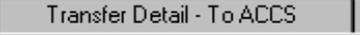


Abbreviated Instructions To Enter SLTs (STDG005)

Step	Action	Expected results
1	Go to the STDG005 screen	The 'Summary Level Transfer Control List for Originator' Screen will appear.
2	Click 	The 'Two sided Summary Level Transfer Entry' Screen will appear with a batch number.
3	In the control(top) section of the screen enter the bureau code, GL end date, reason, total amount and if applicable total units(hours).	
4	Click on  Enter/update the from ACCS rows by clicking on a row or clicking the insert icon.  Enter the fund code fiscal year, project, task, organization, object class, etc.	The fund code and program code for each line will be generated from the project code. The from total units and amount must equal the total units and amount of the control block.
5	Click on  Enter/update the To ACCS rows by clicking on a row or clicking the insert icon. Enter  the fund code fiscal year, project, task, organization, object class, etc.	The fund code and program code for each line will be generated from the project code. The to total units and amount must equal the total units and amount of the control block.
6	Click on 	If the batch is clean of errors you will get a message 'Batch submitted' and go to Step 8.
7	Click  When all errors are corrected, this button will be 'grayed' out.	The SLT error screen will appear showing errors found in the batch. Click on the  button and return to step 4 to correct any errors.
8	Click  to get a listing of the entire batch. As long as there are errors this button will be 'grayed' out.	The Certificate will print on the default printer showing the batch number and both the From and To ACCS values.
9	Submit completed SLT Package to slt.notification@noaa.gov	See SLT Submission Package Guidance Section at: http://www.corporateservices.noaa.gov/finance/slt.html
10	Click to begin at new batch. 	Go to Step 1.