions must equal the amount you entered at the Document Total Dollars: prompt. Enter the seller and buyer information. Press the Enter key at the Select Line: prompt when you have finished entering transactions for the code sheet.

```
Select LINE: 2
ARE YOU ADDING '2' AS A NEW LINE (THE 2ND FOR THIS GENERIC CODE SHEET)? y
```

```
(YES)
LINE: 2//
LINE DOLLAR AMOUNT: 65
INCREASE OR DECREASE INDICATOR: I INCREASE
QUANTITY: ???
    Optional, for reporting purposes only. If entered, must be numeric. This
    field may be changed by a MODIFY document.
QUANTITY:

-- Enter SELLER information --
SELLER REVENUE SOURCE: SF03
SELLER ACCOUNTING TRANSACTION TYPE: 03
SELLER DESCRIPTION:

-- Enter BUYER information --
BUYER COST CENTER: 806100
BUYER SUB COST CENTER:
BUYER BUDGET OBJECT CODE (BOC): 2660
BUYER ACCOUNTING TRANSACTION TYPE: 03
BUYER DESCRIPTION:
Select LINE:
```

### 2.3.4.8 Step 8

The system will display the code sheet data. You can transmit the code sheet (FMS document) you just created, edit the code sheet, delete it, retain it in the records for editing later, or print it. Enter 1 to transmit the code sheet. Enter another FMS segment name at the Select Generic Code Sheet Transaction Type/Segment Name: prompt to enter another FMS code sheet, or press the Enter key to return to the Generic Code Sheet Menu.

```
TRANSMITTED CODE SHEET FOR ID# 483-94 WILL BE AS FOLLOWS:
....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
IV2^94^08^30^E^100.00~
LIN^~IVA^001^35.00^I^35^94^4537B^688^SF03^03^688^806100^2660~
IVB^03^^~
LIN^~IVA^002^65.00^I^94^4537B^688^SF03^03^688^806100^2660~
IVB^03^^~

    Select one of the following:

        1          Transmit FMS Document
        2          Edit the Code Sheet
        3          Delete the Code Sheet
        4          Retain the Code Sheet in the File for Editing Later
        5          Print the Code Sheet

CODE SHEET ACTION: 4// 1 Transmit FMS Document

STACK FILE ENTRY: IV-688I42112                      QUEUED FOR TRANSMISSION
    document header automatically created:
CTL^CFD^FMS^688^DOC^IV^10 ^ ^688I42112 ^19940830^154345^001^001^001~
DOC^~IV1^IV^688I42112 ^10 ^N^~

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:

    Batch Code Sheets
    Create a Code Sheet
    Keypunch a Code Sheet
    Maintenance Menu ...
    Reports Menu ...
```

## Create a Code Sheet

```
Stack Menu ...  
Transmit Code Sheets  
Select Generic Code Sheet Menu Option:
```



## 3 chapter keypunch a code sheet

### 3.1 Introduction

This option allows the user to enter a code sheet manually.

### 3.2 Step 1

Select Keypunch a Code Sheet from the Generic Code Sheet Menu. Enter a Station Number. Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Keypunch a Code Sheet

Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//          DISTRICT OF COLUMBIA    688
Station: WASHINGTON,DC (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME: ???

CHOOSE FROM:
ACCOUNTS RECEIVABLE
BUILDING MANAGEMENT
CONSULTING/ATTENDING
DENTAL
FEE BASIS
FEE BASIS - IFCAP
HOSPITAL BASED HOME CARE- GECO
LAB
MEDICINE
NURSING
PHARMACY
RADIOLOGY
SURGERY
VOLUNTARY
WAGE SURVEY - GECO

Select GENERIC CODE SHEET BATCH TYPE NAME: Fee Basis - IfCAP
Batch Type: FEE BASIS - IFCAP
```

### 3.3 Step 2

Enter the transaction type at the Select Generic Code Sheet Transaction Type/Segment Name: prompt. A segment is a group of code sheet types that make up a batch type. For example, 'Nursing' is a group of segments or code sheet types. The batch type describes the destination computer system for transmissions. The segment name determines the type of code sheet.

If you do not know which transaction type you want, enter three question marks at the prompt and the system will list the available transactions. The system will assign an identification number to the code sheet. Write this number down. You will need this number to retrieve, modify and print this code sheet.

```
Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: ???

CHOOSE FROM:
 994.01      Fee Basis Linkage Input Control
 994.02      Fee Basis Linkage Input Control
 994.00      Fee Basis Linkage Input Control
 994.10      Fee Basis Linkage Input Control
 994.90      Fee Basis Linkage Input Control

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME: 994.01      Fee Bas
is Linkage Input Control

This code sheet has been assigned IDENTIFICATION NUMBER: 94-94
```

### 3.4 Step 3

The system will list the column numbers across the screen. Enter the code sheet data in the format used in the example below. Press the Enter key at a blank line when you have finished keypunching code sheets. Enter E at the Edit Option: prompt to edit the code sheet data.

```
.....1.....2.....3.....4.....5.....6.....7.....+
KEYPUNCH CODE SHEET:
 1>FEN.688.994.01.082494.R2-549..$
 2>
EDIT Option:

TRANSMITTED CODE SHEET FOR ID# 94-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....+
FEN.688.994.01.082494.R2-549..$
```

### 3.5 Step 4

Enter whether you want to add the code sheet to a batch of code sheets that the system will transmit automatically, edit, delete, or print the code sheet, or retain the code sheet in the system as incomplete and edit it later. Press the Enter key at the Select Generic Code Sheet Transaction Type/Segment Name: prompt to return to the Select Generic Code Sheet Menu.

```
Select one of the following:

 1          Mark the Code Sheet For Batching
 2          Edit the Code Sheet
 3          Delete the Code Sheet
 4          Retain the Code Sheet in the File for Editing Later
 5          Print the Code Sheet

CODE SHEET ACTION: 4// 4 Retain the Code Sheet in the File for Editing Later
CODE SHEET HAS BEEN RETAINED IN THE FILE FOR EDITING LATER!

Select GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT NAME:
```

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option:
```



## 4 Chapter Batch Code Sheets

### 4.1 Introduction

Batching code sheets allows users to group code sheets together, allowing the user to transmit several code sheets at once.

### 4.2 Step 1 (Menu Path)

Select Batch Code Sheets from the Generic Code Sheet Menu. Enter a Station Number. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types.

```
Batch Code Sheets
Create a Code Sheet
Key punch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Batch Code Sheets

Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//      DISTRICT OF COLUMBIA
688
Station: WASHINGTON,DC (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME: ???

CHOOSE FROM:
ACCOUNTS RECEIVABLE
BUILDING MANAGEMENT
CONSULTING/ATTENDING
DENTAL
FEE BASIS
FEE BASIS - IFCAP
HOSPITAL BASED HOME CARE- GECO
LAB
MEDICINE
NURSING
PHARMACY
RADIOLOGY
SURGERY
VOLUNTARY
WAGE SURVEY - GECO

Select GENERIC CODE SHEET BATCH TYPE NAME: FEE BASIS - IFCAP
```

### 4.3 Step 2

Answer Y at the Ready to Batch Fee Basis?: prompt. The system will assign a number to the batch, list the number of code sheets in the batch, and return to the Generic Code Sheet Menu.

```
READY TO BATCH FEE BASIS - IFCAP CODE SHEETS? NO// Y (YES)
100-94

Creating BATCH NUMBER: 688-FEN-94-105
```

## Batch Code Sheets

TOTAL code sheets batched: 1

- Batch Code Sheets
- Create a Code Sheet
- Keypunch a Code Sheet
- Maintenance Menu ...
- Reports Menu ...
- Stack Menu ...
- Transmit Code Sheets

Select Generic Code Sheet Menu Option:

## 5 chapter Maintenance Menu

### 5.1 Introduction

The Maintenance Menu allows users to edit or delete previously entered code sheets.

### 5.2 Batch Edit

#### 5.2.1 Introduction

This option allows users to delete a specific code sheet or assign a specific code sheet to a batch.

#### 5.2.2 Step 1

Select Maintenance Menu from the Generic Code Sheet Menu.

Select Batch Edit from the Maintenance Menu.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Maintenance Menu

Batch Edit
Code Sheet Edit
Delete Code Sheet
Mark Batch for Retransmission
Mark Code Sheet for Rebatching
Review Code Sheet

Select Maintenance Menu Option: Batch Edit
```

#### 5.2.3 Step 2

Enter a Station Number. Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types. At the Select Code Sheet ID Number: prompt, enter the identification number that the system assigned to the code sheet when you created it. If you do not remember the identification number, enter three question marks at the prompt and the system will list the available code sheets.

```
Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//          DISTRICT OF COLUMBIA    688
Station: WASHINGTON,DC  (#688)
```

## Maintenance Menu

```
Select GENERIC CODE SHEET BATCH TYPE NAME: Fee Basis - IFCAP
Batch Type: Fee Basis - IFCAP

-- You may only select code sheets which you have created --
Select CODE SHEET ID Number: ???

CHOOSE FROM:
  89-94      AMS      J19              Created: 08/24/94  Amis MO/YR: 08/1994

Select CODE SHEET ID Number: 89-94      AMS      J19  Created: 08/24/94  Amis MO/YR:
08/1994
```

### 5.2.4 Step 3

The system will list the status of the batch and ask you if you want to delete the batch. Enter the batch number. If you do not know the batch number, enter three question marks and the system will list the available batch numbers. Enter Y at the Ready to Change the Batch Number?: prompt to verify that you want to assign the code sheet to the batch. You may change the batch priority if you like. Enter another code sheet identification number at the Select Code Sheet ID Number: prompt, or press the Enter key to return to the Maintenance Menu.

```
Status: << READY FOR TRANSMISSION IN BATCH 688-AMS-94-90 [Date:08-24-94] >>
Do you want to DELETE this batch number? NO// (NO)
Select BATCH NUMBER: ???

CHOOSE FROM:
  688-AMS-94-90

Select BATCH NUMBER: 688-AMS-94-90
READY TO CHANGE THE BATCH NUMBER? YES// (YES)
BATCH PRIORITY: 2// 3
CODE SHEET READY FOR TRANSMISSION IN BATCH 688-AMS-94-90

-- You may only select code sheets which you have created --
Select CODE SHEET ID Number:

      Batch Edit
      Code Sheet Edit
      Delete Code Sheet
      Mark Batch for Retransmission
      Mark Code Sheet for Rebatching
      Review Code Sheet

Select Maintenance Menu Option:
```

## 5.3 Code Sheet Edit

### 5.3.1 Introduction

This option allows users to edit a code sheet.



### 5.3.2 Step 1

Select Maintenance Menu from the Generic Code Sheet Menu.  
Select Code Sheet Edit from the Maintenance Menu.

```

Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Maintenance Menu

Batch Edit
Code Sheet Edit
Delete Code Sheet
Mark Batch for Retransmission
Mark Code Sheet for Rebatching
Review Code Sheet

Select Maintenance Menu Option: Code Sheet Edit

-- You may only select code sheets which you have created --

```

### 5.3.3 Step 2

At the Select Code Sheet ID Number: prompt, enter the identification number that the system assigned to the code sheet when you created it. If you do not remember the identification number, enter three question marks at the prompt and the system will list the available code sheets. The system will list the status of the code sheet you selected. Enter the fee transaction date. Assign a reference number to the code sheet. You can use this reference number to select the code sheet in the future. Enter a line number at the Select Line: prompt. Enter the identification numbers at the Interface Record Ident: prompts.

```

Select CODE SHEET ID Number: ???

CHOOSE FROM:
273-94
89-94   AMS   J19           Created: 08/24/94   Amis MO/YR: 07/1994
90-94   FEN   994.01       Created: 08/24/94
94-94   FEN   994.01       Created: 08/24/94

Select CODE SHEET ID Number: 90-94           FEN   994.01   Created: 08/24/94

Status: << RETAINED IN FILE >>

FEE TRANSACTION DATE: 082494// T (AUG 24, 1994)
FEE REFERENCE NUMBER: BR-549//
Select LINE: 1//
INTERFACE RECORD IDENT #1:
INTERFACE RECORD IDENT #2:
Select LINE:

```

### 5.3.4 Step 3

The system will list the data for the formatted code sheet. You may assign the code sheet to a batch, edit, delete, or print the code sheet, or retain the code sheet for editing later. Enter another code sheet at the Select Code Sheet ID Number: prompt, or press the Enter key to return to the Maintenance Menu.

```
TRANSMITTED CODE SHEET FOR ID# 90-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
FEN.688.994.01.082494.BR-549..$

      Select one of the following:

          1      Mark the Code Sheet For Batching
          2      Edit the Code Sheet
          3      Delete the Code Sheet
          4      Retain the Code Sheet in the File for Editing Later
          5      Print the Code Sheet

CODE SHEET ACTION: 4// 4 Retain the Code Sheet in the File for Editing Later
CODE SHEET HAS BEEN RETAINED IN THE FILE FOR EDITING LATER!

-- You may only select code sheets which you have created --
Select CODE SHEET ID Number:

      Batch Edit
      Code Sheet Edit
      Delete Code Sheet
      Mark Batch for Retransmission
      Mark Code Sheet for Rebatching
      Review Code Sheet

Select Maintenance Menu Option:
```

## 5.4 Delete Code Sheet

### 5.4.1 Introduction

Use this option to delete a code sheet.

### 5.4.2 Step 1

Select Maintenance Menu from the Generic Code Sheet Menu.  
Select Delete Code Sheet from the Maintenance Menu.

```
      Batch Code Sheets
      Create a Code Sheet
      Keypunch a Code Sheet
      Maintenance Menu ...
      Reports Menu ...
      Stack Menu ...
      Transmit Code Sheets

Select Generic Code Sheet Menu Option: Maintenance Menu
```

```

Batch Edit
Code Sheet Edit
Delete Code Sheet
Mark Batch for Retransmission
Mark Code Sheet for Rebatching
Review Code Sheet

```

```
Select Maintenance Menu Option: Delete Code Sheet
```

### 5.4.3 Step 2

At the Select Code Sheet ID Number: prompt, enter the identification number that the system assigned to the code sheet when you created it. If you do not remember the identification number, enter three question marks at the prompt and the system will list the available code sheets.

```

-- You may only select code sheets which you have created --
Select CODE SHEET ID Number: ???

CHOOSE FROM:
273-94
89-94   AMS      J19           Created: 08/24/94   Amis MO/YR: 07/1994
90-94   FEN      994.01       Created: 08/24/94
94-94   FEN      994.01       Created: 08/24/94

Select CODE SHEET ID Number: 89-94   AMS      J19   Created: 08/24/94   Amis
MO/YR: 07/1994

Status: << READY FOR TRANSMISSION IN BATCH 688-AMS-94-90 [Date:08-24-94] >>

```

### 5.4.4 Step 3

The system will ask you to confirm that you want to delete the code sheet. If you confirm the deletion, the system will delete the code sheet. If the code sheet you deleted is the only code sheet in a batch, the system will also delete the empty batch. Enter another code sheet identification number at the Select Code Sheet ID Number: prompt or press the Enter key to return to the Maintenance Menu.

```

ARE YOU SURE YOU WANT TO DELETE THE CODE SHEET? NO// Y (YES) << CODE SHEET DELETED >>
NO CODE SHEETS INCLUDED IN BATCH 688-AMS-94-90.
DELETING BATCH 688-AMS-94-90

-- You may only select code sheets which you have created --
Select CODE SHEET ID Number:

Batch Edit
Code Sheet Edit
Delete Code Sheet
Mark Batch for Retransmission
Mark Code Sheet for Rebatching
Review Code Sheet

Select Maintenance Menu Option:

```

## 5.5 Mark Batch for Retransmission

### 5.5.1 Introduction

This option allows users to mark a batch of previously transmitted code sheets for retransmission.

### 5.5.2 Step 1

Select Maintenance Menu from the Generic Code Sheet Menu.

Select Mark Batch for Retransmission from the Maintenance Menu.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Maintenance Menu

Batch Edit
Code Sheet Edit
Delete Code Sheet
Mark Batch for Retransmission
Mark Code Sheet for Rebatching
Review Code Sheet

Select Maintenance Menu Option: Mark Batch for Retransmission
```

### 5.5.3 Step 2

Enter a station number. Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types. At the Select Batch Number: prompt, enter the identification number that the system assigned to the batch when you created it. If you do not remember the batch number, enter three question marks at the prompt and the system will list the available batch numbers.

```
Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//          DISTRICT OF COLUMBIA    688
Station: WASHINGTON,DC  (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME: FEE BASIS - IFCAP
Batch Type: FEE BASIS - IFCAP

Select BATCH NUMBER: ???

CHOOSE FROM:
688-FEN-94-10
688-FEN-94-3
688-FEN-94-8

Select BATCH NUMBER: 688-FEN-94-3
```

### 5.5.4 Step 3

The system will ask you to confirm that you want to retransmit the batch. Enter another batch number at the Select Batch Number: prompt, or press the Enter key to return to the Maintenance Menu.

```

READY TO MARK BATCH FOR RETRANSMISSION? NO// Y (YES)
Batch Number FEE BASIS - IFCAP ready for transmission.

Select BATCH NUMBER:

    Batch Edit
    Code Sheet Edit
    Delete Code Sheet
    Mark Batch for Retransmission
    Mark Code Sheet for Rebatching
    Review Code Sheet

Select Maintenance Menu Option:

```

## 5.6 Mark Code Sheet for Rebatching

### 5.6.1 Introduction

This option allows users to remove a code sheet from a batch and mark it for rebatching.

### 5.6.2 Step 1

Select Maintenance Menu from the Generic Code Sheet Menu.

Select Mark Code Sheet for Rebatching from the Maintenance Menu.

```

    Batch Code Sheets
    Create a Code Sheet
    Keypunch a Code Sheet
    Maintenance Menu ...
    Reports Menu ...
    Stack Menu ...
    Transmit Code Sheets

Select Generic Code Sheet Menu Option: Maintenance Menu

    Batch Edit
    Code Sheet Edit
    Delete Code Sheet
    Mark Batch for Retransmission
    Mark Code Sheet for Rebatching
    Review Code Sheet

Select Maintenance Menu Option: Mark Code Sheet for Rebatching

```

### 5.6.3 Step 2

At the Select Code Sheet ID Number: prompt, enter the identification number that the system assigned to the code sheet when you created it. If

you do not remember the identification number, enter three question marks at the prompt and the system will list the available code sheets.

```
-- You may only select code sheets which you have created --
Select CODE SHEET ID Number: ???

CHOOSE FROM:
273-94
90-94      FEN      994.01      Created: 08/24/94
94-94      FEN      994.01      Created: 08/24/94
96-94      FEN      994.01      Created: 08/24/94

Select CODE SHEET ID Number: 96-94      FEN      994.01      Created: 08/24/94

      Status: << READY FOR TRANSMISSION IN BATCH 688-FEN-94-97 [Date:08-24-94] >>
```

### 5.6.4 Step 3

Answer Yes at the Do You Want To Mark For Rebatching?: prompt. Enter the date that you want the system to transmit the batch, e.g., T stands for today, T+1 stands for tomorrow, etc. Assign a priority to the batch. The priority is the order the code sheet will be transmitted with in the batch. 2=high priority, and 6=low priority. The system will assign a "Ready for Batching" status to the batch and delete any empty batches it detects in the system. Enter another code sheet number at the Select Code Sheet ID Number: prompt, or press the Enter key to return to the Maintenance Menu.

```
DO YOU WANT TO MARK FOR REBATCHING? NO// Y (YES)

      ** CODE SHEET NUMBER: 96-94 **

SCHEDULED TRANSMISSION DATE: AUG 24,1994// T (AUG 24, 1994)
BATCH PRIORITY: 2//
      Status: << READY FOR BATCHING [Priority: 2, Trans Date: 08-24-94] >>

NO CODE SHEETS INCLUDED IN BATCH 688-FEN-94-97.
DELETING BATCH 688-FEN-94-97
-- You may only select code sheets which you have created --
Select CODE SHEET ID Number:

      Batch Edit
      Code Sheet Edit
      Delete Code Sheet
      Mark Batch for Retransmission
      Mark Code Sheet for Rebatching
      Review Code Sheet

Select Maintenance Menu Option:
```

## 5.7 Review Code Sheet

### 5.7.1 Introduction

This option allows users to see the data in code sheets marked for batching.

### 5.7.2 Step 1

Select Maintenance Menu from the Generic Code Sheet Menu.  
Select Review Code Sheet from the Maintenance Menu.

```

Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Maintenance Menu

Batch Edit
Code Sheet Edit
Delete Code Sheet
Mark Batch for Retransmission
Mark Code Sheet for Rebatching
Review Code Sheet

Select Maintenance Menu Option: Review Code Sheet

```

### 5.7.3 Step 2

At the Select Code Sheet ID Number: prompt, enter the identification number that the system assigned to the code sheet when you created it. If you do not remember the identification number, enter three question marks at the prompt and the system will list the available code sheets.

```

-- You may only select code sheets which you have created --
Select CODE SHEET ID Number: ???

CHOOSE FROM:
90-94   FEN      994.01      Created: 08/24/94
94-94   FEN      994.01      Created: 08/24/94
96-94   FEN      994.01      Created: 08/24/94

Select CODE SHEET ID Number: 96-94      FEN      994.01      Created: 08/24/94

```

### 5.7.4 Step 3

The system will display the status of the code sheet and the codes that the code sheet will transmit. You can mark the code sheet for batching, edit the code sheet, delete the code sheet, retain the code sheet in the file for editing later, or print the code sheet. Enter another code sheet number at the Select Code Sheet ID Number: prompt, or press the Enter key to return to the Maintenance Menu.

```

Status: << READY FOR BATCHING [Priority: 3, Trans Date: 09-02-94] >>

TRANSMITTED CODE SHEET FOR ID# 134-94 WILL BE AS FOLLOWS:
.....1.....2.....3.....4.....5.....6.....7.....
AMS((28688 200 -0000400003-0000500009-0200000300-0020000400-0010100000-40000500
00-3000050400-0001000030-0005000020-2000004000-0000002000-0400005010-0000300001-
0000502000-0160160062-0000400002-0000501000-0201000005-0000200002-0200000200-004

```

## Maintenance Menu

```
0000200-0050400002-0000400004-4800003000-0100003000-0400001000-0500002000-040000
4000-0500002000-04$
```

Select one of the following:

- 1 Mark the Code Sheet For Batching
- 2 Edit the Code Sheet
- 3 Delete the Code Sheet
- 4 Retain the Code Sheet in the File for Editing Later
- 5 Print the Code Sheet

```
CODE SHEET ACTION: 4// Retain the Code Sheet in the File for Editing Later
CODE SHEET HAS BEEN RETAINED IN THE FILE FOR EDITING LATER! <NOTHING DELETED>
```

```
-- You may only select code sheets which you have created --
Select CODE SHEET ID Number:
```

- Batch Edit
- Code Sheet Edit
- Delete Code Sheet
- Mark Batch for Retransmission
- Mark Code Sheet for Rebatching
- Review Code Sheet

```
Select Maintenance Menu Option:
```



## 6 Chapter reports menu

### 6.1 Introduction

The Reports Menu allows users to create reports of code sheets and the status of code sheets and batches.

### 6.2 Batches Waiting to be Transmitted

#### 6.2.1 Introduction

This option creates a report of the batches and code sheets that are ready for transmission. The user can also print the data in these code sheets.

#### 6.2.2 Step 1

Select Reports Menu from the Generic Code Sheet Menu.

Select Batches Waiting to be Transmitted from the Reports Menu.

Enter a Station Number. Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types. You may see a detailed listing of all of the code sheets in the batch, or just a listing of the code sheet identification numbers. You may also print the code sheet.

```
Select Generic Code Sheet Menu Option: REpOrts Menu

      Batches Waiting to be Transmitted
      Code Sheets Ready for Batching
      Status of all Batches

Select Reports Menu Option:  Batches Waiting to be Transmitted
Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//      DISTRICT OF COLUMBIA

688
Station: WASHINGTON,DC (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME:      FEE BASIS - IFCAP
Batch Type: FEE BASIS - IFCAP

Do you want a detailed listing? NO// Y (YES)

Do you want to print the code sheet? NO// Y (YES)

DEVICE:  LAT      RIGHT MARGIN: 80//
```

### 6.2.3 Step 2

The system will generate the 'Generic Code Sheet List,' which will list the batch number and the code sheets in the batch. Enter another batch type at the Select Generic Code Sheet Batch Type Name: prompt, or press the Enter key to return to the Reports Menu.

```

GENERIC CODE SHEET LIST                               SEP  9,1994  15:25    PAGE 1

CODE
-
-

          BATCH NUMBER: 688-FEN-94-3
FEN.688.994.01.061394.123456.DDDD111111..$
FEN.688.994.10.061394.123456.AAAA111111.AAAA222222.BBBB111111.$

Select GENERIC CODE SHEET BATCH TYPE NAME:

          Batches Waiting to be Transmitted
          Code Sheets Ready for Batching
          Status of all Batches

Select Reports Menu Option:
    
```

## 6.3 Code Sheets Ready for Batching

### 6.3.1 Introduction

This option displays the code sheets ready to be batched.

### 6.3.2 Step 1

Select Reports Menu from the Generic Code Sheet Menu.

Select Code Sheets Ready for Batching from the Reports Menu.

```

          Batch Code Sheets
          Create a Code Sheet
          Keypunch a Code Sheet
          Maintenance Menu ...
          Reports Menu ...
          Stack Menu ...
          Transmit Code Sheets

Select Generic Code Sheet Menu Option: Reports Menu

          Batches Waiting to be Transmitted
          Code Sheets Ready for Batching
          Status of all Batches

Select Reports Menu Option: Code Sheets Ready for Batching
    
```

### 6.3.3 Step 2

Enter a station number. Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the

prompt and the system will list the available batch types. The system will create a "Generic Code Sheet Statistics" report, listing each code sheet in the batch, its scheduled transmission date, station number, batch type, and transaction type. After printing or displaying the report, the system will return to the Reports Menu.

```

Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//          DISTRICT OF COLUMBIA
688
Station: WASHINGTON,DC (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME: Fee Basis - IFCAP
Batch Type: FEE BASIS - IFCAP

DEVICE:   LAT      RIGHT MARGIN: 80//

GENERIC CODE SHEET STATISTICS                      AUG 24,1994  13:05    PAGE 1
SCHEDULED
TRANSMISSION STATION
ID           DATE      NUMBER  SUFFIX  BATCH TYPE                      TRANSACTION
-----
102-94      AUG 24,1994  688          FEE BASIS - IFCAP              994.01
100-94      AUG 25,1994  688          FEE BASIS - IFCAP              994.01
-----
COUNT 2

<Press RETURN to continue>

      Batches Waiting to be Transmitted
      Code Sheets Ready for Batching
      Status of all Batches

Select Reports Menu Option:
    
```

## 6.4 Status of all Batches

### 6.4.1 Introduction

Batches have one of two status- transmitted or not transmitted. The following routine lists the status of all batches.

### 6.4.2 Step 1

Select Reports Menu from the Generic Code Sheet Menu.

Select Status of all Batches from the Reports Menu.

```

      Batch Code Sheets
      Create a Code Sheet
      Keypunch a Code Sheet
      Maintenance Menu ...
      Reports Menu ...
      Stack Menu ...
      Transmit Code Sheets

Select Generic Code Sheet Menu Option: Reports Menu
    
```

```

        Batches Waiting to be Transmitted
        Code Sheets Ready for Batching
        Status of all Batches

Select Reports Menu Option: Status of all Batches
    
```

### 6.4.3 Step 2

Enter a station number. Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types.

```

Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//          DISTRICT OF COLUMBIA    688
Station: WASHINGTON,DC (#688)

Select GENERIC CODE SHEET BATCH TYPE NAME: Fee Basis - IFCAP
Batch Type: FEE BASIS - IFCAP

DEVICE:   LAT      RIGHT MARGIN: 80//
    
```

### 6.4.4 Step 3

The system will create a "Generic Code Sheet Transmission Record List", listing the system identifier of each batch, the batch number, the date of transmission, and the MailMan message number of the message that reported the transmission of the batch. The system identifier is a three-character code assigned to each batch type. The Generic Code Sheet package uses the system identifier to maintain batch records. Batches with a date in the Date Given to Mailman column and a message number have been transmitted. If the information in the Date Given To MailMan column and the Message Number column is missing from a code sheet, that code sheet has not been transmitted. After printing or displaying the report, the system will return to the Reports Menu.

```

GENERIC CODE SHEET TRANSMISSION RECORD LIST      AUG 24,1994  13:09    PAGE 1
SYSTEM
IDENTIFIER  BATCH NUMBER          DATE GIVEN TO    MESSAGE NUMBER
MAILMAN
-----
FEN         688-FEN-94-3
FEN         688-FEN-94-8          JUN 13,1994      55317
FEN         688-FEN-94-10        JUN 13,1994      55318

<Press RETURN to continue>

        Batches Waiting to be Transmitted
        Code Sheets Ready for Batching
        Status of all Batches

Select Reports Menu Option:
    
```

## 7 Chapter Stack Menu

### 7.1 Introduction

The Stack Menu is a new menu of options that manage stacks of Financial Management System (FMS) code sheets. The Generic Code Sheet system does not assign FMS code sheets to batches; instead, the system adds these code sheets to a special file called a stack file, which allows the system to transmit the code sheets as a single file in a form that FMS can interpret.

### 7.2 Retransmit Stack File Document

#### 7.2.1 Introduction

This option allows users to retransmit FMS code sheets. Users will use this option if FMS rejects the stack entry for a code sheet or an entire stack.

#### 7.2.2 Step 1

Select Stack Menu from the Generic Code Sheet Menu.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Stack Menu

Retransmit Stack File Document
Stack Status Report

Select Stack Menu Option: Retransmit Stack File Document
```

#### 7.2.3 Step 2

Enter the number of the stack you want to retransmit at the Select Stack Document for Retransmission: prompt. If you do not know the stack number, enter three question marks at the prompt and the system will list the available stack numbers.

```
Select Stack Document for Retransmission: ???

CHOOSE FROM:
AO-688A00430
AO-688A058
AO-688A077
AT-6880123456
AT-6881233214
AT-6889090123
```

## Stack Menu

```
AT-688FC0085
AT-688FC0090
AT-688FC0093
AT-688FC0102
AT-688FC0125
AT-688FC0130
AT-688FC0149
AT-688FC0152
AT-688FC0156
AV-688AV63
AV-688AV94
CO-688CO0429
CO-688CO60
CO-688CO78
CR-688000001

Select Stack Document for Retransmission: AO-688A00430
```

### 7.2.4 Step 3

The system will display the current status of the stack you selected and ask if you want to retransmit the stack if it has already been transmitted. If you transmit the stack, the system will change the status of the stack to "Transmitted." Enter another stack number at the Select Stack Document for Retransmission: prompt or press the Enter key to return to the Stack Menu.

```
Current Status: TRANSMITTED

Do you want to retransmit this document now? NO// Y (YES).....
NEW Status: TRANSMITTED

Select Stack Document for Retransmission:

Retransmit Stack File Document
Stack Status Report

Select Stack Menu Option:
```

## 7.3 Stack Status Report

### 7.3.1 Introduction

This option will allow you to create a report of all FMS code sheets for a transmission status that you define, e.g., all transmitted code sheets, all code sheets rejected by FMS, etc.

### 7.3.2 Step 1

Select Stack Menu from the Generic Code Sheet Menu.  
Select Stack Status Report from the Stack Menu.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
```

```

Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Stack Menu

Retransmit Stack File Document
Stack Status Report

Select Stack Menu Option: Stack Status Report

```

### 7.3.3 Step 2

Enter the first and last transaction code you want the system to list on the report. Enter the date of the oldest document you want the system to list on the report. The system will list several stack features you can choose to list on the report. You may choose as many as you like. For example, enter "A" at the Select Status(s) to display: prompt to create a report that lists all stacks accepted by FMS on or after the date you specified.

```

START with TRANSACTION CODE: FIRST//
END with TRANSACTION CODE: LAST//

Print documents created after DATE: JAN 1,1993//T-2 (AUG 22, 1994)

Select one of the following:

Q      QUEUED FOR TRANSMISSION
M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T      TRANSMITTED
E      ERROR DURING TRANSMISSION
A      ACCEPTED BY FMS
R      REJECTED BY FMS
N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display: TRANSMITTED

Select one of the following:

Q      QUEUED FOR TRANSMISSION
M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T      TRANSMITTED
E      ERROR DURING TRANSMISSION
A      ACCEPTED BY FMS
R      REJECTED BY FMS
N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display:

SELECTED STATUS(s) to display:
ERROR DURING TRANSMISSION

```

### 7.3.4 Step 3

Answer Y at the Print Description of Event?: prompt to print a description of the process that generated each code sheet. Answer Y at the Print Document Code Sheets?: prompt to print the actual code for each code sheet.

Stack Menu

The system will create a "GCS Stack File Status Report," listing each code sheet of the type and time range that you specified. After listing all of the code sheets, the system will list the number of code sheets in the report and return to the Stack Menu.

```
Print DESCRIPTION of event? NO// Y (YES)
Print DOCUMENT code sheets? NO// Y (YES)

DEVICE: HOME// LAT

<*> please wait <*>

GCS STACK FILE STATUS REPORT                AUG 24, 1994@13:27:13  PAGE 1
TC-TRAN CODE  -BATNUM  DATE@TIME CREATED  STATUS
-----
VR-68894080035      AUG 22, 1994@11:09:53  TRANSMITTED
  DESCR: Vendor Request
  MAIL MSGS: 58545      CONFIRMATION:
  *** ACTUAL CODE SHEET:
  CTL^IFC^FMS^688^VRQ^ ^ ^ ^ ^68894080035^19940822^110953^001^001^001^~
  VRQ^940822^110951^688^10^342905756^^BILLY BOB'S HARDWARE^2323 BOONIE DRIVE^SUITE
  .05^BOONIEVILLE^AR^49499^^N^C^N^A^~
  *** END OF CODE SHEET ***
VR-68894080036      AUG 22, 1994@14:06:07  TRANSMITTED
  DESCR: Vendor Request
  MAIL MSGS: 58557      CONFIRMATION:
  *** ACTUAL CODE SHEET:
  CTL^IFC^FMS^688^VRQ^ ^ ^ ^ ^68894080036^19940822^140607^001^001^001^~
  VRQ^940822^140607^688^4^0909^^GENERAL SERVICES ADMINISTRATIO^ACCOUNTS RECEIVABLE
  DEP^12345 HERE STREET^WASHINGTON^DC^20045^^N^F^N^A^~
  *** END OF CODE SHEET ***
MO-688A41002      -688613  AUG 23, 1994@09:13:38  TRANSMITTED
  DESCR: Purchase Order Amendment Obligation
  MAIL MSGS: 58619      CONFIRMATION:
  *** ACTUAL CODE SHEET:
  Press RETURN to continue, '^' to exit:

GCS STACK FILE STATUS REPORT                AUG 24, 1994@13:27:13  PAGE 2
TC-TRAN CODE  -BATNUM  DATE@TIME CREATED  STATUS
-----
CTL^IFC^FMS^688^DOC^MO^10 ^688613^688A41002 ^19940823^091338^001^001^001^~
BAT^~MO0^688613^~
DOC^~MO1^MO^688A41002 ^10 ^Y^~
MO2^94^08^23^^^^^^M^~
MO3^^^^^^01^^^^^^^^^^^^^^^^^^^^81.12^~
LIN^~MOA^001^^^94^^0160A1^688^^800100^00^AA3018^2650^^^81.12^I^~
  *** END OF CODE SHEET ***
MO-688A40111      AUG 23, 1994@10:06:02  TRANSMITTED
  DESCR: Purchase Order Obligation
  MAIL MSGS: 58627      CONFIRMATION:
  *** ACTUAL CODE SHEET:
  CTL^IFC^FMS^688^DOC^MO^10 ^ ^ ^688A40111 ^19940823^100602^001^001^001^~
  DOC^~MO1^MO^688A40111 ^10 ^Y^~
  MO2^94^01^06^^^^^^E^^^^123456789^^^^^^^^^^D^~
  MO3^^^^^^01^94^01^07^^^^^^^^^^^^^^^^^^^^25.08^~
  LIN^~MOA^00^^^^^^^^^^AA3018^2610^^^25.08^I^~
  LIN^~MOA^00^^^^^^^^^^AA3018^0^^^0.00^I^~
  *** END OF CODE SHEET ***
  Press RETURN to continue, '^' to exit:

GCS STACK FILE STATUS REPORT                AUG 24, 1994@13:27:13  PAGE 3
TC-TRAN CODE  -BATNUM  DATE@TIME CREATED  STATUS
-----
```



```

VR-68894080037      AUG 23, 1994@11:16:39 TRANSMITTED
  DESCR: Vendor Request
  MAIL MSGS: 58631   CONFIRMATION:
*** ACTUAL CODE SHEET:
CTL^IFC^FMS^688^VRQ^ ^ ^ ^68894080037^19940823^111639^001^001^001^~
VRQ^940823^111638^688^3^415685124^^^JOHNSON^9820 MAIN STREET^SUITE 600^FAIRFAX^VA
^22032^S^Y^E^N^A^~
*** END OF CODE SHEET ***
MO-688A40035      AUG 23, 1994@12:16:54 TRANSMITTED
  DESCR: Purchase Order Obligation
  MAIL MSGS: 58633   CONFIRMATION:
*** ACTUAL CODE SHEET:
CTL^IFC^FMS^688^DOC^MO^10 ^ ^ ^688A40035 ^19940823^121654^001^001^001^~
DOC^~MO1^MO^688A40035 ^10 ^Y^~
MO2^93^12^13^E^123456789^D^~
MO3^01^94^01^23^480.00^~
LIN^~MOA^001^AA3018^2510^480.00^I^~
*** END OF CODE SHEET ***
Press RETURN to continue, '^' to exit:

GCS STACK FILE STATUS REPORT      AUG 24, 1994@13:27:13  PAGE 4
TC-TRAN CODE  -BATNUM  DATE@TIME CREATED  STATUS
-----
VR-68894080038      AUG 23, 1994@15:15:06 TRANSMITTED
  DESCR: Vendor Request
  MAIL MSGS: 58647   CONFIRMATION:
*** ACTUAL CODE SHEET:
CTL^IFC^FMS^688^VRQ^ ^ ^ ^68894080038^19940823^151506^001^001^001^~
VRQ^940823^151506^688^45^778342221^^^SAM'S SUPPLY STORE^8668 FOGGY LANE^^RAINY^LA
^87777^T^Y^C^N^A^~
*** END OF CODE SHEET ***
VR-68894080039      AUG 24, 1994@09:23:35 TRANSMITTED
  DESCR: Vendor Request
  MAIL MSGS: 58715   CONFIRMATION:
*** ACTUAL CODE SHEET:
CTL^IFC^FMS^688^VRQ^ ^ ^ ^68894080039^19940824^092335^001^001^001^~
VRQ^940824^092335^688^2549^234837878^^GENERAL SERVICES ADMINISTRATIO^999 ADD1^^^
ASHINGTON^DC^20045^^N^C^N^A^~
*** END OF CODE SHEET ***

TOTAL CODE SHEETS: 8

Retransmit Stack File Document
Stack Status Report

Select Stack Menu Option:

```

## Stack Menu

## 8 chapter 8 Transmit Code Sheets

### 8.1 Introduction

The 'Transmit Code Sheets' option transmits a batch (group) of code sheets to a central computer for processing.

**Note: Do not attempt to use this option to transmit FMS code sheets. FMS code sheets are transmitted from a special file called a stack file as they are created. If you want to retransmit an FMS code sheet or determine the status of a code sheet, use the options in the Stack Menu.**

### 8.2 Step 1

Select Transmit Code Sheets from the Generic Code Sheet Menu. Enter a station number.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Transmit Code Sheets

Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//          DISTRICT OF COLUMBIA    688
Station: WASHINGTON,DC (#688)
```

### 8.3 Step 2

Enter the batch type at the Select Generic Code Sheet Batch Type Name: prompt for the type of code sheet you want to create. If you do not know the batch type, enter three question marks at the prompt and the system will list the available batch types. The system will display the Internet address that will receive the batch transmission and the Mailman message number, and will return to the Generic Code Sheet Menu.

```
Select GENERIC CODE SHEET BATCH TYPE NAME: Fee Basis - IFCAP
Batch Type: FEE BASIS - IFCAP

Select BATCH NUMBER: ???

CHOOSE FROM:
688-FEN-96-104
688-FEN-101-104
688-FEN-92-103
688-FEN-92-99
688-FEN-94-104

Select BATCH NUMBER: 688-FEN-94-104
```

## Transmit Code Sheets

```
Transmission will be to the following:
XXX@Q-FEE.VA.GOV

ARE YOU READY TO TRANSMIT THE CODE SHEETS?: NO//  Y  (YES)

MESSAGE NUMBER:  ..58736

    Batch Code Sheets
    Create a Code Sheet
    Keypunch a Code Sheet
    Maintenance Menu ...
    Reports Menu ...
    Stack Menu ...
    Transmit Code Sheets

Select Generic Code Sheet Menu Option:
```

### 8.4 Step 3

The system will now transmit the batch. To see the batch transmission message, go to the Mailman Menu. Select Read a Message at the Mailman Menu prompt. Read your IN mail basket. Enter the message number that the system assigned to the batch transmission at the IN Basket Message: prompt.

```
    Batch Code Sheets
    Create a Code Sheet
    Keypunch a Code Sheet
    Maintenance Menu ...
    Reports Menu ...
    Stack Menu ...
    Transmit Code Sheets

Select Generic Code Sheet Menu Option: ^Mailman Menu

VA MailMan 7.1 service for WHITE.BASIL@IFA.FORUM.VA.GOV
You last used MailMan: 24 Aug 94 13:43
You have 24 new messages.

    AIS  Assume the Identity of SHARED,MAIL
    AML  Assume another identity as a surrogate
    HML  MailMan Help ...
    NML  New messages and responses
    OML  Other MailMan Functions ...
    RML  Read a message
    SML  Send a Message

Select MailMan Menu Option: R  Read a message
Read MAIL BASKET: IN//
LAST Message Number: 27  Messages in BASKET: 26 (24 NEW)

IN Basket Message: 2// 58736

Subj: GECS FEE BASIS - IFCAP # 688-FEN-94-104 (MSG 1 OF 1)  [#58736]
24 Aug 94 13:42  3 Lines
From: WHITE,BASIL in 'IN' basket.  Page 1
-----
FEN.688.999.01.082494.060104.$
FEN.688.994.01.082494.ER1341..$
FEN.688.994.01.082494.T43433..$

Select MESSAGE Action: DELETE (from IN basket)//
```

## 9 chapter archiving/purging data

### 9.1 Introduction

This chapter explains how to use the Purge Transmission Records/Code Sheets option under the Maintenance Menu to purge old code sheets and transmitted code sheets.

### 9.2 Step 1

Select from the .

Select from the .

Enter a station number.

```
Batch Code Sheets
Create a Code Sheet
Keypunch a Code Sheet
Maintenance Menu ...
Reports Menu ...
Stack Menu ...
Transmit Code Sheets

Select Generic Code Sheet Menu Option: Maintenance Menu

Batch Edit
Code Sheet Edit
Delete Code Sheet
Initialize a Code Sheet Type
Mark Batch for Retransmission
Mark Code Sheet for Rebatching
Purge Transmission Records/Code Sheets
Review Code Sheet

Select Maintenance Menu Option: Purge Transmission Records/Code Sheets
Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC//      DISTRICT OF COLUMBIA
688
Station: WASHINGTON,DC (#688)
```

### 9.3 Step 2

The system will ask you if you want to delete all code sheets in the system, or just the code sheets of a particular type. If you answer N at the prompt, enter the code sheet type that you want to delete at the Select Generic Code Sheet Batch Type Name: prompt, or enter three question marks to see a list of available code sheet types.

```
DO YOU WANT TO DELETE ALL TYPES OF CODE SHEETS? NO//      (NO)

Select GENERIC CODE SHEET BATCH TYPE NAME: ???

CHOOSE FROM:
ACCOUNTS RECEIVABLE
CONSULTING/ATTENDING
DIETETICS
```

## Archiving/Purging Data

```
FEE BASIS - IFCAP
HOSPITAL BASED HOME CARE- GECO
MAS
MEDICAL MEDIA
NURSING
PHARMACY
RADIOLOGY
SOCIAL WORK
SWS (FOR VAF10-7946) - GECO
WAGE SURVEY - GECO
Select GENERIC CODE SHEET BATCH TYPE NAME: MAS
Batch Type: MAS
```

### 9.4 Step 3

Enter the number of days previous to today's date that you want to retain code sheets. For example, if you enter 30 at this prompt, the system will delete all code sheets older than 30 days. Enter an output device.

```
Enter the number of days you wish to retain code sheets: (0-999999): 365//
I will now delete all code sheets and associated records which were
created before DEC 12, 1993 for station 688.
OK to continue? YES// (YES)
DEVICE: HOME// ;:9999 LAT
>> please wait <<
```

### 9.5 Step 4

The system will print or display the "Code Sheet/Transmission Record Deletion Transcript." This transcript will list the station, the batch types being deleted, and the user name. The system will list the identification numbers of the batches it deletes, followed by the code sheets that it deletes. After rebuilding the stack file, the system will return to the Maintenance Menu.

```
CODE SHEET/TRANSMISSION RECORD DELETION TRANSCRIPT DEC 12, 1994@14:33:19 PAGE 1
-----
STATION: 688
BATCH TYPE: MAS
USER: WHITE,BASIL
Deleting all code sheets created or transmitted before: DEC 11, 1994
deleting batches and code sheets contained in batches:
  688-FEN-94-3 --deleted, cleaning up associated code sheets:
    2-94      7-94      9-94
  688-FEN-94-8 --deleted, cleaning up associated code sheets:
    6-94
Cleaning up code sheets:
    183-94    207-94    220-94    505-94    506-94     2-95
    13-95     15-95     16-95     18-95     20-95     21-95
    22-95     23-95     24-95     26-95     27-95     28-95
Finished - deleted 438 code sheets.
cleaning up stack file:
```

Batch Edit  
Code Sheet Edit  
Delete Code Sheet  
Initialize a Code Sheet Type  
Mark Batch for Retransmission  
Mark Code Sheet for Rebatching  
Purge Transmission Records/Code Sheets  
Review Code Sheet

Select Maintenance Menu Option:

## Archiving/Purging Data



## 10 chapter menu listing

### 10.1 Introduction

This chapter lists each menu option assigned the standard menu configuration for the Generic Code Sheet Menu. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the “Code Sheet Edit” option, you would select “Maintenance Menu”, then “Code Sheet Edit”.

### 10.2 Menu Outline

```
Generic Code Sheet Menu
  Batch Code Sheets
  Create a Code Sheet
  Keypunch a Code Sheet
  Maintenance Menu
    Batch Edit
    Code Sheet Edit
    Delete Code Sheet
    Initialize a Code Sheet Type
    Mark Batch for Retransmission
    Mark Code Sheet for Rebatching
    Purge Transmission Records/Code Sheets
    Review Code Sheet
  Reports Menu
    Batches Waiting to be Transmitted
    Code Sheets Ready for Batching
    Status of all Batches
  Stack Menu
    Retransmit Stack File Document
    Stack Status Report
    User Comments
  Transmit Code Sheets
```

## Menu Listing

# **11 chapter 11 technical overview**

## **11.1 Introduction**

This chapter explains how the Generic Code Sheet system performs its functions. The section below lists the major data components of the Generic Code Sheet System and how they interact.

## **11.2 Data Components**

### **11.2.1 The Code Sheet File**

The Generic Code Sheet system uses a code sheet file, 2100 GENERIC CODE SHEET, to define the data fields for applications that use the Generic Code Sheet system. The Generic Code Sheet system uses VA FileMan to manage data entry and code sheet file retrieval.

### **11.2.2 The Batching Routine**

The Generic Code Sheet system uses a routine to assign code sheets to a batch and prepare batches for transmission by extracting the data elements from the physical fields within the code sheet. This routine records and reformats the data elements into the format required by the receiving system.

### **11.2.3 The Batch Transmitting Routine**

The Generic Code Sheet system uses a routine to transmit batches of code sheets. This routine copies the code sheet data into a VA Mailman message addressed to the network queue.

### **11.2.4 The Code Sheet Management Subsystem**

The Generic Code Sheet system uses a subsystem to record the generation, batch assignment, and transmission history of all code sheets.

## **11.3 Related Documentation**

This document is one of a suite of documents that refer to the Generic Code Sheet system and its superordinate systems. To understand the structure and function of the Generic Code Sheet system, read the Generic Code Sheet User Manual, the Generic Code Sheet Technical Manual, the VA MailMan Technical Manual, and the VA FileMan Manual.

## 11.4 Functional Description

The Generic Code Sheet System uses file 2100 GENERIC CODE SHEET to store the fields and the actual code sheets. Fields ranging from .001 to 51 are reserved for system use. Fields numbered from 52 to 99 are reserved fields used for multiple types of code sheets (generic fields, i.e., STATION NUMBER, etc.). A request should be made to the GECS REQUEST mail group on FORUM for approval to create fields in this range. Fields for specific packages (i.e., Dental Service, etc.) should use fields in the number range dependent on the responsible ISC. For example, the global node used to store Dental Code Sheets for the Washington ISC would be DENTDAS2, where DENT is the namespace, DAS is the system identifier, and the Washington ISC code is 2. The entire global node would be '^GECS(2100,DA,"DENTDAS2",'. If all the fields cannot be placed on this node, use the same node name concatenated with a character of the alphabet starting with the letter 'A'. For example: DENTDAS2A, DENTDAS2B, DENTDAS2C, etc. The following table indicates the available field number for each ISC:

Albany ISC	fields 100 to 199	and	fields 1000 to 1999
Washington ISC	fields 200 to 299	and	fields 2000 to 2999
Birmingham ISC	fields 300 to 399	and	fields 3000 to 3999
Chicago ISC	fields 400 to 499	and	fields 4000 to 4999
Salt Lake City ISC	fields 500 to 599	and	fields 5000 to 5999
San Francisco ISC	fields 600 to 699	and	fields 6000 to 6999
Dallas ISC	fields 700 to 799	and	fields 7000 to 7999

Specific input templates pertaining to a package should be set up in the following format: package namespace, SPACE, batch type followed by the ISC code number, SPACE, a description. For example, the Dental Service Code sheets input template would be defined by 'DENT DAS2 01 TRANSACTION TYPE CODE SHEETS' where DENT is the namespace for the Dental Package, DAS is the system identifier, 2 is the Washington ISC code, and 01 TRANSACTION TYPE CODE SHEETS is the description.

## 11.5 Namespace Conventions

The namespace used for all routines is 'GECS', with file numbers ranging from 2100 to 2101.7.

## 11.6 Key Variables

Key variables for the package are as follows:

GECS(, GECSA(, GECSC(, GECSSYS

## 11.7 Security Keys

This version of the Generic Code Sheet Package uses the security key GECS SETUP to determine if a user is allowed to access the 'Initialize a Code Sheet Type' option.

## 11.8 Globals

All data is stored in the GECS global. Files are extracted from this global as follows:

2100 Generic Code Sheet  
 2101.1 Generic Code Sheet Batch Type  
 2101.2 Generic Code Sheet Transaction Type/Segment  
 2101.3 Generic Code Sheet Transmission Record  
 2101.4 Generic Code Sheet Template Maps  
 2101.5 Generic Code Sheet Counter  
 2101.6 Generic Code Sheet Lock  
 2101.7 Generic Code Sheet Site

It is recommended that you maintain a journal of the ^GECS global.

## 11.9 Routines

Virtually all the routines in the Generic Code Sheet Package are designed to be called by other packages. Specific entry points are described in the User Manual. Routines that make calls to other packages are as follows:

GECSA, GECSBATC GECSE, GECSE1, GECSETUP, GECSPURG, GECSSITE,  
 GECST, GECSTRAN, GECSU, GECSX1, GECSX5

## **11.10 Resource Requirements**

There are nineteen routines in the system, occupying 40899 bytes (40.90 DSM blocks). Space required for data will vary with the size and number of code sheets created by a specific package. No special equipment is required to run the Generic Code Sheet Package.

## **11.11 Internal/External Relations**

### **11.11.1 Internal Relations**

All options are independent of one another and can stand alone.

### **11.11.2 External Relations**

The Generic Code Sheet Package requires the following versions (or later versions) of the listed DHCP packages:

- A. Kernel Version 5.01
- B. VA FileMan Version 17.32
- C. MailMan Version 3.2

# 12 chapter development issues

## 12.1 Introduction

This chapter explains how to define a code sheet. It is intended for developers.

## 12.2 Step 1

Prepare the fields for the code sheet by using the 'Modify File Attributes' option of FileMan. The fields will go into File 2100, Generic Code Sheet. Each field will correspond to a data block on the actual code sheet. Use filed numbers and global nodes assigned to the application and ISC. Also, use any necessary output transforms for massaging the data to fit the data block of the actual code sheet. All output transforms MUST contain a check for data in the variable GECSOT in order for the input template maps to build correctly. For example: I \$D(GECSOT) S Y=+Y. Here is an example of setting up the fields associated with the following dental code sheet:

column #	1	2	3
data	123456789012345678901234567890		
	DENT460061594	JONES,	RICHARD

where columns 1-4 always is the type DENT  
columns 5-7 is the station number  
columns 8-13 is the date in the form MMDDYY  
columns 14-26 is the patient name (last, first)

Enter the following information at the prompts:

```
Select OPTION: 4 MODIFY FILE ATTRIBUTES
MODIFY WHAT FILE: GENERIC CODE SHEET// 2100 GENERIC CODE SHEET

Select FIELD: 2000 TYPE
ARE YOU ADDING A NEW FIELD (THE 191ST)? Y (YES)
LABEL: TYPE
FIELD NUMBER: 2000//

DATA TYPE OF TYPE: FREE TEXT
MINIMUM LENGTH: 4
MAXIMUM LENGTH: 4
(OPTIONAL) PATTERN MATCH (IN ('X')):
WILL TYPE FIELD BE MULTIPLE? NO// (NO)

SUBSCRIPT: 0// DENTDSA2
^-PIECE POSITION: 1//
IS TYPE ENTRY MANDATORY (Y/N): NO//
. . .
'HELP'-PROMPT: ANSWER MUST BE 4 CHARACTERS IN LENGTH
Replace
XCUTABLE 'HELP:
Select FIELD: 2001 DATE
ARE YOU ADDING A NEW FIELD (THE 192ND)? Y (YES)
```

```

LABEL: DATE
FIELD NUMBER: 2001//

DATA TYPE OF DATE: FREE TEXT
MINIMUM LENGTH: 6
MAXIMUM LENGTH: 6
(OPTIONAL) PATTERN MATCH (IN 'X'):
WILL DATE FIELD BE MULTIPLE? NO// (NO)

SUBSCRIPT: 0// DENTDSA2
^~PIECE POSITION: 2//
IS DATE ENTRY MANDATORY (Y/N): NO//

. . .
'HELP'-PROMPT: ANSWER MUST BE 6 CHARACTERS IN LENGTH
Replace
XECUTABLE 'HELP':

Select FIELD: 2002 PATIENT NAME
ARE YOU ADDING A NEW FIELD (THE 193RD)? Y (YES)
LABEL: PATIENT NAME
FIELD NUMBER: 2002//

DATA TYPE OF PATIENT NAME: FREE TEXT
MINIMUM LENGTH: 1
MAXIMUM LENGTH: 13
(OPTIONAL) PATTERN MATCH (IN 'X'):
WILL PATIENT NAME FIELD BE MULTIPLE? NO// (NO)

SUBSCRIPT: 0// DENTDSA2
^~PIECE POSITION: 311
IS PATIENT NAME ENTRY MANDATORY (Y/N): NO// ....
'HELP'-PROMPT: ANSWER MUST BE 1-13 CHARACTERS IN LENGTH
Replace
XECUTABLE 'HELP':

```

Next, create an output transform on the PATIENT NAME field:

```

Select OPTION: 6 UTILITY FUNCTIONS

MODIFY WHAT FILE: GENERIC CODE SHEET// 2100 GENERIC CODE SHEET

Select UTILITY OPTION: OUTPUT TRANSFORM
Select FIELD: 2003 PATIENT NAME
PATIENT NAME OUTPUT TRANSFORM: I $D(GECSOT) S Y=Y_$E("[13 SPACES HERE]", $L(Y)+1,13)

```

### 12.3 Step 2 - Create The Input Template

Create an input template for the code sheet using the 'Enter or Edit File Entries' option. The fields in the input template correspond to the fields set up in step 1 above and must conform to the naming convention described in the Technical Overview Section of the Technical Manual. They should appear in the order in which they appear in the actual code sheet. If the input template is modified after the template map is built, the template map should be rebuilt (use the option 'Build Template Maps' in the Generic Code Sheet System).



```
Select OPTION: 1 ENTER OR EDIT FILE ENTRIES

INPUT TO WHAT FILE: GENERIC CODE SHEET// 2100 GENERIC CODE SHEET
EDIT WHICH FIELD: ALL// 2000///^S X="DENT"
THEN EDIT FIELD: 5///^S X=GEC("SITE")
THEN EDIT FIELD: 2001///^S X=DT
THEN EDIT FIELD: 2002 PATIENT NAME
STORE THESE FIELDS IN TEMPLATE: DENT DSA2 EXAMPLE
ARE YOU ADDING 'DENT DSA2 EXAMPLE' AS A NEW INPUT TEMPLATE? Y (YES)
```

### 12.4 Step 3 - Add Options to the Options File

Add the options for your package to the OPTION File (19) that will be used for the generation and transmission of code sheets for your package. Use VA FileMan and enter the options in your assigned package namespace. Make the option type either MENU or ACTION. For action options, you **MUST** set the variable GECSSYS to the selectable batch type. Make a call for the option to the appropriate label in the GECSCALL routine.







## **14 *chapter legal requirements***

At present, there are no specific legal requirements pertaining to the Generic Code Sheet Package.

## Legal Requirements

# 15 GLOSSARY

## **Batch Priority**

The batch priority indicates the priority of transmission of the code sheet within the patch. A code sheet with a batch priority of 3 will be transmitted (in the same batch) before a code sheet with a batch priority of 4.

## **Batch Type**

The batch type is set in which the code sheet definitions are grouped. For example, the code sheets for Medicine are all grouped under the batch type 'MEDICINE'.

Security prevents unauthorized users from accessing code sheets outside of their selectable batch type.

## **Batching**

Batching is the method for grouping a set of code sheets into a set. The group of code sheets can then be transmitted within the same message. Batching is usually done by 'batch type' (service) or by 'system identifier' (AMIS).

## **Configuration**

A particular selection of hardware and software resources that are tailored to provide optimum usage of ADP systems. This includes the type of CPU, type and number of Disk Drives, type and number of terminals, amount of main storage and so on.

## **Control Characters**

The result of pressing the CTRL key and a letter key simultaneously.

## **Data**

The information (facts, numbers, and symbols) entered into the system for processing and/or storage.

## **Device**

Any part of the computer system other than the central processing unit, memory, or their associated structures. A device can be a physical piece of equipment, such as a terminal or a line printer, or a logical piece of equipment. The Decentralized Hospital Computer Program.

## **DHCP**

## **FileManager**

Also known as FileMan. A set of MUMPS routines used to enter, maintain, access and manipulate related data in a file. It is the basic system used by all VA applications in creating all the files.

<b>Global</b>	Either a simple global variable or global array stored on a disk. See Global Variable.
<b>Global Variable</b>	A variable which is stored on disk, usually as part of a global array.
<b>MailMan</b>	An electronic mail, teleconferencing, and networking system which is an integral part of the Kernel.
<b>MUMPS</b>	Massachusetts General Hospital Utility Multiprogramming System. Also known as M. This is the computer language used by all VA DHCP applications.
<b>Namespace</b>	A naming convention followed in the VA to identify various applications and to avoid duplication. The namespace is used as the prefix for all routines and globals used by the application.
<b>Package</b>	A set of MUMPS routines, files, documentation and installation procedures that support a specific function within DHCP.
<b>Purging</b>	Purging is the process of removing old code sheets and batches from the system. This only removes the data associated with a code sheet or batch number and NOT the actual definition of the code sheets or batches.
<b>Routine</b>	A collection of lines, saved, loaded, called, or overlaid as a single unit. A set of computer instructions or symbolic statements combined to perform a task.
<b>Security Key</b>	Functions very much like your house or office key. Certain options may be locked with a key and that key assigned only to authorized users.
<b>Site Configurable</b>	A term used to refer to features in the system that can be tailored according to the needs of particular sites.
<b>System Identifier</b>	The system identifier is a three character code that identifies the code sheet type. For example, AMS represents Amis code sheets, NSY represents staffing management code sheets, WGE represents wage survey code sheets, etc.



<b>Transaction Type/Segment</b>	The transaction type/segment is the name of the actual code sheet. For example, 223 would be the MAS AMIS 223 code sheet, etc.
<b>Transmission</b>	Transmission is the process of electronically sending a batch of code sheets to a specified location through the VA network mail system.

## **16 index**

- AMIS, 4, 12, 13, 17, 19
- Batch Code Sheets, 43
- Batch Edit, 45
- Batches Waiting to be Transmitted, 55
- Budget Object Code, 35
- Budget Object Code (BOC), 35
- Code Sheet Edit, 47, 71
- Code Sheets Ready for Batching, 56
- Control Point, 33
- Cost Center, 23, 28, 35
- Create a Code Sheet, 3
- FMS, 33, 35, 36, 59, 60, 61, 65
- Key punch a Code Sheet, 39
- Mark Batch for Retransmission, 50
- Numbering system, 1
- PAID, 31
- Paragraph numbering, 1
- Purge Transmission Records/Code Sheets, 67
- Retransmit Stack File Document, 59
- Segment Modifier, 4
- Stack Status Report, 60
- Status of all Batches, 57
- Transmit Code Sheets, 65

