

Super Security Delete Request

1. Agency number	2. Agency name			3. Date	
4. <u>Batch date</u> ^{5.} <u>Batch</u> (Available on USAS screen S		^{7.} <u>Seq. no.</u> ^{8.} <u>Docum</u> (Available on US)	ent no./SFX no. 9 AS screen S520-View a Batch)	^{9.} <u>Amount</u> ^{10.} <u>Reason Co</u>	<u>ode</u>
					_
					_
Reason Code					
111 - PIN 115 - Not payable 120 - Requisition no. 125 - Due date	130 - Amount 135 - Doc type 140 - Comp object 145 - Trans code	150 - PCC 155 - AY 165 - Expedite 170 - Funds	175 - PCA 180 - Appn no. 185 - Neg bal. 190 - Doc no.	195 - Dup entry/pmt 200 - FY 205 - Other (Comments required)	
11. Comments					

12. Authorized signature *see signature instructions			ame	14. USAS User ID
sign here				
15. Phone (Area code and number) 16. FAX (Area code and number)		er)	17. Email address	

For Comptroller Use Only					
Date received	E/I (External/Internal agency)				
Time received	Number of documents				
Deleted by	Number of transactions				
Date deleted					
Time deleted					
QC'd by					
Date QC'd					
Time QC'd					

Instructions for Super Security Delete

IMPORTANT: System generated documents must not be changed, deleted or super security deleted. Contact your ACO for assistance in processing these types of documents. Press the "Tab" key on your keyboard to advance to the next available field. Field **Description** 1. Agency number Enter the 3-digit agency number associated with the batch to be deleted. 2. Agency name Enter the agency name. 3. Date Enter the 6-digit request date (mmddyy). **Batch date** 4. Enter the 6-digit batch date associated with the batch to be deleted (mmddyy). 5. Enter the 1-digit batch type. Batch type Note: Batch Type 4, 6, or 7 requires a Voucher Signature Card on file at the Comptroller's office. All other batch types entered require the approver to have a USAS Security Profile(96A) screen with Release Flag = 1. 6. Batch no. Enter the batch number. 7. Seq. no. Enter the 3-digit sequence number. 8. Document/SFX no. Enter the 8-character document number followed by "/" and the 3-digit suffix number. 9. Amount Enter the amount (up to 11 digits and 2 decimal places). 10. Reason code Enter the 3-digit reason code from the applicable reason code box on the form. 11. Comments Describe the reason for this request. 12. Authorized Authorized approver must sign in this field as follows: signature If a batch type of 4, 6, or 7 is entered in field #5 above, the signature **must** match the approval signature on the Voucher Signature Card on file at the Comptroller's office. — OR — For all other batch types entered in field #5 above, either: a. Authorized approver must have USAS Security Profile (96A) screen with Release Flag = 1 b. CPA internal Super Security Delete — the CPA Section Supervisor must sign. 13. Printed name Print or type the name of the authorized approver (same as field #12). 14. USAS User ID Enter the 7-character USAS mainframe User ID of the authorized approver (same as field #12). 15. Phone number Enter the authorized approver's 10-digit phone number. 16. FAX number Enter the authorized approver's 10-digit fax number. 17. Email address Enter the authorized approver's email address. Please verify that all entries are complete and accurate prior to submitting this form. Submit the SSD by 4:00 p.m. to ensure same-day processing. Submit this form by: Email to: usas.maintenance@cpa.texas.gov — OR — FAX to 512-475-0723

If you need to speak to someone directly, you may contact:

Jennifer Paris 512-475-1367