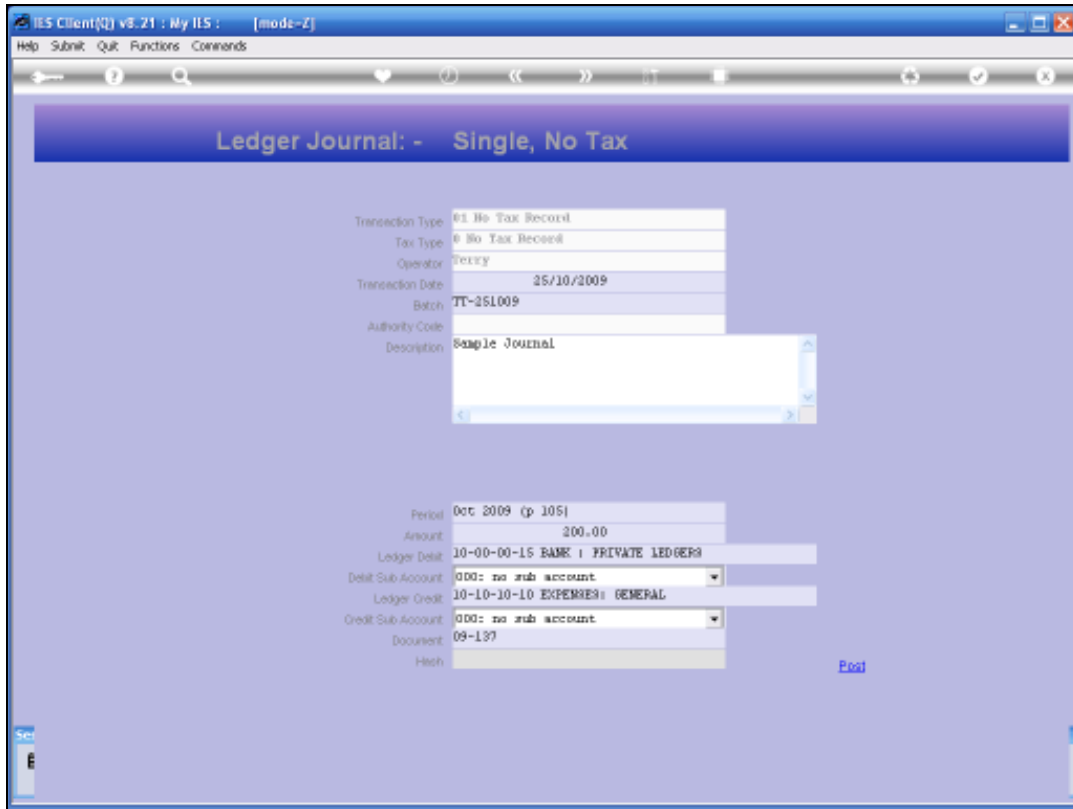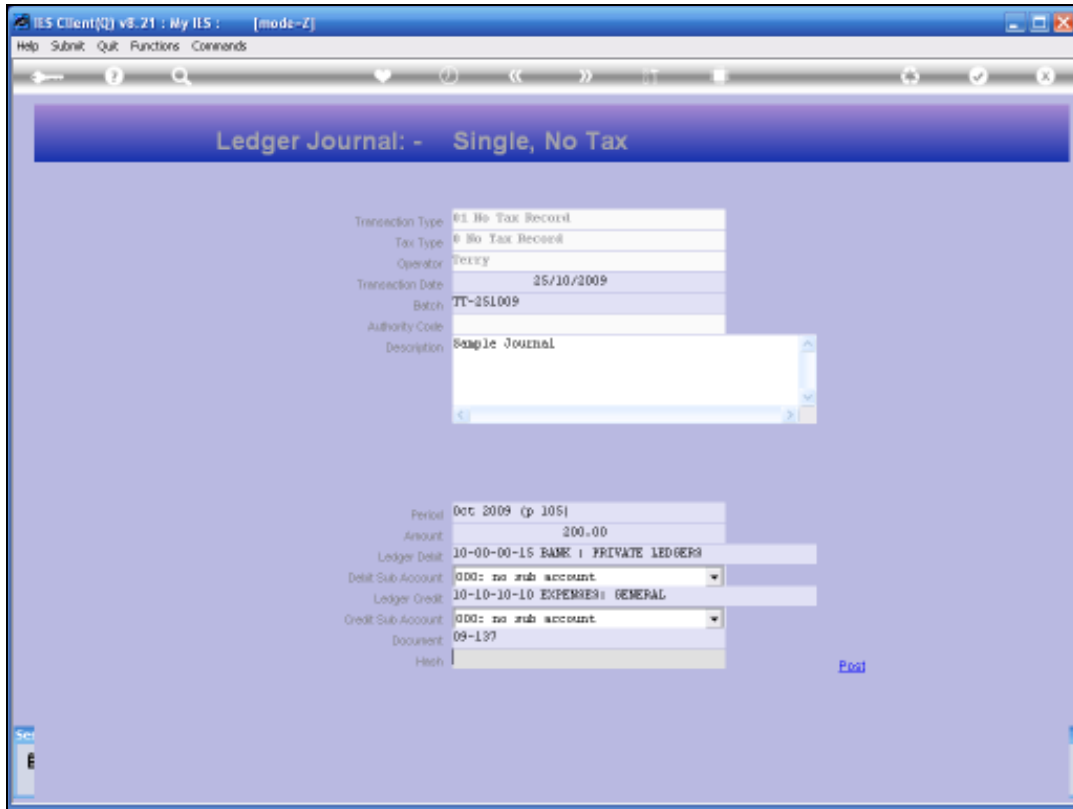Slide 1

Slide notes: What is a Hash Total? It is an error correcting field, and usually found as the last field on a Journal screen, immediately before choosing POST. It is usually only used with Data Capture Staff who capture volumes of Transactions at high speed, and without necessarily understanding the content of the Transactions. In this case, such Staff have pre-formatted data input sheets that already have the hash total data present, and they just capture it. If there is a capture mistake on the Journal, then the Hash Total will not balance and therefore will alert the Data Entry person to make the necessary correction before posting the Journal.
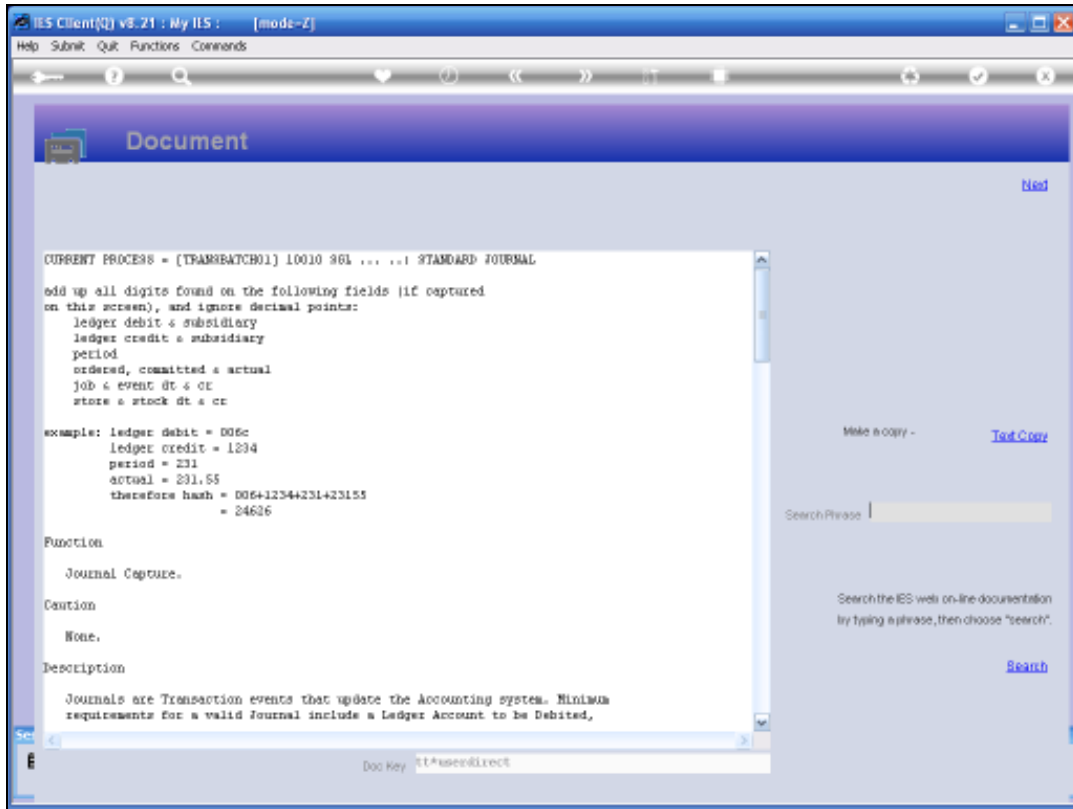
Slide 2

Slide notes: The Hash Total is always a combination of selected fields, where the digits included on those fields are added together to provide a Hash Total. The system can then check the captured fields, and check whether the Hash Total tallies or not. If it does not tally, then it usually means that there is a capture error in 1 or more of the fields that are checked.
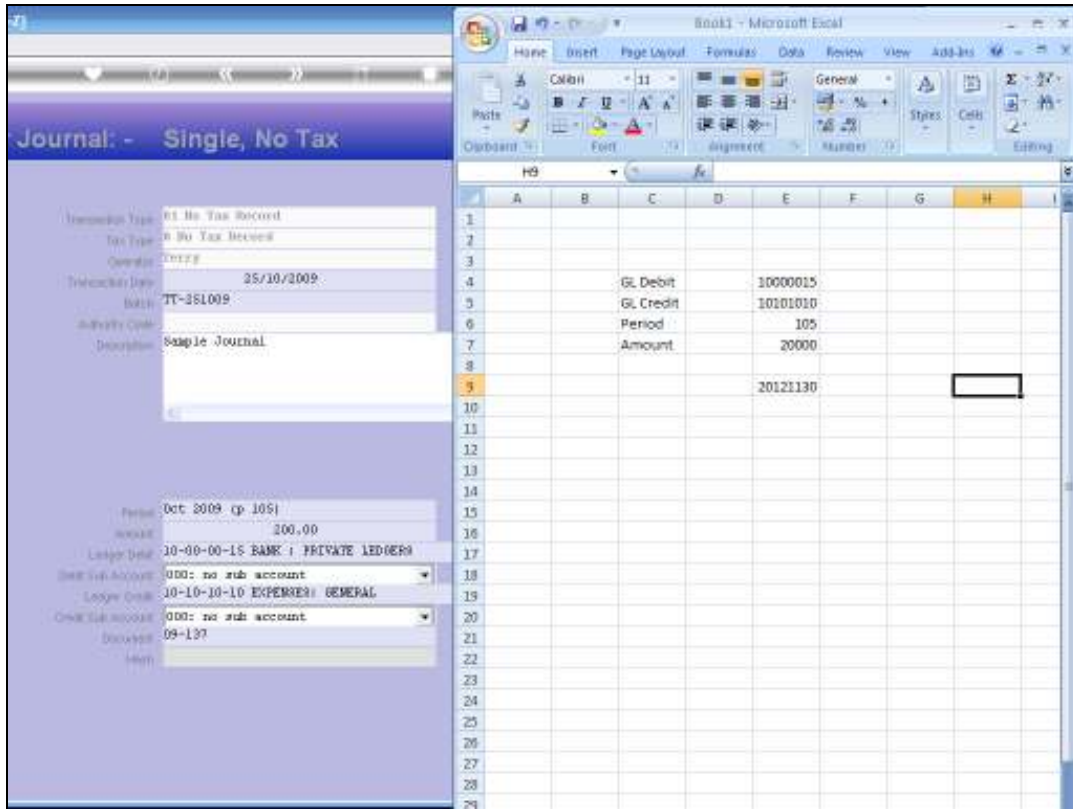
Slide 3

Slide notes: Every Journal screen that has a Hash Field also has a specific Help document that explains which fields on this screen should be added into the Hash Total, in order that we may prepare the pre-formatted data correctly before Capture.
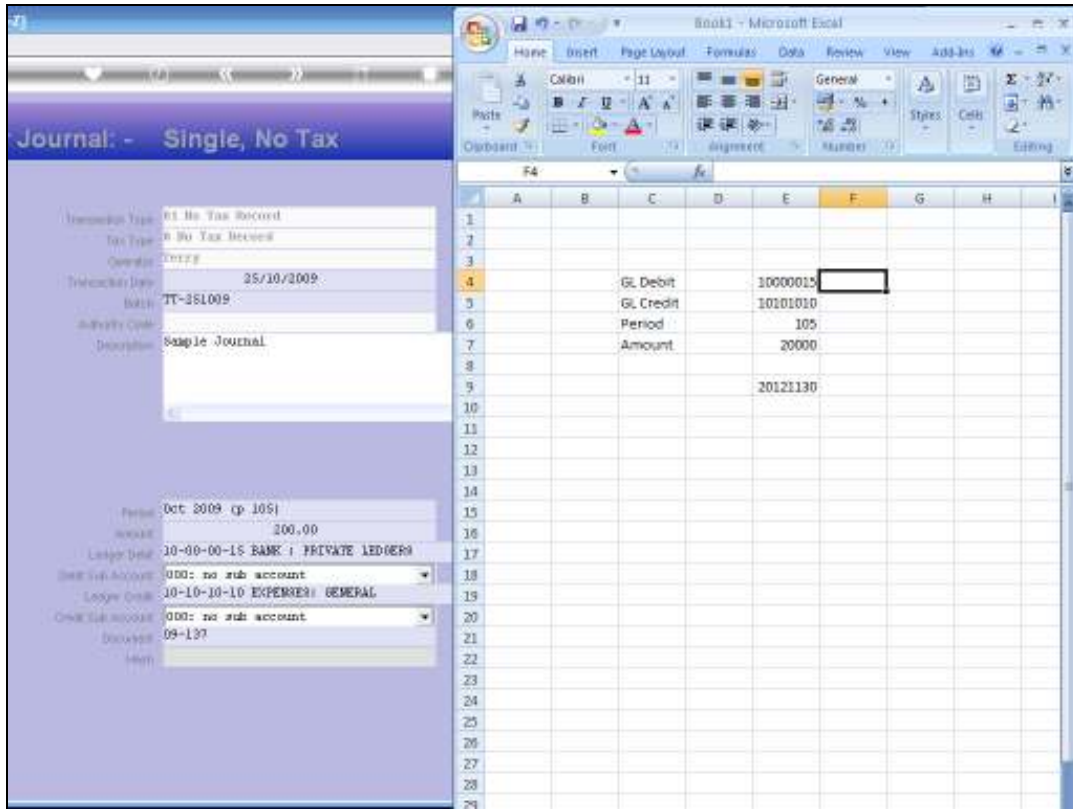
Slide 4

Slide notes: In this example, the fields that should be tallied and that are present on the Journal screen are: GL Debit and Credit, Period and Amount.

Slide 5

Slide notes: What we need to do is to use only the digits on each of these fields, ignoring alpha characters and decimal points, and add up the digits.

Slide 6

Slide notes: Looking at the data on the Journal Screen on the left, we can see how we choose the values in the spreadsheet on the right, to prepare the Hash Total.

Slide 7
Slide notes:

Slide 8

Slide notes: In the case of the Period, it is the system internal Period number that we should use, and that is period number 105.
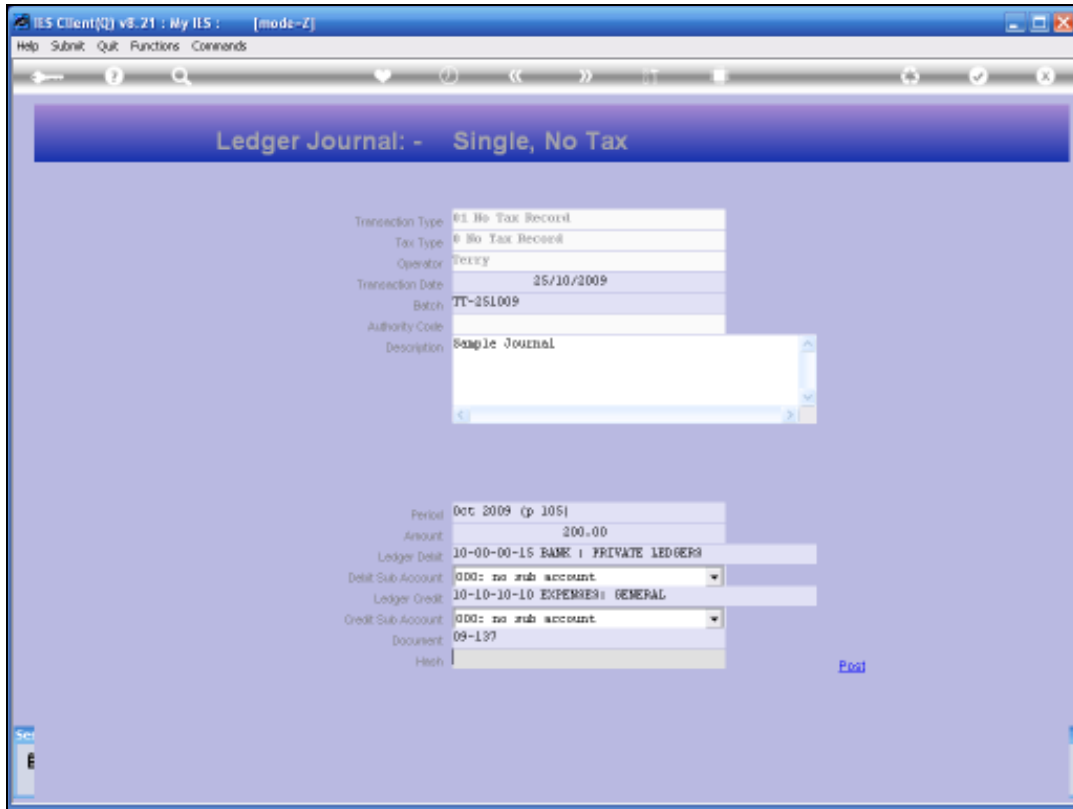
Slide 9

Slide notes: The Amount field includes all the digits but not the decimal.
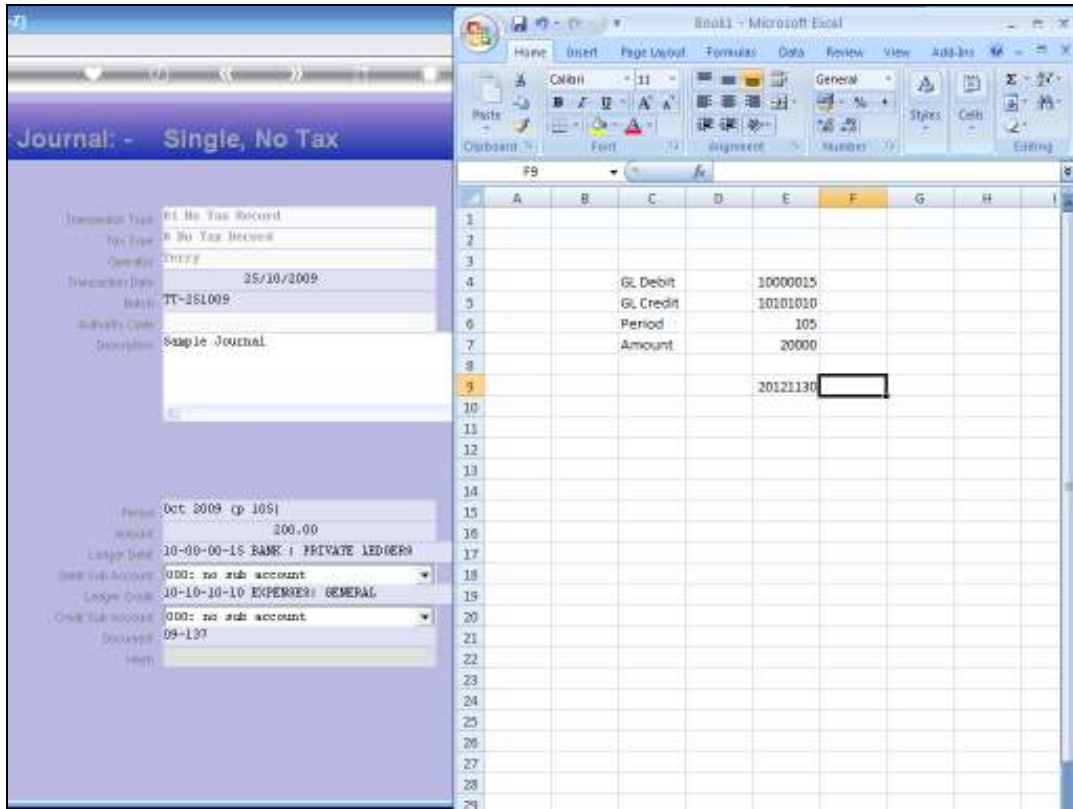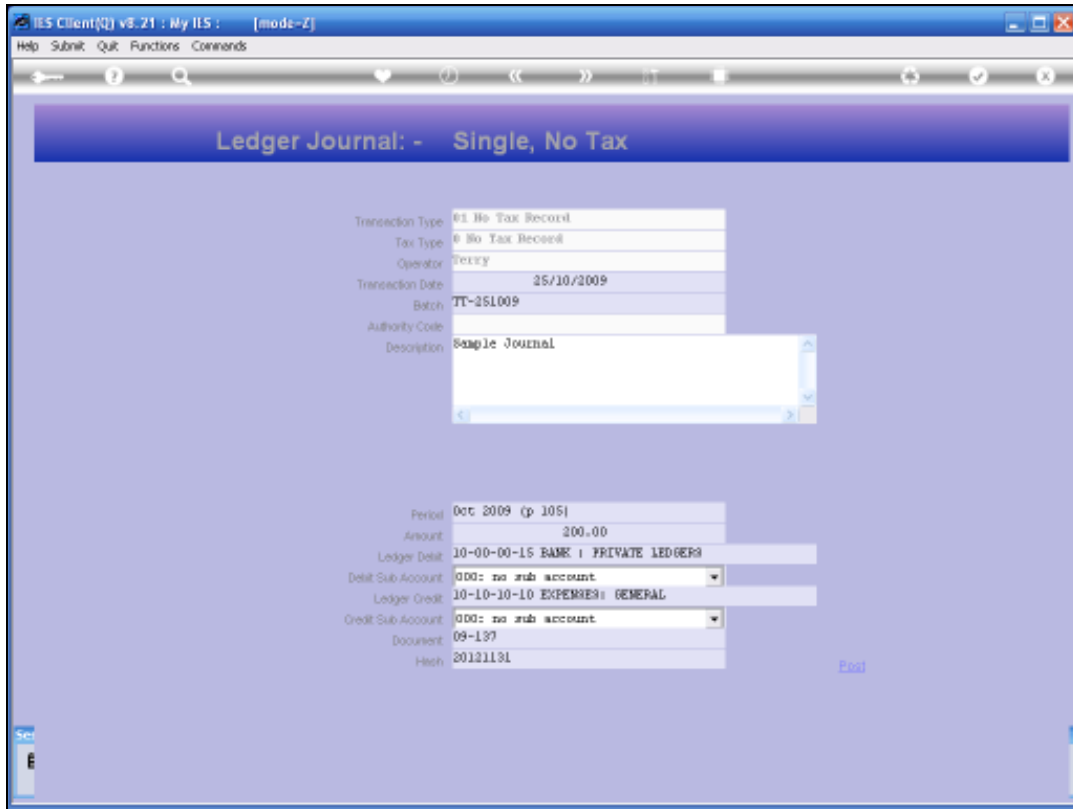
Slide 10

Slide notes: So this is the correct Hash Total. Of course, the Hash Total will usually be calculated BEFORE capture time, and we are only using the Journal screen in this case to explain the concept better.
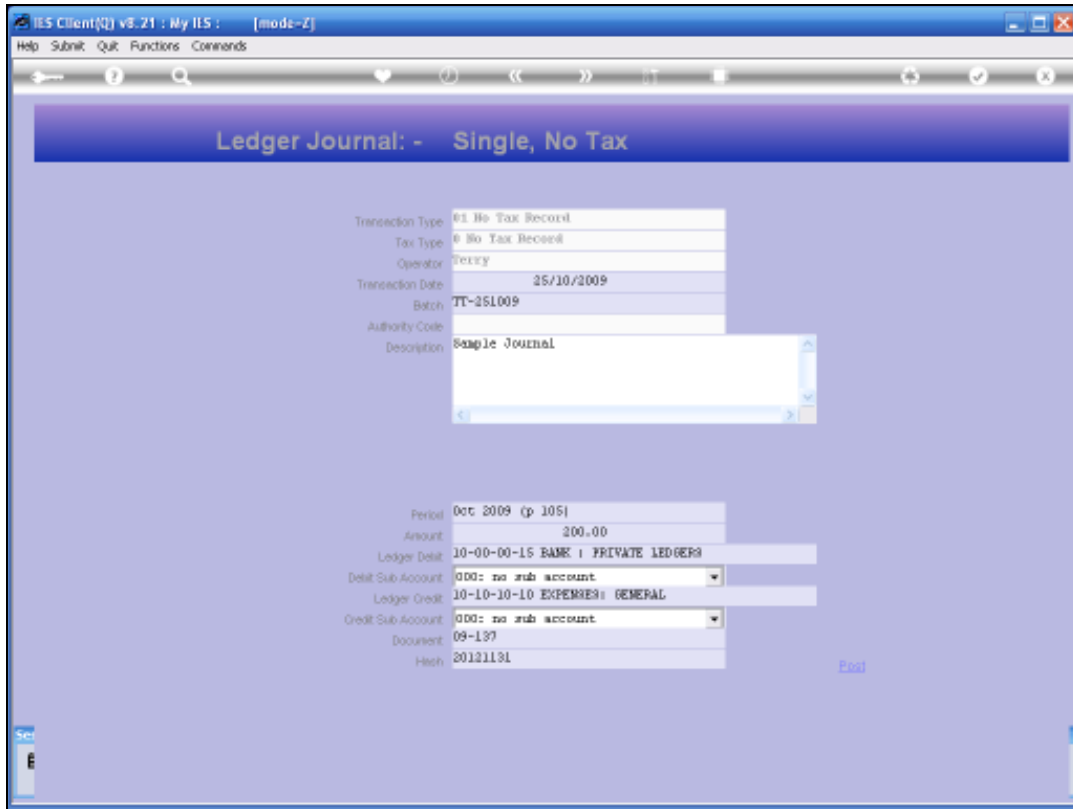
Slide 11

Slide notes: Now we will capture the Hash Total incorrectly, to see what will happen.
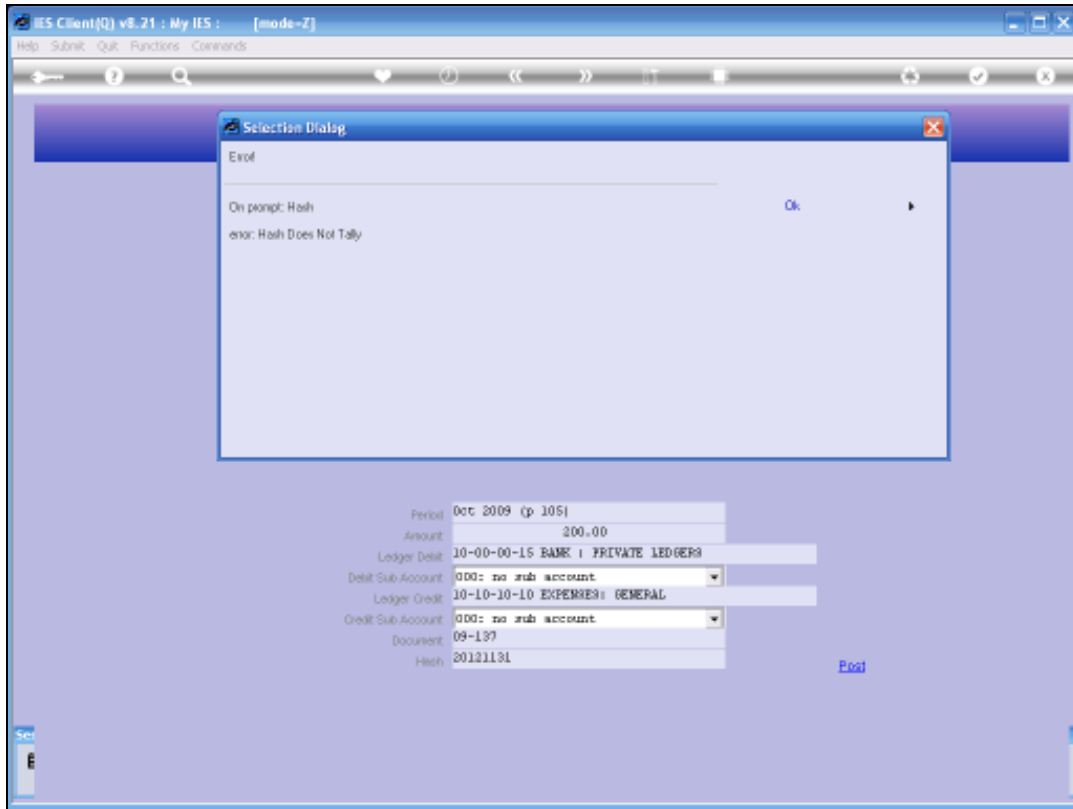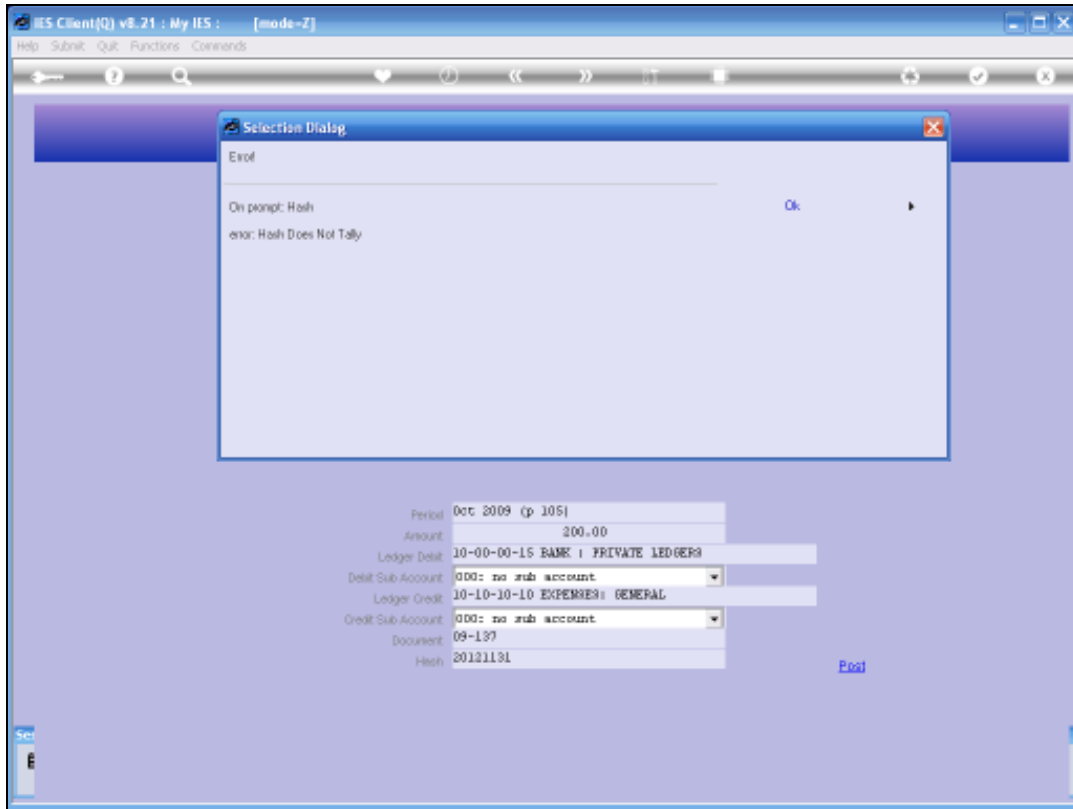
Slide 12
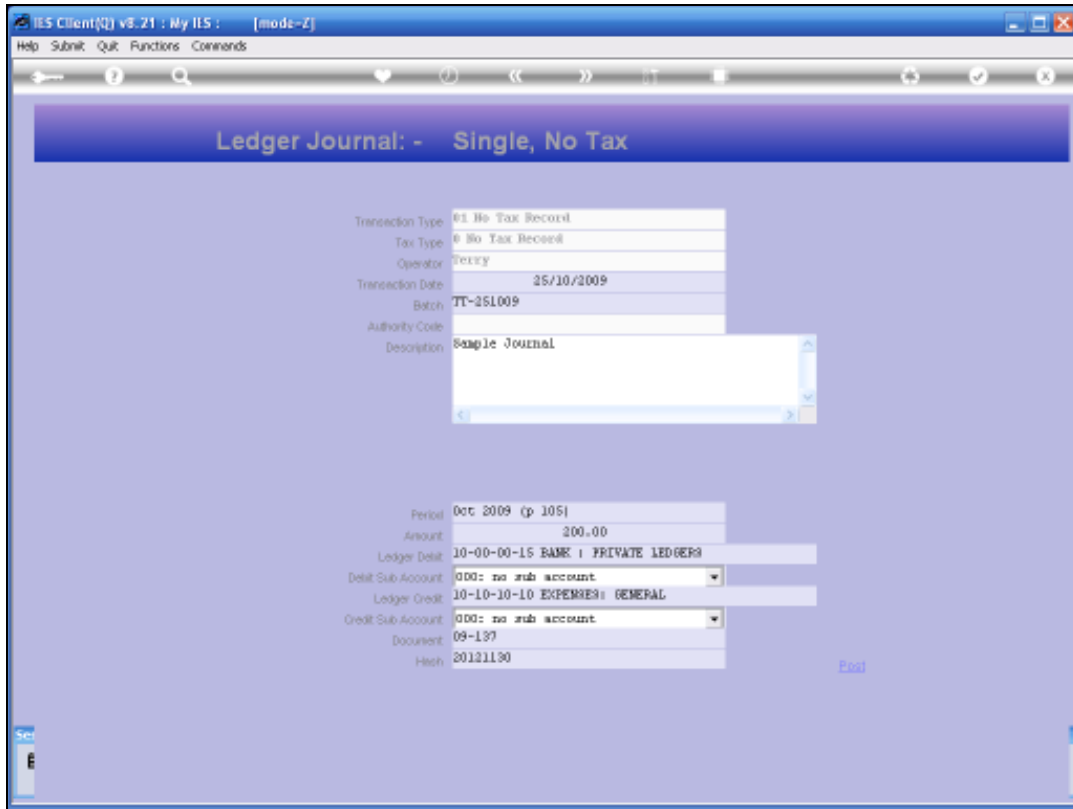Slide notes:

Slide 13
Slide notes:

Slide 14

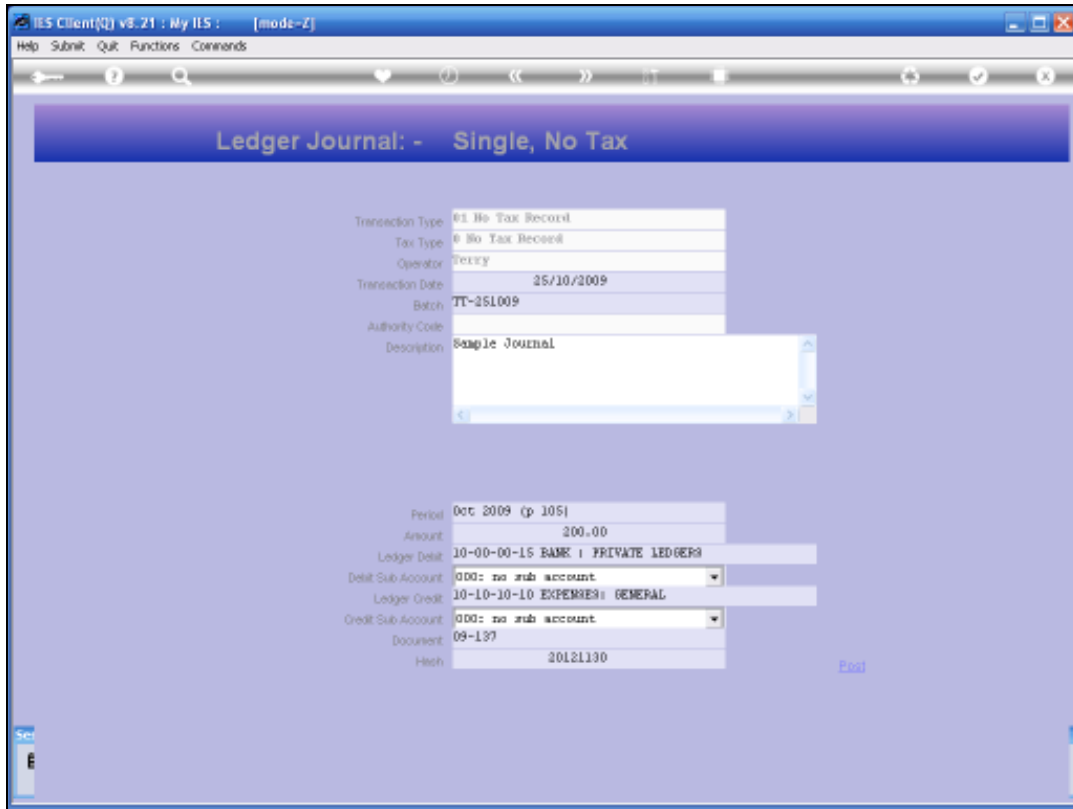Slide notes: And, as expected, the system complains because the Hash Total does not tally.

Slide 15

Slide notes: So now, one would usually check the other input fields to see where a mistake was made with the capturing, and once corrected, then input the Hash Total again. So now we input it correctly.
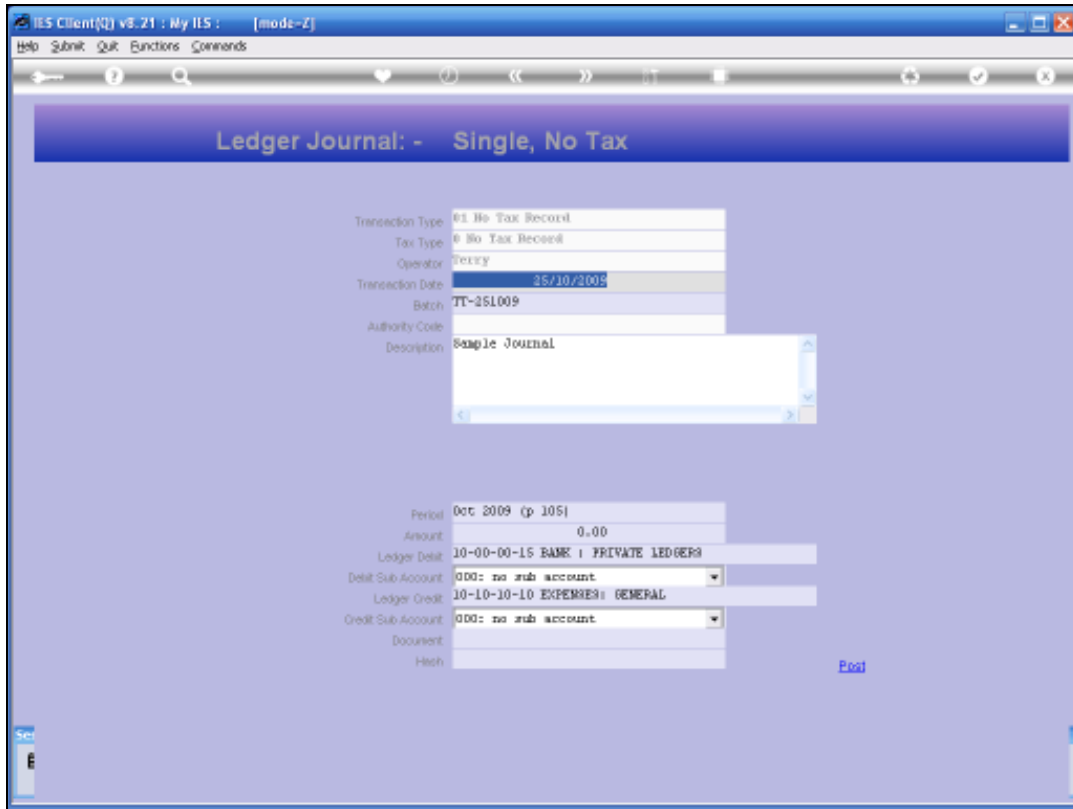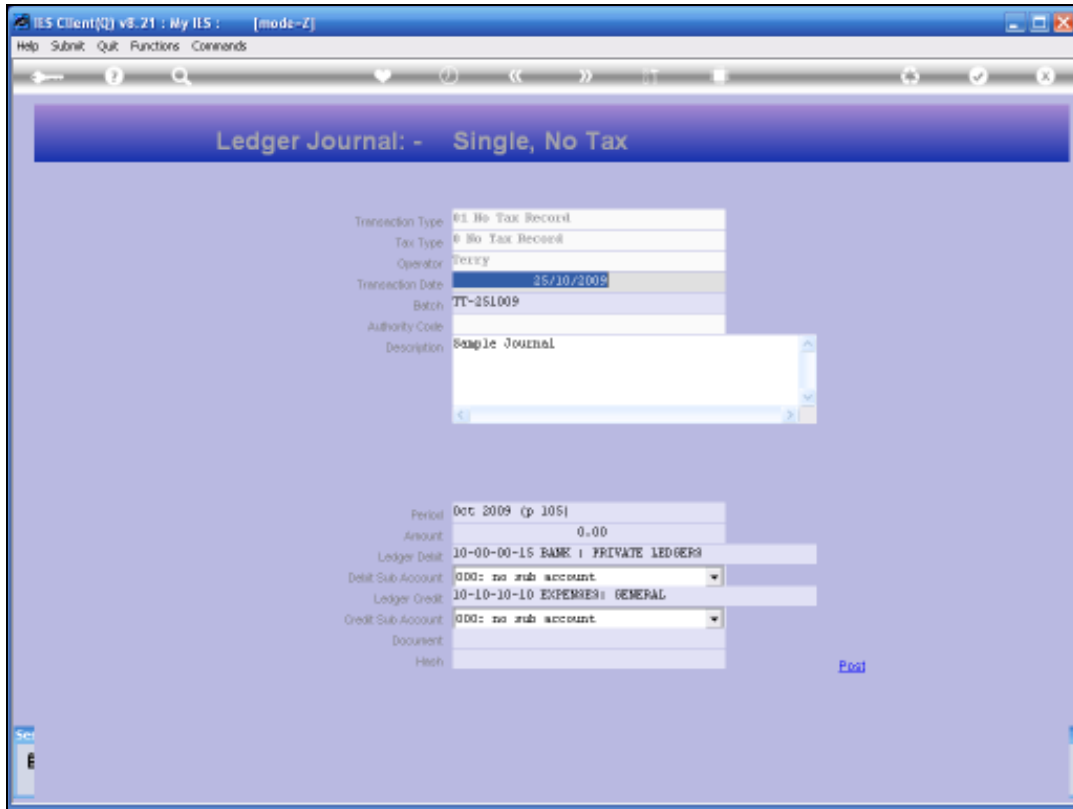
Slide 16
Slide notes:

Slide 17
Slide notes:

Slide 18

Slide notes: And this time the Hash Total is accepted and the Journal is immediately posted. So we see that a mistake in the Hash Total itself, or in any of the captured values, will result in a roadblock that prevents posting of the Journal until the input values and the Hash Total are all correct.

Slide 19

Slide notes: And that is the purpose and benefit of the Hash Total, but it is not suitable for use by Users who capture in real-time without pre-formatted Hash Totals, as it will slow down and frustrate the User. It is imminently suitable and necessary for pure Data Entry Members though, and therefore the Hash Total function can be switched ON and OFF selectively for some Users, as fits the needs.