

SECTION 37. OFFLINE KILL PROCEDURES**37.1 OFFLINE KILL ROUTINE.**

The procedures in section 21 cannot correct all address and accounting classification errors caused by computer malfunctions and program errors. Offline kill procedures will kill the addressed record and all lower level linked records, regardless of amounts in the record.

37.2 USE AND CONTROL.

a. Use offline kill procedures only when other correction procedures cannot be used. The Defense Accounting Office (DAO), chief of Reports and Analysis Division, or chief of the Account Management and Reconciliation (ARM) branch must approve the use of kill procedures. The chief of Reports and Analysis Division maintains a manual control log of all approved actions by address of the killed record, date, and explanation. This responsibility must not be delegated below the chief of Reports and Analysis Division or ARM branch. Normally, use offline kill procedures to correct certain errors caused by the zero-balance disk check program. If a PSR or FSR is killed, all lower level records are also killed. If a CSR is killed, lower level records are not killed. For CSRs, reestablish if needed. After the new CSR is established, use action code AL transactions to link related FSRs to the newly created record. Action code AL will also update appropriate amount fields in the new CSR. Reestablish records to account for amounts killed. Action code Q* cannot be processed with K* action code.

b. Any kill transaction, which kills PSRs or DSRs will be written to the Daily Transaction File (ZBQTTAUNDD10). These transactions will appear on the monthly selective transaction history and will be part of the ZBQ13DUNDD60 and ZBQJ4DUNDD10 files. One entry will appear for each Bal-ID that is not zero. If a KP transaction has caused lower linked DSRs to be killed, the Bal-IDs associated with the DSRs will appear as KDs in the Daily Transaction File, and those only associated with PSR will appear as KPs. For example, if a PSR has a U00 (0) for 50.00 and an expense (E) for 100.00, a KP against the PSR will generate a KD for 50.00- for Bal-ID and a KP for 100.00- for Bal-ID E.

37.3 OFFLINE KILL TRANSACTION FORMAT.

The disk check program provides a transaction for each DSR, PSR, FSR, or CSR in error. A&F prepares kill transactions if an offline kill is needed for reasons other than disk check. The accounting classification elements in the kill transaction reject if they do not match the data in the record to be killed.

FILE-ID: ABQ06CUNDC10

FORMAT: (USE MICROCOMPUTER FRAME BQ-KILL)

<u>DESCRIPTION</u>	<u>POSITIONS</u>	<u>SPECIAL INSTRUCTIONS</u>
KC, KF, KP, or KD	1-3	

<u>DESCRIPTION</u>	<u>POSITIONS</u>	<u>SPECIAL INSTRUCTIONS</u>
CSR, FSR, PSR, or DSR Address	4-10	
AFO-ID	11	
Fund Type	12	
Appropriation Department	13-14	
Transfer Department	15-16	
Years	17-18	
Symbol	19-22	
Limit	23-26	
Allotment Code		
Fund Code	27-28	
Program or Fiscal Year	29	
OBY	30	
OAC, OBAN, or ASN	31-34	
MFP	35-36	
Program Element	37-42	
Functional Category	43-44	
BPAC Project	45-50	
EEIC, MPC, or SRAN	51-56	Left-justify.
System Management Code Field	57-62	
Sales Code	63-65	Enter a 2-digit sales code in positions 63-64. Leave position 65 blank for Air Force.
Org Data	66-72	Leave position 66 blank for Air Force. Enter a 6-digit RC/CC in positions 67-72.
<u>DESCRIPTION</u>	<u>POSITIONS</u>	<u>SPECIAL INSTRUCTIONS</u>
ESP Code	73-74	

PC and Technician Code	75-76	
Type Vendor	77	
CAAS Code	78-80	Enter a 2-digit CAAS code in positions 78-79.

37.4 PROGRAM ACTIVATION.

A&F schedules program NBQ060, option 02, after the files transferred to the U2200.

37.5 RECORDS KILLED OFFLINE LIST.

The offline program produces a list (figure 37-1) identifying the offline kill transactions processed. Each input transaction and the computer action taken are printed. The Reports and Analysis Division or ARM branch reviews the list to see if further correction is needed.

a. Source. A&F inputs offline kill transactions.

b. Frequency. Each time the offline kill program is run. Do not use this kill procedure if there are other ways to correct the errors.

c. Contents of List.

(1) The first heading line shows date and time prepared, title, and product control number.

(2) The second heading line shows the title of data printed in the detail lines of the list. The headings are ACT CDE, ADDRESSES, AFO/SITE, FT, APPROPRIATION, ALLT CDE, MFP/PEC, FC, BPAC PROJCT, FMS LINE, EEIC, MPC, SMC, SC, ORGDATA RC/CC, ESP, PC, TV, CAAS, DL, MAN OPT, and ERROR CODE.

(3) One line is printed for each input transaction. If the delete transaction has lower level records, those will be shown on the following lines. The computer prints error code "P" when the input transaction does not match the accounting classification in the addressed record.

d. Audit Requirements and Corrective Actions.

(1) See if the program achieved the desired action.

(2) Make sure deleted amounts are in the correct records.

e. Distribution. For audit purposes, the Reports and Analysis Division or ARM branch receives and files the list after audits and corrections are made.

PREPARED 99 AUG 10 15:10

TINKER OPLOC

OFFLINE KILL LIST
ADSN 503100

PCN SH069-062

ACT CDE	ADDRESSES	AFO/ SITE	F T	APPROPRIATION	ALLT	CDE	MFP/PEC	FC	BPAC PROJECT	FMS LINE	EEIC MPC	SMC	SC	ORGDATA RC/CC	ESP C	P V	T V	CAAS L	D OPT	MAN L	ERROR CODE
KP	F001056 P000162	0	00	J					2L4443SB	0991212F	13	P10090	592		93	123456					SB
	F001056 P000162 D001974	0	00	J					2L4443SB	0991212F	13	P10090	592		93	123456					SB
	F001056 P000162 D003462	0	00	J					2L4443SB	0991212F	13	P10090	592		93	123456					SB
KP	F000597 P000001	0	70	L					30497832	0229999F	99		644								ZS 4 99
	F000597 P000001 D007347	0	70	L					30497832	0229999F	99		644								ZS 4
KP	F000818 P000002	0	90	A					7M4 47SB			P2001	53410			123456					SB 5
	F000818 P000002 D005573	0	90	A					7M4 47SB			P2001	53410			123456					SB 5
	F000818 P000002 D006564	0	90	A					7M4 47SB			P2001	53410			123456					SB 5
KP	F000999 P000141	0	91	B					258 64SB 09			341				97444H					SB 5
	F000999 P000141 D006803	0	91	B					258 64SB 09			341				97444H					SB 5

THE FOLLOWING PROGRAM(S) AND VERSION DATE(S) WERE USED IN CREATING THIS REPORT :
NBQ0600UABS0 - 980806

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