

SOFTWARE LICENSE AND MAINTENANCE AGREEMENT FORM

1. Agency Contract Number		2. DGS Solicitation Number		3. Financial Coding		4. Agency Assigned Encumbrance Number			
5. Vendor Number			6. Project/Case Number			7. Alaska Business License Number			
This contract is between the State of Alaska,									
8. Department of Administration				Division Finance		hereafter the State, and			
9. Contractor hereafter the Contractor									
Mailing Address		Street or P.O. Box		City		State		ZIP+4	
<p>10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.</p> <p>ARTICLE 2. Performance of Service: Appendix A (General Provisions), Articles 1 through 15, governs the performance of services under this contract; Appendix B sets forth the indemnity and insurance provisions of this contract; Appendix C sets forth the terms and conditions; Appendix D sets forth the consideration and payment schedule; Appendix E sets forth the order schedule; and Appendix F sets forth the service level program.</p> <p>ARTICLE 3. Period of Performance: The period of performance for this contract begins _____, and ends _____, with three additional two-year terms (at the State's option) for a total possible ten-year term.</p> <p>ARTICLE 4. Considerations: In full consideration of the Contractor's performance under this contract, the State shall pay the Contractor a sum not to exceed \$_____ in accordance with the provisions of Appendix D.</p> <p>When billing the State, the Contractor shall refer to the Agency Contract Number and send the billing to:</p>									
11. Department of Administration				Attention: Division of Finance					
Mailing Address				Attention:					
P. O. Box 110204, Juneau, Alaska 99811-0204				Scot Arehart, Data Processing Manager					
12. CONTRACTOR				<p>14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.</p>					
Name of Firm									
Signature of Authorized Representative			Date						
Typed or Printed Name of Authorized Representative									
Title									
13. CONTRACTING AGENCY				Signature of Head of Contracting Agency or Designee			Date		
Department/Division Administration/Finance			Date						
Signature of Project Director				Typed or Printed Name Cheryl Lowenstein					
Typed or Printed Name of Project Director Kim J. Garnero				Title Director of Administrative Services, Department of Administration					
Title Director of Finance				NOTICE: This contract has no effect until signed by the head of contracting agency or designee.					

Approved as to form per AS 36.30.340: _____, Attorney General's Office

APPENDIX A GENERAL PROVISIONS

Article 1. Definitions

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

Article 2. Inspections and Reports

- 2.1 The department may, with reasonable notice given, inspect, in the manner and at reasonable times it considers appropriate, all the Contractor's facilities and activities pertinent to this contract.
- 2.2 The Contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes

Any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

Article 4. Equal Employment Opportunity

- 4.1 The Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The Contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The Contractor shall send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the Contractor's commitments under this article and post copies

of the notice in conspicuous places available to all employees and applicants for employment.

- 4.4 The Contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in a contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The Contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the Contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the Contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

Article 5. Termination

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. The State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination. If the State terminates for convenience, the State will not be able to recover fees paid for professional services rendered.

Article 6. No Assignment or Delegation

The Contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7. No Additional Work or Material

No claim for additional services, not specifically provided in this contract, performed or furnished by the Contractor, will be allowed, nor may the Contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8. Independent Contractor

The Contractor and any agents and employees of the Contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9. Payment of Taxes

As a condition of performance of this contract, the Contractor shall pay all federal, State, and local taxes incurred by the Contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10. Ownership of Documents

Excluding Licensed Software, all designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the Contractor. The Contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The Contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the Contractor may retain copies of all the materials.

Article 11. Governing Law

This contract is governed by the laws of the State of Alaska. All actions concerning this contract shall be brought in the Superior Court of the State of Alaska.

Article 12. Conflicting Provisions

- 12.1 Unless specifically amended and approved by the Department of Law the General Provisions of this contract supersede any provisions in other appendices.
- 12.2 In the event a conflict exists among the following agreements and/or documents that have been dually accepted by the State and Contractor, the order of precedence for conflict resolution is as follows:
- (1) General Provisions (Appendix A) and Indemnity and Insurance (Appendix B)
 - (2) Terms and Conditions (Appendix C)
 - (3) Consideration and Payment Schedule (Appendix D)
 - (4) Order Schedule (Appendix E)
 - (5) Service Level Program (Appendix F)
 - (6) The State of Alaska's Request for Proposals for Statewide Administrative Systems Replacement Project (RFP 2010-0200-9388), dated August 2, 2010, and as amended
 - (7) Contractor's Proposal, as modified during the Pre-award Phase, in response to the State of Alaska's Request for Proposals for Statewide Administrative Systems Replacement Project (RFP 2010-0200-9388), dated August 2, 2010, and as amended

The Contractor specifically acknowledges and agrees that provisions in any form it appends hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska that are not conditioned on legislative appropriation, or (3) seek to limit liability of the Contractor for acts of Contractor negligence, are expressly superseded by this contract and are void.

Article 13. Officials Not to Benefit

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14. Covenant Against Contingent Fees

The Contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the Contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

Article 15. Adverse Interests

During the term of this Contract and any renewals, the Contractor will not provide services nor enter into any agreement to provide services to a person or organization that has interests that are adverse to the State (as defined by the State). If the State believes that the Contractor is violating this paragraph, the State will notify the Contractor in writing. The State and the Contractor will meet and discuss the alleged violation within 30 days of such notice.

APPENDIX B¹ INDEMNITY AND INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Procurement Officer prior to beginning work and must provide for a thirty-day prior notice of cancellation, nonrenewal or material change of conditions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

APPENDIX C TERMS AND CONDITIONS

1. DEFINITION OF TERMS

- 1.1. **“Active User”** means a user or a person whose status is set to “active” in the system.
- 1.2. **“Agreement”** means this Software License and Maintenance Agreement, including all of its Appendices and all instruments supplementing, amending, or confirming this Agreement.
- 1.3. **“Amendment”** means written documentation between Contractor and State evidencing their agreement to change particular aspects of this Agreement.
- 1.4. **“Authorized Contact”** means the employees of the State, or designate(s), identified on the Order Schedule as authorized to contact Contractor regarding service requests or inquiries.
- 1.5. **“Confidential Information”** means any data, files, software, information or materials (whether prepared by State or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized, that is classified confidential as defined by State classification and categorization guidelines: (i) provided by State to Contractor or a Contractor agent or otherwise made available to Contractor or a Contractor agent in connection with this Agreement, or (ii) acquired, obtained or learned by Contractor or a Contractor agent in the performance of this Agreement. Examples of confidential information include, but are not limited to: technology, financial data, payroll data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc). The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.
- 1.6. **“Computer System”** means a computing environment, including servers, operating systems, database management systems, communications components, and necessary peripheral devices.
- 1.7. **“Contractor”** means [TO BE ADDED AFTER CONTRACTOR SELECTION] and its successors.
- 1.8. **“Cure Period”** means the 45 day period that begins when either party receives notice of a breach of the terms and conditions of this Agreement.
- 1.9. **“Customer”** means the State of Alaska.
- 1.10. **“Documentation”** means all help screens, or other documentation describing the operation of the Licensed Software, which are delivered (in printed or electronic form) with the Licensed Software by Contractor, any subsequent updates and new Releases of that documentation provided to State by Contractor, and any copies of that documentation. Documentation excludes all advertising, marketing materials, requests for proposal, proposals, demonstration materials and other promotional information.
- 1.11. **“Go-Live”** means the date upon which State first uses the Licensed Software for Productive Use.
- 1.12. **“Hardware”** means the computing equipment upon which the Licensed Software operates.
- 1.13. **“Licensed Software”** means Contractor’s proprietary application software identified in the Order Schedule (Appendix E of this Agreement), including all modifications and enhancements thereof.

- 1.14. **“Licensed User”** means a person who is authorized by the State to use the Licensed Software and who has an ID (profile) and password.
- 1.15. **“Maintenance”** means the type and level of maintenance and support services described in the Service Level Program (Appendix F of this Agreement) and Section 3 below.
- 1.16. **“Malfunction”** means a defect of the Licensed Software that degrades its use. Three levels of Malfunction classifications (Type A, Type B, and Type C) are defined in Appendix F.
- 1.17. **“Material Malfunction”** means an error, bug, or discrepancy that delays or inhibits the primary functionality of the Licensed Software or a Malfunction that has the potential to corrupt software data; also an accumulation of non-material Malfunctions that, considered together, satisfies the standard for materiality. Includes all Type A Malfunctions as defined in Appendix F.
- 1.18. **“Order Schedule”** means the Order Schedule (Appendix E of this Agreement) entered into by Contractor and State.
- 1.19. **“Productive Use”** means the Licensed Software is being used by State in a production environment.
- 1.20. **“Release”** means each issuance of the Licensed Software, identified by the numeral to the left of the leftmost decimal point in the Licensed Software’s version designation (i.e., 5.1.0 designates the Licensed Software as part of Release 5).
- 1.21. **“Software Final Acceptance”** means the date upon which State certifies that the Licensed Software is functioning in Productive Use, for all intended users, without Malfunction, after all acceptance testing, including final acceptance testing, is complete.

2. LICENSED SOFTWARE TERMS AND CONDITIONS

2.1. License Grants, Restrictions, and Ownership

2.1.1. License Grant

Subject to the terms of this Agreement and its properly executed schedules and amendments, Contractor grants State the right to a perpetual, non-exclusive, non-sub-licensable, non-transferable license to use the Licensed Software only for the State’s own internal use.

State may make copies of the Licensed Software and Documentation as needed to operate development, test, training, and back up environments. There will be no restriction on the number of users in non-production environments.

2.1.2. Material License Restrictions

State may not use, copy, modify, or distribute the Licensed Software or any portion thereof, or knowingly allow another party to do so, except as expressly permitted hereunder, or attempt or knowingly allow another party to attempt to decompile, reverse engineer, hack or otherwise gain unauthorized access to, use or modify the source code for the Licensed Software.

State may use the Licensed Software only to process State’s own data and only for State’s internal operations, and not for the benefit of any third party.

State may not use the Licensed Software for any illegal purpose or in violation of any applicable law.

2.1.3. Additional License Restrictions

State will not remove Contractor’s copyright notice or other proprietary legends and labels from any Documentation or copies.

State will permit Contractor to audit State's use of the Licensed Software and, no more than once per calendar year, to inspect the computer system during normal business hours upon reasonable notice to verify State's compliance with the terms hereof.

2.1.4. Title and Proprietary Rights

Contractor and its licensors are the sole and exclusive owners of all right, title, and interest in the Licensed Software, and of all patent rights, copyrights, trade secret rights, and other proprietary rights associated with the Licensed Software, including all portions, copies, or modifications.

Title to the physical media for the Licensed Software vests in State upon Contractor's shipment to State.

2.2. Limited Software Warranty

2.2.1. Malfunction Correction

Contractor warrants that it will correct Malfunctions in the Licensed Software; provided that: (a) any Malfunction for which State seeks warranty service is reproducible, (b) State is using the Licensed Software in accordance with Contractor's guidelines and system requirements, (c) Software Final Acceptance has not occurred or State is a current subscriber to the Software Service Level Program, and (d) a Malfunction for which State seeks warranty service is not caused by third party software or hardware or changes to the Licensed Software made by any party other than Contractor or its authorized representative, except for third party software or hardware Contractor required in order to operate Contractor's products and services. Contractor agrees that Type A Malfunctions will be given its highest priority with the problem corrected as soon as practicably possible using its most qualified, experienced, and knowledgeable resources.

2.2.2. Malfunction Analysis

Contractor warrants that it will assist with identifying the cause of Malfunctions for which the State seeks Warranty service. If analysis determines that Malfunction is not the responsibility of the Contractor, State will reimburse Contractor for time spent at its then current hourly rates.

2.2.3. Intellectual Property Rights

The Contractor warrants that the Licensed Software does not infringe the intellectual property rights of others and that Contractor has the full right, authority and power to enter into this Agreement and to grant to the State the Licenses and rights conveyed by this Agreement and that the performance of Contractor's obligations hereunder does not breach or violate any agreement or other obligation to which Contractor is bound. Except as otherwise expressly advised prior to the effective date of this agreement, on or prior to the effective date, there is no demand, claim, lien, suit, action, or other proceeding that jeopardizes Contractor's ability to enter into this Agreement or perform its obligations hereunder. To the extent that a proceeding arises during the term of this Agreement, Contractor shall promptly notify State of the existence of such proceeding.

2.2.4. Protection Features

Contractor warrants that the Licensed Software, with the exception of product identified as third-party product on the Order Schedule, contains no protection features, contaminants, computer viruses, time locks, time bombs, back doors, trojan horses, or other software routines, codes, or instructions including any clock, timer, counter, or other limiting or disabling code that would cause any component of the Licensed Software or data generated there from to be modified, deleted, damaged, or otherwise rendered incapable of performing or otherwise limit or restrict the State from using the Licensed Software, or any part thereof. This restriction includes software routines designed to disable a computer program automatically or under the positive control of a person other than a State-authorized user.

2.2.5. Technical Currency

Contractor warrants that the Licensed Software will remain technically current and will not require State to use third-party database software, network technology, computing hardware, or operating systems that are not supported by their respective manufacturers or that require the payment of a maintenance premium for annual support.

2.2.6. Merchantability and Fitness Warranties

Contractor warrants that the licensed software and any part thereof is merchantable and fit for the purposes represented in Contractor's response to RFP, demonstration materials, this agreement, and the separate agreement for implementation services.

2.3. Licensed Software Exchange

As long as a current Agreement is in place, Contractor shall fulfill State's request to exchange the Licensed Software for other available Contractor-owned software products that have pricing, features, and functionality substantially similar to those products licensed by State. Such determination shall be under the control of the State.

3. SERVICE LEVEL PROGRAM TERMS AND CONDITIONS

3.1. Maintenance Services

While the State has a Service Level Program in effect, Contractor will directly provide to the State Maintenance for the Licensed Software. Contractor warrants that Maintenance will include the following (collectively, the "Maintenance Services"):

- a. Make available to the State general technical information and assistance with problem determination, isolation, verification, and resolution during the hours and on the terms specified in the purchased Service Level Program, attached hereto as Appendix F.
- b. Correct Malfunctions in the Licensed Software in accordance with the terms specified in the purchased Service Level Program, attached hereto as Appendix F.
- c. Provide the State updates, program patches, and instructions for its implementation and use.
- d. Provide the State with new Releases of the Licensed Software at no additional cost when generally made available to all customers.
- e. Modify or upgrade the Licensed Software as reasonably necessary and commercially practical so that it can be configured to conform to material changes in applicable federal and state laws.

Contractor will not materially degrade its Maintenance practices while a Service Level Program is in effect.

3.2. Support for Prior Releases

While the State has a Service Level Program in effect, Contractor will provide Maintenance in accord with the purchased Service Level Program for: (1) each Release while it is current and (2) the immediate prior Release of that Licensed Software for at least 36 months after general availability of the subsequent Release.

3.3. Malfunction Classification

Contractor will maintain staffing sufficient to resolve Malfunctions 24 hours a day, 365 days a year. While the State has a Service Level Program in effect, the State will classify Malfunctions and the Contractor will provide the minimum service levels and timelines as follows:

- 3.3.1 **Standard service hours – Monday-Friday 8:00 am to 5:00 pm Alaska standard time, excluding State holidays.** During these times, while the maintenance and support program is in effect, Contractor will provide minimum service levels and timelines as follows:

Type A Malfunction – Contractor will respond to all reported Type A Malfunctions within 30 minutes of receiving notification of the Type A Malfunction. Correction of this type of Malfunction will begin immediately. Contractor will assign qualified technical staff for continuous work until the reported Malfunction has been resolved. If such a problem is not resolved within eight hours after receipt of a Type A Malfunction notice from State, Contractor will escalate its efforts toward resolution by adding staff and/or sending technical/support staff to the State’s location.

Type B Malfunction – Contractor will respond to all reported Type B Malfunctions within two hours of receiving notification of the Type B Malfunction. This type of Malfunction will be corrected within two business days.

Type C Malfunction – Contractor will respond to all reported Type C Malfunctions within four hours of receiving notification of the Type C Malfunction. This type of Malfunction will be corrected by Contractor within five business days.

- 3.3.2. **After hours service – Monday-Friday before 8:00 am and after 5:00 pm Alaska standard time, on weekends, and State holidays.** During these times, while the maintenance and support program is in effect, Contractor will provide minimum service levels and timelines as follows:

Type A Malfunction – Contractor will respond to all reported Type A Malfunctions within two hours of receiving notification of the Type A Malfunction. Correction of this type of Malfunction will begin immediately. Contractor will assign qualified technical staff for continuous work until the reported Malfunction has been resolved. If such a problem is not resolved within the sooner of 16 hours after receipt of a Type A Malfunction notice from State, or within eight hours after the start of the next State regular business day, Contractor will escalate its efforts toward resolution by adding staff and/or sending technical/support staff to the State’s location.

Type B Malfunction – Contractor will respond to all reported Type B Malfunctions within two hours after the start of the next regular State business day. This type of Malfunction will be corrected within one business day after that start.

Type C Malfunction – Contractor will respond to all reported Type C Malfunctions within four hours after the start of the next regular State business day. This type of Malfunction will be corrected within five business days after that start.

- 3.3.3. **Malfunction classifications – “Malfunction” means a defect of the Licensed Software that degrades its use. Three levels of malfunction classifications are:**

Type A Malfunction – This is an error, bug, or discrepancy that delays or inhibits the primary functionality of the Licensed Software or a Malfunction that has the potential to corrupt licensed software data.

Type B Malfunction – This is a defect of the Licensed Software that degrades its use, including defects that cause the software to produce incorrect results.

Type C Malfunction – This is a defect that causes only minor impact on the use of the software. This includes all Malfunctions that are not considered Type A or Type B.

3.4. Operating Environment

Contractor will provide all identified support levels for State's Computer System for a minimum of five years from the date the State issues its Software Final Acceptance. The Contractor may decertify for State's Computer System at any time prior to the expiration of this five-year period, if Contractor, at no cost to the State, moves the State to a Computer System of the State's choice that is then certified by the Contractor. This will include the purchase, installation and configuration of the new Computer System and of the Contractor's hardware and software products into the new Computer System, including baseline and all interfaces, conversion of data from the unsupported Computer System to the new Computer System, and training necessary to operate and maintain the system in the new Computer System.

3.5. Term and Renewal

The initial term for the chosen Service Level Program will begin upon Productive Use of the Licensed Software and end four years later. The State may renew for three additional two-year terms unless the State notifies Contractor of non-renewal at least one month before the renewal date.

Contractor will invoice for Maintenance fees for the State's Licensed Software annually. At least two months before the expiration of each year of Maintenance, Contractor will provide to the State an invoice for the Maintenance fees for the State's Licensed Software for the following year.

If Maintenance has terminated and State desires to reinstate Maintenance, Contractor will promptly reinstate Maintenance if State pays Contractor: (a) all outstanding undisputed invoices, (b) the Maintenance fees for the next Renewal Term, and (c) a reinstatement fee equal to the amounts that the State would have paid had there been no gap in Maintenance coverage.

Contractor agrees to continue to offer Maintenance to State so long as the Licensed Software remains eligible for Maintenance under Contractor's standard Maintenance practices and/or Contractor continues to make Maintenance available for the Licensed Software to other Contractor customers. Contractor will provide the State not less than six months prior written notice if the Contractor generally discontinues offering Maintenance to customers of the licensed products and services. The Contractor will not provide this notice during the initial five years following Software Final Acceptance.

3.6. Termination of Maintenance for Convenience

State may elect to terminate Maintenance at any time effective upon thirty days written notice to Contractor. If State has prepaid Maintenance fees as of the date of termination, Contractor will refund to State the unearned portion of those prepaid Maintenance fees up to the date of Contractor's receipt of the notice of termination.

4. GENERAL TERMS AND CONDITIONS

4.1. Fees and Payment Terms

Except as otherwise specified in the Order Schedule, all undisputed invoices are payable in U.S. dollars within thirty days from the date of Contractor's invoice.

4.2. State Responsibilities and Access

State will reasonably cooperate with Contractor and will:

- a. Give Contractor physical access to State's site during normal working hours (or as otherwise agreed), and office space and equipment, telephone service, programming

- facilities, and other reasonable administrative and infrastructure support as needed for Contractor to deliver services;
- b. Give Contractor remote Internet access to the servers on which the Licensed Software resides;
 - c. Make available knowledgeable State staff to answer questions and make decisions when necessary relating to the business and functional aspects of the services being performed by Contractor;
 - d. Provide timely responses and approvals to Contractor;
 - e. Conduct regular backups of the Licensed Software servers and all related State data, with backups made available to Contractor if needed for data restoration;
 - f. Give Contractor reasonable notice before (1) implementing major updates to the operating system or database management system supporting Licensed Software, (2) moving Licensed Software to a server with different processor characteristics, or (3) Hardware on which the Licensed Software resides is moved to a new location in the network.

Contractor shall comply with all of State's security procedures regarding such access. Contractor shall use such access solely for performing its obligations hereunder and Contractor shall be liable for any breach of State's systems arising from Contractor's access or use of State's passwords or access rights.

4.3. Confidentiality

Contractor agrees that all Confidential Information shall be used only for purposes of providing the Licensed Software and performing the services specified herein and shall not disseminate or allow dissemination of Confidential Information except as provided for in this section. Contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the Confidential Information. "Reasonable care" means compliance by Contractor with all applicable federal and State laws, including the Social Security Act (SSA) and the Health Insurance Portability and Protection Act (HIPPA). Contractor must promptly (within 24 hours) notify the State in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

If Confidential Information is requested to be disclosed by Contractor pursuant to a request received by a third party and such disclosure of the Confidential Information is required under applicable State or federal law, regulation, governmental or regulatory authority, Contractor may disclose the Confidential Information after providing State with written notice of the requested disclosure (to the extent such notice to State is permitted by applicable law) and giving the State opportunity to review the request. If Contractor receives no objection from the State, it may release the Confidential Information within 30 days. Notice of the requested disclosure of Confidential Information by Contractor must be provided to the State within 24 hours after Contractor's receipt of notice of the requested disclosure and, upon request of the State, Contractor shall seek to obtain legal protection from the release of the Confidential Information.

4.4. Limitation of Liability

Except for (a) the Contractor's indemnity obligations hereunder, (b) the Contractor's breach of its confidentiality obligations, or (c) damages arising out of the Contractor's intentional misrepresentation, gross negligence or willful misconduct, both parties agree that the Contractor's liability for any damages relating to this Agreement shall not exceed the greater of (1) 1.75 times the fees payable to the Contractor as provided for herein, or (2) 1.75 times the actual amounts received by the Contractor during the term.

4.5. Remedies

4.5.1. State Remedies

Contractor is responsible for the cure of all breaches of the Limited Software Warranty (Section 2.2 of this Appendix) and/or Service Level Program Terms and Conditions (Section 3 of this Appendix) within the Cure Period. All such cures shall maintain the same or substantially similar levels of performance and capability of the Licensed Software.

If Contractor does not comply with the Limited Software Warranty or Service Level Program Terms and Conditions within the Cure Period, State may recover damages of the types and within the limitations established in this Agreement.

4.5.2. Contractor Remedies

- a. If State fails to cure a breach of the Material License Restrictions (Section 2.1.2) within the Cure Period, Contractor's sole and exclusive remedy is to, at Contractor's option, suspend or terminate this Agreement.
- b. If State fails to pay an undisputed invoice for the Licensed Software within 30 days of notice of late payment, Contractor's sole and exclusive remedy is to, at Contractor's option, suspend or terminate this Agreement.
- c. If State fails to pay an undisputed invoice for Maintenance Services within 30 days of notice of late payment, Contractor's sole and exclusive remedy is to, at Contractor's option, suspend or terminate Maintenance Services.
- d. If Contractor learns that the State has exceeded the maximum number of Licensed Users under this Agreement, State shall, at its discretion, either:
 - (i) Remove unauthorized users from the Licensed Software to comply with this Agreement
 - (ii) Purchase additional licenses in accord with Appendix D
- e. All other uncured State breaches shall be subject to the dispute resolution process.

4.6. Breach of Agreement

The failure of a party to enforce any right under this Agreement may not be deemed a waiver of any subsequent breach of this Agreement.

No delay, failure, or default in performance of any obligation by either party, except obligations to make payments hereunder, constitutes a breach of this Agreement to the extent caused by events beyond the reasonable control of the defaulting or delayed party.

4.7. Communications

All binding communications between the parties under this Agreement must be in writing and sent by personal delivery or by receipted delivery service to State or Contractor at the respective addresses set forth below:

State of Alaska	[Contractor Name]
Division of Finance	[Contractor's address]
P. O. Box 110204	[Contractor's address]
Juneau, Alaska 99811-0204	[Contractor's address]
Attn: Scot Arehart	

4.8. No Hire of Certain Employees

Contractor agrees that until one year after the termination and non-renewal of the Maintenance Period, Contractor will not hire, employ, retain (directly or indirectly), or contract for services directly with any current or former employee of State, without receiving prior written consent from State.

4.9. Effective Date

Although executed between the parties at or near the time of commencement of the implementation phase of Contractor's products and services, and although the parties acknowledge that they are bound by the terms of this Agreement, this Software License and Maintenance Agreement shall not commence until the State issues its written Software Final Acceptance.

APPENDIX D CONSIDERATION AND PAYMENT SCHEDULE

LICENSE FEES

1. Upon execution of this Agreement (20%): \$[TO BE INSERTED AFTER CONTRACTOR SELECTION]
2. Upon satisfaction of Licensed Software delivery requirements (80%):\$[TO BE INSERTED AFTER CONTRACTOR

Unless Contractor is notified in writing of specific Malfunctions, the State shall provide written certification of satisfaction of Licensed Software delivery requirements 90 days after:

1. Representative samples of all user roles are employing the Licensed Software to support the finance, procurement, and human resources functions of the State:
 - a. Staff from the legislative, judicial, and executive branches
 - b. Staff from every department in the executive branch
 - c. Staff from each bargaining unit
2. Representative staff from all geographic locations specified in the project plan is employing the Licensed Software to support the finance, procurement, and human resources functions of the State.

In the event that one or more of the above delivery requirements are not met due to a delay caused by the State that is unrelated to the functioning of the Licensed Software, the State shall provide written certification of satisfaction of Licensed Software delivery requirements 90 days after the last of the above delivery requirements is met prior to the delay, unless Contractor is notified in writing of specific Malfunctions.

In the event of a failure in performance resulting from acts beyond the reasonable control of either party including, acts of war or of the public enemy, riots, fire, flood, or other natural disaster, strike, walkout, communication line or power failure, failure in operability or destruction of the State's Computer System or failure or inoperability of any software other than the Licensed Software, certification of satisfaction of Licensed Software delivery requirement shall be provided so long as:

1. The software has been in Productive Use for a minimum of 90 days
2. The Contractor has not been notified in writing of specific Malfunctions

Any applicable delivery schedule shall be extended by a period of time equal to the time lost because of any such delay.

In the event that the Contractor is notified of specific Malfunctions, the 90-day period shall begin again once all identified Malfunctions have been corrected.

ANNUAL SUPPORT AND MAINTENANCE FEES

Contractor will invoice State based on the payment schedule set out below. State will pay the invoices based on the terms of the Agreement. Year 1 payment will be due upon installation of initial configured software ready for test. Succeeding payments will be due every 12 months thereafter for initial four-year term, and annually thereafter for subsequent renewals.

Payment Amount	
Year 1	\$(TO BE INSERTED AFTER CONTRACTOR SELECTION
Year 2	\$(TO BE INSERTED AFTER CONTRACTOR SELECTION
Year 3	\$(TO BE INSERTED AFTER CONTRACTOR SELECTION
Year 4	\$(TO BE INSERTED AFTER CONTRACTOR SELECTION
Year 5*	Year 4 +CPI
Year 6	Year 5
Year 7*	Year 6 +CPI
Year 8	Year 7
Year 9*	Year 8 +CPI
Year 10	Year 9

*Upon contract renewal, Contractor may request price adjustments 30 days prior to the renewal date as described in section 3.01 of the RFP. In no event should any maintenance fees for any software products be increased during the period covered by this contract and in any year thereafter by more than the lower of: (a) three percent (3%) of the previous year's maintenance fees, or (b) the increase in the U.S. Consumer Price Index (CPI-U for Urban Consumers, All Items, Anchorage Area) as published by the U.S. Department of Labor. Notwithstanding the foregoing, in no event should the maintenance factor used to calculate the annual maintenance fees exceed the "then current" factor in effect used generally by the Contractor to calculate annual maintenance fees for other licensees in the United States.

ADDITIONAL LICENSES

The State shall have the right to purchase additional licenses as needed at the same unit price in the Order Schedule, with adjustments for CPI applied the fourth year after signing of this Agreement and every two years thereafter.

The State shall pay additional Maintenance at the applicable percentage for the Maintenance program in which the State is enrolled at the time of purchase. When additional licenses are purchased during a then-current Maintenance period, fees shall be prorated to reflect the amount due for the remainder of the Maintenance period.

**APPENDIX E
ORDER SCHEDULE**

[TO BE INSERTED AFTER CONTRACTOR SELECTION]

**APPENDIX F
SERVICE LEVEL PROGRAM**

[TO BE INSERTED AFTER CONTRACTOR SELECTION]

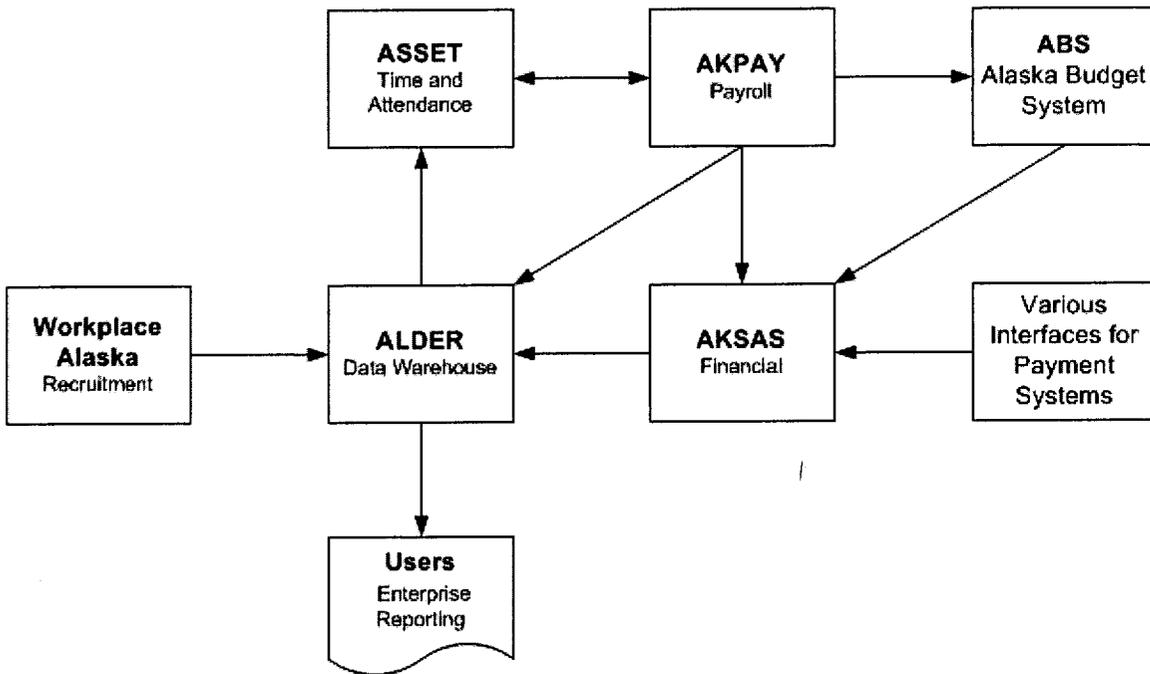
ATTACHMENT I APPLICATIONS AND INTERFACES

Applications.....	3
ABS - Alaska Budget System.....	4
AKSAS - Alaska Statewide Accounting System.....	4
AKPAY- Alaska Statewide Payroll System.....	5
ALDER - Alaska Data Enterprise Reporting.....	6
ASSET - Alaska Statewide System for Employee Time	7
ResX – Travel Arrangement Software	8
DATABASICS – Travel Expense Management System	8
Procurement Spreadsheets and Databases	8
Vendor System.....	8
Procurement Officer Certification and Training Program.....	9
LMS – Lease Management System and LPS – Lease Projection System	9
Maximo.....	9
State Property System	10
SURDATA	10
WebCash	10
WorkPlace Alaska.....	11
TrainAlaska	11
OPD – Online Position Description System	11
Grievance Tracking System.....	12
Personnel Databases – Exit Survey.....	12
Personnel Databases – My Phone Book	12
Personnel Databases – Issues Tracking and Bargaining Unit Appeals.....	12
Retirement and Benefit Systems – Combined Retirement System (CRS)	13
Retirement and Benefit Systems – Deferred Compensation Plan (DCP).....	13
Retirement and Benefit Systems – Supplemental/Select Benefits System (SBS).....	13
AKSAS High Level Diagram	15
Standard AKSAS Mainframe Transaction Root Area Layout.....	16
Standard AKSAS Mainframe Transaction Batch Header Record Layout	21
Standard AKSAS Mainframe Transaction File Control Record Layout.....	22
Standard AKSAS Mainframe Transaction File Financial Distribution Segment Layout	23
Standard AKSAS Mainframe Transaction File Reference Segment Layout.....	26
Standard AKSAS Mainframe Transaction Add/Change Warrant Record Layout	28
Standard AKSAS Mainframe Transaction Add/Change Open Item Record Layout	32
Standard AKSAS Mainframe Transaction DOT/PF Time & Equipment Record Layout	35
AKSAS Batch Interface Process.....	36
AKSAS Interfaces	38
Standard ALDER Event File Root Area Layout.....	44
Standard ALDER Financial Reporting Segment Layout	47
Standard ALDER Reference Segment Layout.....	50

ALDER EH1 Record Layout.....	51
ALDER EH2 Record Layout.....	52
ALDER EH3/EH4 Record Layout.....	54
ALDER EH5/EH6 Record Layout.....	57
ALDER ESF Dump Record Layout.....	58
ASSET High Level Diagram.....	67
Y1 Record Layout (Header Record).....	68
Y5 Record Layout (Detail Record).....	73
AKPAY High Level Diagram.....	79
CDB Software – Delta Payroll Records.....	79
ERIS - Employee Record Inventory System.....	80
ACH Direct Deposit.....	80
OMB – Office of Management and Budget.....	80
DRB – Division of Retirement and Benefits.....	81
USERLOAD – Custom Interface.....	81
USERLOAD Record Layout.....	82
EDO – Employee Documents Online.....	84
TEI – Table Excel Interface.....	84
TDLT – Time Distribution Labor Distribution.....	84
MISC – Miscellaneous Interfaces.....	85

Current Administrative Systems Overview

Current Administrative Systems



Some of the State's major issues with its current administrative systems infrastructure are:

1. Lack of timely data exchange between systems and increased possibility for data discrepancy.
2. Heavy reliance on custom interfaces, controls, and reconciliation between stand-alone systems that involves a manual component.
3. Need for duplicate data entry for a single event in disparate systems.
4. Weak revenue accounting that does not include a customer record to track incoming payments.
5. Non-intuitive green screens for user interface and limited help functions.
6. Costly mainframe environment.
7. Existing applications have multiple programming languages, different database platforms, and are not easily modified to support changes in business processes.
8. Inconsistent approaches to security, including the fact that user access and authority is not controlled by a single point of entry.

Applications

Many of the State's administrative applications will be affected by the Administrative System Replacement project. Below is a description of each of these applications, and their current status as well as their planned status at the completion of the project.

Replacement of the legacy statewide accounting and payroll systems is a prime goal of the Administrative System Replacement project. A second but equally important goal is to introduce integrated automation to administrative functions where currently none exists. The stand-alone systems and databases that support procurement and facilities management in the Division of General Services, and those supporting the human resources function are examples of where enterprise solutions would benefit the State.

The primary and essential systems, along with interface requirements, are provided as a basis for future discovery and design with the final Contractor. In order to maintain business continuity and efficiencies the State continually adds, drops, or adjusts interfaces to meet ever changing requirements. The State and Contractor will perform an updated analysis and implementation design based on considerations that are unique to the selected solution.

ABS - Alaska Budget System

Business Process Owner	Office of Management and Budget, Office of the Governor
System Maintained By	Same
Application Access	Statewide
Year Implemented	1999
Technology Deployed	Client Server Application, PowerBuilder, Windows-based Server
Post-implementation Status	Interface with financial and human resources application; possible eventual decommission

ABS is the State's central budgetary development system used to develop and track the budgets and supporting documentation for State agency operating and capital budgets. It is meeting all major functional requirements and is adaptable to meet future demands. Its remaining useful life is estimated at ten years if technology demands do not change significantly.

ABS' primary areas of improvement are associated with its need to interface with the State's existing legislative budgeting system, as well as the statewide accounting and payroll systems.

- The data interface from the legislative budgeting system requires manual steps because ABS has a different perspective of the data with more mandatory data elements than those transmitted.
- A similar divergence in data perspectives exists between ABS and AKSAS.
 - Fund sources in ABS and revenue accounts in AKSAS are maintained in different structures.
 - Reimbursable Service Agreements (RSAs) are difficult to reconcile.
 - Multiyear appropriations have increased in use; however, budgetary and accounting systems are not designed to handle them easily.
 - Manual effort and decision-making are required to establish year-end final authorized and actuals reports.
- ABS maintains duplicate position data to AKPAY requiring manual manipulation during reconciliation.
- ABS and AKSAS run in parallel. Automated interfaces exist to load budgets into AKSAS, and to load AKSAS final authorized and actuals into ABS for preparing the subsequent year's budget.

These challenges represent system modifications, most of which are labor intensive. In particular, the lack of seamless integration between budget and accounting and payroll requires manual manipulation during reconciliation. As the life of the system is extended, more technical and functional difficulties will arise and the only solutions will be external to ABS. In 2003, the technology supporting ABS was not considered an inhibitor to its viability. In 2004, the State updated its hardware to support the ABS DB2 database onto a new Windows-based server. At present, the ABS platform uses PowerBuilder client/server application. However, OMB has expressed the interest in centralizing its application.

The State developed and implemented this system. ABS is not externally marketed; therefore, the State retains all the risk of maintaining the viability of the system.

AKSAS - Alaska Statewide Accounting System

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	1985
Technology Deployed	COBOL and Natural; ADABAS hosted on IBM mainframe

Post-implementation Status	Decommission
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AKSAS is the State's central general ledger, budgetary control, project, contract, grant accounting, voucher preparation, and disbursement system. The system meets all major functional requirements, but lacks flexibility for making desired improvements. The system is not easily changed, or adaptable to meet future demands. Its remaining useful life can be estimated at five years. Because of the system's high priority for viability, its complexity, its scope within State government, and the size of its user community, the five-year window of useful life makes this a critical driver for system change. Functional demands, technology limitations, and IT support considerations already are forcing the desire for significant change.

The State developed and implemented this system working with Price Waterhouse. It is built on older technologies that constitute closed architectures. Because the system is not marketed externally, the State retains all the risk of maintaining the system. This leads to the primary problem facing the State with respect to AKSAS - vulnerability for application support. The system is a COBOL and Natural application running on ADABAS. This architecture is becoming harder for the State to support because the skills required to maintain them are not mainstream. As a rule, information systems professionals are not developing these skills. The State is taking on more of the responsibility to develop these skills internally as time goes on. As the age of State resources approach retirement, the critical nature of obtaining these skills will greatly increase.

AKSAS' primary areas needing improvement are associated with the limitations its technology base presents given current user expectations. This condition is consistent with expectations given that the system is approaching the end of its useful life. There are several areas where user expectations of the system are not met.

- Interfaced payroll information is not available within AKSAS. Summarized payroll entries are posted for payroll charges; entries default to agency suspense financial structures when there are problems.
- Navigating within AKSAS can be difficult for the casual user to learn.
- System administration is highly complex and lacks flexibility (e.g., 30,000 table entries are required to define security for authorization and certification).
- Limited ability to document or cross reference transactions internally within the system.
- Inadequate memo posting to transactions.
- No reference information for adjusting journal entries.
- Lack of online help and other user assistance technology makes system difficult for users to understand without expert assistance.

These challenges represent system modifications, most of which are not achievable in the current system. As the life of the system is extended, more technical and functional difficulties will arise and the only solutions will be external to AKSAS. The technology supporting AKSAS is an inhibitor to its viability.

AKPAY- Alaska Statewide Payroll System

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	1990
Technology Deployed	COBOL, SAS, and Natural; DB2 hosted on IBM mainframe
Post-implementation Status	Decommission

AKPAY is the State's central payroll system. It is used to administer the payroll for 16,500 employees in either semi-monthly or bi-weekly payroll cycles. Employees are distributed among thirteen bargaining units, each with different pay and benefit packages. Historically, time and attendance procedures varied across the State, but the implementation of ASSET is standardizing much of this activity.

AKPAY is meeting all major functional requirements, but significant improvements are desired. The system is

not easily changed, nor adaptable to meet future demands. Its remaining useful life can be estimated at five years; although this is dependent on an external vendor, Empower. Because of the system's high priority for viability, its complexity, its scope within State government, and the size of its user community, the five-year window of useful life makes this a critical driver for system change. Functional demands, technology limitations, and IT support considerations already are forcing the desire for significant change.

This system is built on older technologies that constitute closed architectures. The State has the risk of determining the viability of the system through the vendor's ability to support the system. It is a COBOL and SAS application running on DB2. Empower has 40 clients for its payroll system, with its client base decreasing as recent clients have moved to ERP-type software. The future rate of decline in Empower's customers cannot be predicted with certainty, but the trend has a high probability of continuing. The State invests heavily in the maintenance of AKPAY in addition to vendor support. Nearly 40% of the code the State uses is custom modifications written in SAS and COBOL. Thus, AKPAY faces the same support resources challenges as AKSAS.

AKPAY has several areas needing improvement. A lengthy backlog exists for making changes to the payroll system to support various enhancements and changes such as those for negotiated union contracts. This backlog exists because there are not enough human resources to make the changes in addition to normal maintenance and critical enhancements. Various manual efforts are performed to compensate for the backlog of changes. There are significant areas where user expectations of the system are not met, some of which are being met with ASSET and ALDER. Remaining issues include:

- Lack of functionality to project time expectations and compare these against actuals for managing budgets.
- Complex business rules cannot be implemented through system configuration and require custom code and process engineering.

These challenges represent system modifications that are not achievable in the current system. As the life of the system is extended, more technical and functional difficulties will arise and the only solutions will be external to AKPAY. The technology supporting AKPAY is an inhibitor to its viability.

ALDER - Alaska Data Enterprise Reporting

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Division of Finance/Enterprise Technology Services
Application Access	Statewide
Year Implemented	2008
Technology Deployed	Business Objects XI, Oracle, Microsoft SQL Server, operating on a Windows and Solaris multi-tier server platform
Post-implementation Status	Interface for reporting

The ALDER system project began implementation in July 2006 and is scheduled to be completed during 2010. It is the enterprise reporting system for financial information, and will soon be the same for payroll, human resources, and recruitment data.

The fundamental goal of the ALDER system is to provide an improved and secure reporting platform that spans multiple systems so that consistent information is available to users. The ALDER data warehouse will also provide an archival system for legacy data contained in administrative systems that may be replaced, thus maintaining a central repository that continues to provide operational information. Replacement projects for State administrative systems will be able to leverage the ALDER data warehouse user base, who have already acquired report development skills; hence, the State's interest in maintaining ALDER for future growth.

The ALDER project is defined into four increments:

- Increment 1 – Establish financial reporting capability using the data warehouse.
 - Ten years of current and historic financial data (AKSAS) extracted, transformed, and loaded.

- o Completed in October 2008.
- Increment 2 – Extend the financial reporting capability and establish HR-Payroll reporting using the data warehouse.
 - o 1990 to current HR-Payroll data (AKPAY) will be extracted, transformed, and loaded.
 - o Consolidation of legacy CHEQ, labor distribution, and leave data from their respective systems.
 - o Completed in July 2010.
- Increment 3 – Extend HR-Payroll reporting capability using the data warehouse.
 - o 1997 to current recruitment data (WorkPlace Alaska) will be extracted, transformed, and loaded.
 - o Scheduled for completion in 2010.
- Increment 4 – Establish data warehouse production server redundancy.
 - o The ALDER system will become mission critical. As a result, the State intends to provide a redundant data warehouse system in Anchorage as part of the ALDER project.
 - o Completed March 2010.

The business intelligence toolset used to develop the ALDER system is externally marketed; therefore, the State does not retain all risk of maintaining the viability of the system. The technology supporting ALDER is not an inhibitor to its viability. Technology supporting the infrastructure of the ALDER system contains components that have a history of continuing to evolve with technical enhancement.

ASSET - Alaska Statewide System for Employee Time

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Division of Finance/Enterprise Technology Services
Application Access	Statewide
Year Implemented	Planned for 2011
Technology Deployed	Application software licensed by TimeLink International Corp., Apache, JBoss J2EE, Crystal Reports, Microsoft Windows Server, Microsoft SQL Server.
Post-implementation Status	Interface time and attendance with financial and payroll applications

ASSET is currently mid-point in implementation, with phased deployments scheduled for summer/fall 2011. ASSET is the State of Alaska’s implementation of TimeLink time and attendance software that provides direct user interfaces to collect information required for payroll processing. It is anticipated that the vast majority of time and attendance information for all 16,500 employees will be collected through ASSET using web access, time clocks, or other methods.

ASSET is standardizing a wide variety of manual processes across State agencies, and change management will be a key factor in its success. It is addressing some of the historic unmet user expectations related to payroll:

- Time recording was a very difficult, labor-intensive, and varying process throughout State agencies.
- Dual recording was required, first capturing data from employees, then transformation by agencies for entry into the payroll system.
- Shift differentials and other premium pay had to be manually calculated and entered.
- The Marine Highway payroll is very complex. Payroll for three marine labor unions have varying work rules and their effect on pay, master agreement, supplemental agreements, letters of agreement (LOA), and related practices were not uniform nor consistently documented.

Like ALDER, the application underlying ASSET is externally marketed; therefore, the State’s risk for viability is dependent on the continued support of the vendor. The technology supporting ASSET is not an inhibitor to its viability. Technology supporting the infrastructure of the ASSET system contains components that have a history of continuing to evolve with technical enhancement.

ResX – Travel Arrangement Software

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	2009
Technology Deployed	Software as a service from vendor
Post-implementation Status	Interface with human resources application

ResX is an application for creating online travel arrangements. The State implemented this software within its E-Travel Office for all Executive Branch agencies last year. Traveler profiles, which include organizational and credit card information, are maintained within ResX. This software is provided by a third-party vendor as a service under the State's travel management contract. The State's risk for viability is dependent on the continued performance of the vendor.

DATABASICS – Travel Expense Management System

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	Planned for 2011
Technology Deployed	Software as a service from vendor
Post-implementation Status	Interface with financial application

DATABASICS is an application for travel expense management. The State is poised to begin implementation of this software to process travel expense reimbursements. It will integrate with the ResX software currently used for travel arrangements. DATABASICS will be provided by a third-party vendor as a service under the State's travel management contract. The State's risk for viability is dependent on the continued performance of the vendor.

Procurement Spreadsheets and Databases

Business Process Owner	Division of General Services, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	1999
Technology Deployed	MS-Access and MS-Excel tracking systems
Post-implementation Status	Decommission

These are departmental systems used to track various purchasing activities. They meet some major functional requirements and are adaptable to meet future demands. The technology supporting these databases is not an inhibitor of future viability, however using desktop applications for enterprise services is not a best practice solution. Because these applications are not marketed externally, the State retains all the risk of maintaining their viability.

Vendor System

Business Process Owner	Division of General Services, Department of Administration
System Maintained By	Enterprise Technology Services
Application Access	Departmental
Year Implemented	2000
Technology Deployed	Application layer: Unix server; database layer: Oracle on Linux VM Bubble on IBM mainframe
Post-implementation Status	Decommission

The Vendor System is a departmental application used to track information for vendor lists and mailing labels. This data is not currently integrated with the AKSAS vendor file. It is meeting most major functional requirements and is adaptable to meet future demands. The technology supporting this application is not an inhibitor of future viability. Because this application is not marketed externally, the State retains all the risk of maintaining its viability.

Procurement Officer Certification and Training Program

Business Process Owner	Division of General Services, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	2001
Technology Deployed	PowerBuilder
Post-implementation Status	Interface training records with human resources application

The Procurement Officer Certification and Training Program is a departmental system used to track statewide certification and training for individuals with delegated purchasing authority. It is meeting most major functional requirements and is adaptable to meet future demands. At one time, there was an expectation that the system would be integrated with TrainAlaska; however, TrainAlaska will not satisfy all functional requirements for provision certificates, certification tracking, and movement of employees between divisions/departments. Supporting this application is not an inhibitor of future viability. Because this application is not marketed externally, the State retains all the risk of maintaining its viability.

LMS – Lease Management System and LPS – Lease Projection System

Business Process Owner	Division of General Services, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	2003
Technology Deployed	Oracle platform and Java software
Post-implementation Status	To be determined

The Lease Management System and the Lease Projection System are departmental systems that track basic information regarding leased and State-owned real estate. They do not meet most major functional requirements and are not adaptable to meeting future demands. The technology supporting these applications is not an inhibitor of future viability. Because these applications are not marketed externally, the State retains all the risk of maintaining their viability. The Division of General services has been evaluating a web-based software solution for integrated asset management that would ultimately replace the leasing subsystems.

Maximo

Business Process Owner	Division of General Services, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	2003
Technology Deployed	MRO software – IBM, J2EE (Java 2 Enterprise Edition) platform
Post-implementation Status	To be determined

The Maximo System is a departmental system used to track preventative maintenance and project facility needs. It meets major functional requirements; however, there is dissatisfaction with using the system. This dissatisfaction could stem from lack of skills in using the system or the product not being the correct fit for General Services. Maximo is a leading product in the Enterprise Asset Management software solution market. It is highly viable and used widely in the facilities management field. The technology supporting this application is not an inhibitor of future viability. Because this application is strongly marketed externally, the State risk of

maintaining viability is limited to monitoring the vendor and the product's performance in the industry. Further study has been ongoing to determine Maximo's fit for the State. The Division of General services has been evaluating a web-based software solution for integrated asset management that would ultimately replace Maximo. An externally-hosted, scalable, customizable system that interfaces readily with the State's accounting system modules would satisfy the greatest variety of demands for integrated asset management.

State Property System

Business Process Owner	Division of General Services, Department of Administration
System Maintained By	Enterprise Technology Services
Application Access	Statewide
Year Implemented	Planned for 2011
Technology Deployed	Web-based
Post-implementation Status	Interface with asset management or financial application

The State Property System is a statewide system used to track assets such as equipment. The previous low-viability mainframe application is scheduled to be replaced in 2011 with a new web-based application currently being developed by ETS.

SURDATA

Business Process Owner	Division of General Services, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	Unknown
Technology Deployed	Foxpro
Post-implementation Status	To be determined

SURDATA is a departmental system that supports the federal property surplus disposal process. It meets many major functional requirements and is adaptable to meeting future demands to the extent this off-the-shelf package is supported. The technology supporting this application is not an inhibitor of future viability. Because this application is not marketed externally, the State retains all the risk of maintaining its viability. SURDATA is scheduled for replacement once obsolete, subject to federal approval.

WebCash

Business Process Owner	Treasury Division, Department of Revenue
System Maintained By	Same
Application Access	Departmental
Year Implemented	2010
Technology Deployed	Internet-based Active Server Pages (ASP)
Post-implementation Status	Interface with financial application; possible eventual decommission

WebCash is the State's central treasury resource application designed to perform bank polling every morning. The system collects prior day banking data from four local banks and receives two files from the State's custody bank for current day transactions. It meets major functional requirements. WebCash is currently under a five-year contract with an option for an additional five-year renewal.

WebCash is a very stable and reliable system. It provides excellent service and meets present needs. Vendor support is strong and the system has a large market share within the treasury system industry. The technology supporting WebCash should be viable well into the future.

As with other externally acquired applications, the State's risk of maintaining viability is limited to monitoring the vendor and the product's performance in the industry. The State must be diligent in monitoring the factors

affecting this application's environment and the vendor's ability to provide continued service. Any replacement of financial systems should include options to provide cash management as an essential component.

WorkPlace Alaska

Business Process Owner	Division of Personnel and Labor Relations, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	1998
Technology Deployed	Client/server application, Lotus Notes hosted on a Domino server running on a Windows server
Post-implementation Status	Interface this or its replacement with human resources application

WorkPlace Alaska is the State's central online recruitment system for all State of Alaska classified service positions. It meets most major functional requirements and is adaptable to meeting future demands. It is nearing the end of its useful life, and may be replaced with a different recruitment tool in the next few years.

WorkPlace Alaska's primary areas needing improvement are associated with the requirement to interface with other personnel systems to improve applicant evaluation; however, many of these systems are standalone and are subject to replacement under this project effort. The challenges represented by these improvements are achievable with the system's current technology; however, they require specialized skills not readily available within the State. The technology supporting WorkPlace Alaska is somewhat of an inhibitor.

The State developed and implemented this system. It is built on current technologies, but its Lotus Notes architecture is not easily updated nor is its data easily accessible. Because the system is not marketed externally, the State retains all the risk of maintaining the viability of the system.

TrainAlaska

Business Process Owner	Division of Personnel and Labor Relations, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	2003
Technology Deployed	.net application, SQL server backend database
Post-implementation Status	Interface with human resources application

TrainAlaska is the State's central training resources application designed to meet a variety of training requirements including student registration, attendance, transcripts, and tuition charges. It meets major functional requirements and is adaptable to meeting future demands. Its remaining useful life can be estimated at seven years if technology demands do not change significantly. Because the system is not marketed externally, the State retains all the risk of maintaining the viability of the system.

OPD – Online Position Description System

Business Process Owner	Division of Personnel and Labor Relations, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	2005
Technology Deployed	Client/server application, ColdFusion, MS-SQL hosted on Windows server
Post-implementation Status	Interface with human resources application

The Online Position Description system is the State's central online resource for all current position descriptions for classified and partially exempt positions. It meets most major functional requirements and is adaptable to meeting future demands. Its useful life can be estimated at ten years if technology demands do not change

significantly. OPD can house all position descriptions for the State agencies in the future.

The State developed and implemented this system. It is built on current technologies with a common architecture. Its ColdFusion architecture is easily updated and its modular design has advanced the rapid development of other Personnel HR systems. Its data is easily accessible and future changes are presently manageable within the technology marketplace. Because the system is not marketed externally, the State retains all risk of maintaining the viability of the system.

Grievance Tracking System

Business Process Owner	Division of Personnel and Labor Relations, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	1983
Technology Deployed	FileMakerPro
Post-implementation Status	Retain as standalone

The Grievance Tracking System was developed to provide a method for tracking grievances, complaints, and disputes from filing through closure. This system is also used to track letters of agreement. Because the system is not marketed externally, the State retains all the risk of maintaining the viability of the system.

Personnel Databases – Exit Survey

Business Process Owner	Division of Personnel and Labor Relations, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	2001
Technology Deployed	Client/server application, ColdFusion, MS-SQL hosted on Windows server
Post-implementation Status	To be determined

Personnel Databases – My Phone Book

Business Process Owner	Division of Personnel and Labor Relations, Department of Administration
System Maintained By	Same
Application Access	Statewide
Year Implemented	2004
Technology Deployed	Client/server application, ColdFusion, MS-SQL hosted on Windows server
Post-implementation Status	To be determined

Personnel Databases – Issues Tracking and Bargaining Unit Appeals

Business Process Owner	Division of Personnel and Labor Relations, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	2004
Technology Deployed	Client/server application, ColdFusion, MS-SQL hosted on Windows server
Post-implementation Status	To be determined

These are departmental systems used to support the human resources function. They meet some major functional requirements and are adaptable to meeting future demands. Their useful lives can be estimated at one to three years if technology demands do not change significantly.

Each has its own set of issues to improve its utility within the scope of personnel services. Many of these improvements revolve around the need to integrate data between these and other systems. However, these systems and their improvements are a symptom of a larger issue.

These databases support aspects of the overall personnel service offering, duplicating information and effort in their maintenance. The larger issue of integration should be addressed by strategic personnel systems that manage personnel data from position and person perspectives. A more strategic systems solution would be to manage position and classification information for budgetary and workforce planning purposes, and person data for hiring, payroll, and benefits administration.

Although the present systems support some aspects of personnel requirements, a more enterprise-wide solution would benefit the State. Changes within the present configuration are difficult to coordinate and add limited value to significant service improvement. The technology supporting these databases is not an inhibitor of future viability, however using desktop applications for enterprise services is not a best practice solution. Because these applications are not marketed externally, the State retains all the risk of maintaining their viability.

Retirement and Benefit Systems – Combined Retirement System (CRS)

Business Process Owner	Division of Retirement and Benefits, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	1996
Technology Deployed	COBOL, DB2 hosted on AS 400
Post-implementation Status	Interface with payroll application

Retirement and Benefit Systems – Deferred Compensation Plan (DCP)

Business Process Owner	Division of Retirement and Benefits, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	1995
Technology Deployed	Java, Oracle database
Post-implementation Status	Interface with payroll application

Retirement and Benefit Systems – Supplemental/Select Benefits System (SBS)

Business Process Owner	Division of Retirement and Benefits, Department of Administration
System Maintained By	Same
Application Access	Departmental
Year Implemented	2004
Technology Deployed	Java, Oracle database
Post-implementation Status	Interface with payroll application

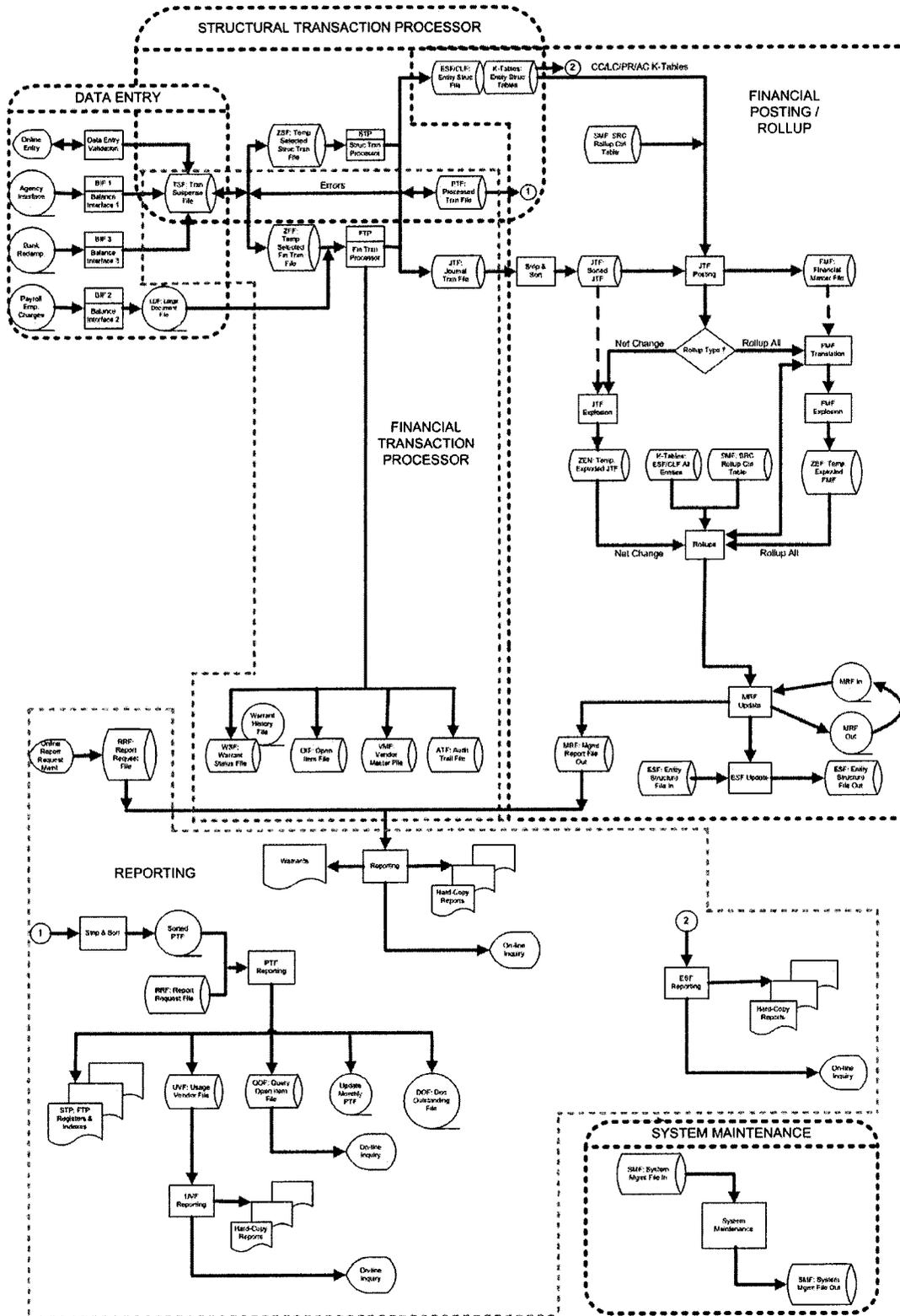
The Division of Retirement and Benefits is supported by a number of applications it has developed and uses to manage the following:

- Combined Retirement System (CRS) is the State's central retirement system. It is used to administer retirement benefits for the State and 244 other employer organizations.
- Deferred Compensation Plan (DCP) is the State's central system used to administer the State's deferred compensation and annuity benefits for State employees.
- Supplemental/Select Benefits System (SBS) is the State's central system used to administer the State's health, life, and disability benefits for employees of the State and other employers.

As the State moves forward with its strategy to replace administrative systems, the Division of Retirement and Benefits will explore system capabilities available in an integrated solution if selected. At this time, the Retirement and Benefits applications are planned as interfacing systems, and their functionality is outside the scope of this RFP.

CRS is a COBOL-based system and may start to experience limitations similar to those of AKSAS and AKPAY. DCP and SBS are open architectures, which enhance their flexibility to meet future demands. Because these systems are not marketed externally, the State retains all the risk of maintaining the viability of the systems.

AKSAS High Level Diagram



Standard AKSAS Mainframe Transaction Root Area Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	13	DOCUM-NUM	Transaction Document Number	X(13)	If left blank, AKSAS in processing the transaction will generate a default document number consisting of a concatenation of the Source System ID, (2 bytes), batch number (7 bytes) and the transaction sequence number (4 bytes). The numeric portions of this default will be left-zero filled.
2	14	3	SOURCE-RD-CODE	Source RD Code	9(5) COMP-3	RD (Responsibility/Distribution) code which is to be shown as responsible for this transaction. The determination of which RD's must certify and/or authorize the transaction will be based upon the Source RD.
3	17	3	CERT-RD-CODE	Certification RD Code	9(5) COMP-3	For transactions which are to be automatically certified, the RD to be shown as the certifier must be given here.
4	20	8	CERT-DATE	Certification Date	9(8)	Usually left on the input file as zero. AKSAS will fill in with the date (YYYYMMDD) that it considers the transaction to have been certified.
5	28	6	CERT-TIME	Certification Time	9(6)	Usually left on the input file as zero. AKSAS will fill in with the time (HHMMSS) that it considers the transaction to have been certified.
6	34	4	CERT-TERMINAL-ID	Certification Terminal ID	X(4)	Usually left on the input file as blanks. AKSAS will fill in with the terminal ID that certified the transaction. If done automatically by the interface process, it will be set to "BIF1".
7	38	1	BATCH-TYPE	Batch Type	X(1)	For batches of financial transactions (most common) this will be "F". For batches of structural transactions (very rare for non DOF interfaces) it is set to "S". A given file can contain only one type of transactions.
8	39	3	INPUT-RD-CODE	Input RD Code	9(5) COMP-3	RD which is to be shown as entering the transaction. It is frequently the same as the Source RD Code. Within a given interface file all of the INPUT-RD-CODES must be the same.

Standard AKSAS Mainframe Transaction Root Area Layout						
Seq	Start	Len	Field	Name	Format	Description
9	42	4	BATCH-NUM	Batch Number	9(7) COMP-3	When stored on the TSF batches with the same value for SOURCE-SYS-ID must have different batch numbers. Many interfaces use an internally kept increasing sequence number to ensure this. Others will just use some portion of the date the batch was created.
10	46	3	BATCH-TRANS-SEQ-NUM	Transaction Sequence Number	9(4) COMP-3	Identifies the transaction within the batch. On a batch or file control records it will be zero. On transaction detail records it will usually begin with 1 and count up on each subsequent transaction.
11	49	3	LAST-BATCH-TRANS-SEQ-NUM	Sequence Number of the last transaction in a batch	9(4) COMP-3	On all but batch header records it will be zero. On batch header records it should contain the highest sequence number used in the batch.
12	52	2	REC-OVERFLOW-SEQ-NUM	Overflow Sequence	9(2) COMP-3	Not used on input interfaces. It should always be zero.
13	54	8	DATE-SUBMIT	Transaction Submit Date	9(8)	User should supply a zero. The BIF process will replace it with the date the file was loaded onto the TSF.
14	62	6	TIME-SUBMIT	Transaction Submit Time	9(6)	User should supply a zero. The BIF process will replace it with the time that the file was loaded onto the TSF.
15	68	8	DATE-PROCESSED	Transaction Process Date	9(8)	User should supply a zero. The date the transaction (once loaded onto the TSF) was processed by AKSAS will be recorded here.
16	76	8	TIME-PROCESSED	Transaction Process Time	9(8)	User should supply a zero. The time (HHMMSSSTT) the transaction was processed by AKSAS will be recorded here.
17	84	2	SOURCE-SYS-ID	Source System Identification	X(2)	Two character code provided by the interfacing system which identifies the System supplying the transaction. These codes are assigned to the interfacing systems by Systems Administration within the DOF.
18	86	4	TERMINAL-ID	Terminal Identification	X(4)	Users supply spaces. On standard interfacing transactions the system will fill in this field with "BIF1".

Standard AKSAS Mainframe Transaction Root Area Layout						
Seq	Start	Len	Field	Name	Format	Description
19	90	3	RD-CODE-LAST-UPDATE	RD Code of the last user to alter the transaction	9(5) COMP-3	Users fill in with zero. The system will originally replace it with the Input RD Code supplied on the transaction. If any online updates are made to the transaction, the RD code of the user making the change will be recorded here.
20	93	8	DATE-LAST-UPDATE	Date of last Update	9(8)	Users fill in with zeroes. The system will place the date of the last update to the TSF record in this field.
21	101	6	TIME-LAST-UPDATE	Time of last update	9(6)	Users fill in with zeroes. The system will place the time of the last update to the TSF record in this field.
22	107	4	TERMINAL-ID-LAST-UPDATE	Terminal ID used in making the last update	X(4)	Users fill in with spaces. The system will place the terminal ID used to make the last update to the TSF record in this field.
23	111	3	RUN-SEQ-NUM-LAST-UPDATE	Last Update Run Seq Number	9(5) COMP-3	Users fill in with zeroes. The system will replace this with the AKSAS current Run Sequence Number at the time of that update.
24	113	4	COA-YR	Chart of Accounts Year	9(4)	Only found on transaction detail records for transactions which are fiscal year dependent (i.e. not vendor or RD maintenance transactions). The fiscal year the transaction is for.
25	117	3	TRANS-CODE-MAJOR	Transaction Code Major	9(3)	With TRANS-CODE-MINOR identifies the transaction code (add warrant, journal entry, etc.) of the transaction.
26	120	2	TRANS-CODE-MINOR	Transaction Code Minor	9(2)	Provides additional granularity to the transaction code (e.g., identifies the specific type of change or journal entry being processed).
27	122	7	TRANS-AMT	Transaction Amount	S9(11)V9 9 COMP-3	The amount for this particular transaction. Left zero on batch or file header records.
28	129	1	FISCAL-PERIOD-CODE	Fiscal Period Code	X(1)	With the COA-YR field identifies the year the transaction is to be processed in: Possible values include: "C" -- Current Year "P" -- Prior Year "A" -- Accrual Transaction "F" -- Future Year

Standard AKSAS Mainframe Transaction Root Area Layout						
Seq	Start	Len	Field	Name	Format	Description
29	130	1	BATCH-STATUS-CODE	Batch Status Code	X(1)	The user will supply spaces. The AKSAS Batch processing system will set the TSF field to one of the following values: "A" -- Accepted "E" -- Errored "W" -- Accepted with Warnings "R" -- Ready (Type "S" trans only)
30	131	2	ITF-REC-TYPE	Interface Record Type	X(2)	Used to identify the record type on batch interface files. The possible values are: Blank -- regular transaction detail "BH" -- batch header file "CR" -- file control record
31	133	2	TRANS-DUAL-RD-AUTH-SGCNT	Authorization Segment Count	9(3) COMP-3	User will supply zero. When interfaced this field will be loaded with the number of Authorization Segments recorded for the transaction.
32	135	22 X 3	TRANS-DUAL-RD-AUTH-SEG	Authorization Segments	OCCURS 3 TIMES	These fields making up these segments are routinely left null by the interfacing system. If required they will be filled in by the BIF process.
32A	---	3	RD-CODE	Authorizing RD Code	9(5) COMP-3	The RD code of the required authorizer.
32B	---	1	RD-AUTH-INDIC	Authorization Indicator	X(1)	The current status of the required authorization. Blank means that the transaction has been authorized by the specified RD.
32C	---	8	RD-AUTH-DATE	Authorization Date	9(8)	Date on which the transaction was authorized by the RD.
32D	---	6	RD-AUTH-TIME	Authorization Time	9(6)	Time on which the transaction was authorized by the RD.
32E	---	4	RD-AUTH-TERIMINAL-ID	Authorization Terminal Identification	X(4)	Terminal ID from which the transaction was authorized.

Standard AKSAS Mainframe Transaction Root Area Layout							
Seq	Start	Len	Field	Name	Format		Description
33	201	2	ERR-CODE-SGCNT	Error / Warning Count	9(3)	COMP-3	User supplies zero. AKSAS batch processor will fill in with the number of errors or warnings encountered processing the transaction.
34	203	26 X 20	ERR-CODE-SEG	Error / Warning Segments	OCCURS 20 TIMES		The user will supply none of the fields within this segment. The system, will as appropriate fill them in.
34A	---	2	ERR-LINE-NUM	Error Line number	9(3))	COMP-3	On errors found on a line (e.g., reference or financial) within the transaction the number of the line containing the error will be recorded here.
34B	---	4	ERR-CODE	Error Code	X(4)		The AKSAS error code
34C	---	20	ERR-DATA	Additional Error Data	X(20)		Free-format data containing additional information about the error.
35	723	2	TRANS-CERT-RD-CODE-MVCNT	Certifier Count	9(3)	COMP-3	Count of possible certifiers. Interfacing systems will supply a zero for this field.
36	725	3 X10	TRANS-CERT-RD-CODE	Transaction Certification RD	9(5) OCCURS 10 TIMES	COMP-3	Users will supply zero for these fields. BIF will, if needed, supply the values for these fields.
37	755	1	SUSPENSE-FILE-MAINT-INDIC	Suspense File Maint Indicator	X(1)		The users will supply spaces. AKSAS will fill this in if the users desire that their transactions be visible in the online system.

Standard AKSAS Mainframe Transaction Batch Header Record Layout							
Seq	Start	Len	Field	Name	Format		Description
1	1	756	ROOT-AREA	Transaction Root Area			See the Standard AKSAS Mainframe Transaction Root Area Layout for details.
2	757	3	BATCH-CNTRL-ERR-CNT	Batch Error Count	S9(5)	COMP-3	Will be zero on the input file. When the transactions are processed, the number of transactions found to have errors will be shown here.
3	760	3	BATCH-CNTRL-INPUT-CNT	Batch Input Count	S9(5)	COMP-3	The number of transactions originally submitted for the batch.
4	763	7	BATCH-CNTRL-INPUT-AMT	Batch Input Amount	S9(11)V99	COMP-3	The total of the TRANS-AMT fields for the transactions in the batch.
5	770	3	BATCH-CNTRL-ACCEPT-CNT	Accepted Transaction Count	S9(5)	COMP-3	Will be zero on the input file. When the transactions are processed, the number of transactions which were accepted will be shown here.
6	773	7	BATCH-CNTRL-ACCEPT-AMT	Accepted Transaction Amount	S9(11)V99	COMP-3	Will be zero on the input file. When the transactions are processed, the total amount of the TRANS-AMT fields for the accepted transactions will be shown here.
7	780	8	BATCH-EFF-DATE	Batch Effective Date	9(8)		The date (CCYYMMDD) that the user agency wants the file to be eligible for processing. This permits agencies to enter batches for later processing. If zeroes are given, the system will default it to the current date.
8	788	8	MODULE-ID-LAST-UPDATE	Last Update Module ID	X(8)		The program name of the last AKSAS program to update the batch. This field is primarily intended for researching AKSAS system problems. The users will usually provide us with spaces in this field.

Standard AKSAS Mainframe Transaction File Control Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	756	ROOT-AREA	Transaction Root Area		See the Standard AKSAS Mainframe Transaction Root Area Layout for details.
2	757	8	MODULE-ID- LAST-UPDATE	Last Update Module ID	X(8)	The program name of the last AKSAS program to update the file. This field is primarily intended for researching AKSAS system problems. The users will usually provide us with spaces in this field.
3	765	7	CNTRL-TRANS- AMT	File Input Amount	S9(11)V99 COMP-3	The total of the BATCH-CNTRL-INPUT-AMT fields for the batches on the file.
4	772	5	CNTRL-REC-CNT	Batch Count	S9(9) COMP-3	The total number of batches on the file.

Standard AKSAS Mainframe Transaction File Financial Distribution Segment Layout							
Seq	Start	Len	Field	Name	Format		Description
							<i>This segment is found in multiple input record types within AKSAS and can occur multiple times within those records. The start column in this description is from the beginning of the segment and not the beginning of the record.</i>
1	1	1	DISTRB-ACT-CODE	Distribution Action Code	X(1)		Generally left blank on add transactions. On change transactions will be "A" if adding a new distribution line or "D" if deleting one. Spaces otherwise.
2	2	2	DISTRB-LINE-NUM	Distribution Line Number	9(3)	COMP-3	On an add transaction the first segment will have a 1, the second 2, etc. On a change transaction the number this line is to be or adjust should be given here.
3	4	2	DISTRB-FED-FY-CENTURY	Federal Fiscal Century	9(2)		The century portion of the federal fiscal year the line is to charge against. If left zero, the system will default to the current federal fiscal century.
4	6	2	DISTRB-FED-FY-YY-D2	Federal Fiscal Year	X(2)		The last two digits of the federal fiscal year the line is to charge against. If left blank the system will default to the current federal fiscal year. (While defined as alphanumeric, any non-null entry in this field must be numeric.
5	8	2	DISTRB-APPN-CENTURY	State Setup Century	9(2)		The century portion of the state setup year the line is to charge against. It is a portion of the key used to identify the collocation code being charged against.
6	10	2	DISTRB-APPN-YY-D2	State Setup Year	X(2)		The last two digits of the state setup year. (See the previous field for additional details.) While defined as an alphanumeric field, any non-null entry in this field must be numeric.
7	12	5	DISTRB-CC	Collocation Code	9(8)	COMP-3	The AKSAS collocation code that the transaction is to be recorded against. Unless an open item is specified, this field is usually required.
8	17	3	DISTRB-PGM	External Program	9(5)	COMP-3	If the users wish to specify an external program which will override the program specified in the Collocation Code, it will be specified here.

Standard AKSAS Mainframe Transaction File Financial Distribution Segment Layout							
Seq	Start	Len	Field	Name	Format		Description
9	20	5	DISTRB-LC	Ledger Code	9(8)	COMP-3	If the users need to provide a ledger code it would be given here.
10	25	3	DISTRB-ACCT	Object Account	9(5)	COMP-3	The account code to be used in recording this transaction. Unless an open item is specified, this field is usually required.
11	28	2	DISTRB-LIQN-NMRTR	Liquidation Numerator	S99	COMP-3	In establishing an open item which will be fractionally liquidated, the numerator to be used during liquidation must be specified here. Generally not used on other interfacing transactions.
12	30	6	DISTRB-AMT	Line Amount	S9(9)V99	COMP-3	The amount to be processed by this line.
13	36	2	DISTRB-IEAX-LINE-NUM	Inter-Entity Cross Ref. Line Number	9(3)	COMP-3	On certain types of open items and certain journal entries a relationship between lines may be established. The line that should be linked to this one will be specified in this field.
14	38	2	LIQN-OPEN-ITEM-TYPE	Liquidation Open Item Type	X(2)		If the line is to liquidate an open item, the type of that open item will be specified here. On Time & Equipment transactions the equipment type will be placed here.
15	40	4	LIQN-OPEN-ITEM-NUM	Liquidation Open Item Number	9(7)	COMP-3	If the line is to liquidate an open item the open item number will be specified here. On Time & Equipment transactions the equipment number will be placed here.
16	44	2	LIQN-DISTRB-LINE-NUM	Liquidation Open Item Line Number	9(3)	COMP-3	If the user wishes to specify which line is to be liquidated on an open item it will be specified here. The user can specify 999 if all lines are to be used in the liquidation.
17	46	1	LIQN-FULLY-LIQ-INDIC	Fully Liquidate Indicator	X(1)		If this transaction is to be permitted to expend beyond the amount specified in the open item or if this transaction will be zeroing out the unspent portion of the open item, a code will be entered here. Otherwise leave blank.
18	47	40	DISTRB-DESC	Distribution Description	X(40)		A free form description for the financial line. Some agencies will put agency critical information in this area.

Standard AKSAS Mainframe Transaction File Financial Distribution Segment Layout							
Seq	Start	Len	Field	Name	Format		Description
19	87	2	DISTRB- POSTING- TYPE	Posting Type	9(2)		External systems should place a zero in this field. It is used for DOF generated transactions which are being used to correct system balances.

Standard AKSAS Mainframe Transaction File Reference Segment Layout						
Seq	Start	Len	Field	Name	Format	Description
						<i>This segment is found in multiple input record types within AKSAS and can occur multiple times within those records. The start column in this description is from the beginning of the segment and not the beginning of the record.</i>
1	1	1	REF-ACT-CODE	Reference Action Code	X(1)	Generally left blank on add transactions. On change transactions will be "A" if adding a new distribution line or "D" if deleting one. Spaces otherwise.
2	2	2	REF-LINE-NUM	Reference Line Number	9(3) COMP-3	On an add transaction the first segment will have a 1, the second 2, etc. On a change transaction the number this line is to be or adjust should be given here. On Add transactions, lines 17 and 18 should be skipped. They are reserved for system use.
3	4	3	REF-TYPE	Reference Type	X(3)	This field identifies the type of reference being entered. It must match one of the acceptable reference types for the transaction.
4	7	22	REF-NUM	Reference Number	X(22)	The number to be associated with this reference. For those for which information within AKSAS is kept (such as the Pay Vendor (PVN) reference) the value entered here will be edited against the appropriate AKSAS file. For those not kept in AKSAS, an entry in the field is required, but will not be edited.
5	29	6	REF-AMT	Line Amount	S9(9)V99 COMP-3	The amount to be processed by this line. May be zero.
6	35	6	REF-DATE	Reference Date	9(6)	The date (YYMMDD) to be associated with this reference. Only required for certain reference types. For those not requiring the field, zeroes should be entered.

Standard AKSAS Mainframe Transaction File Reference Segment Layout						
Seq	Start	Len	Field	Name	Format	Description
7	41	30	REF-COMT	Reference Comment	X(30)	A free form description for the reference line. On warrants this information may (depending on reference type) be displayed on the warrant stub to assist in the vendor's posting of the state's payment.

Standard AKSAS Mainframe Transaction Add/Change Warrant Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	756	ROOT-AREA	Transaction Root Area		See the Standard AKSAS Mainframe Transaction Root Area Layout for details.
2	757	2	WRNT-CLASS- NUM	Warrant Class Number	S9(5) COMP-3	For external warrants or for transactions changing a warrant, the first two digits of the 8-digit warrant number. For transactions adding a new internal warrant this field should be set to zero.
3	759	4	WRNT-NUM	Warrant Number	S9(6) COMP-3	For external warrants or for transactions changing a warrant, the last six digits of the 8-digit warrant number. For transactions adding a new internal warrant this field should be set to zero.
4	763	13	MICROFILM-NUM	Bank Microfilm Number	X(13)	For treasury or DOF use only. Usually spaces are entered in this field.
5	780	3	BANK-NUM	Bank Number	X(3)	For treasury or DOF use only. Usually spaces are entered in this field.
6	783	10	STATE-BANK- ACCT	State Bank Account Number	X(10)	For treasury or DOF use only. Usually spaces are entered in this field.
7	793	8	BANK-REDEM- DATE	Bank Redemption Date	9(8)	The date (CCYYMMDD) that the bank redeemed the warrant. Not entered by user agencies. Zeroes should be provided.
8	802	8	CASHED-AMT	Warrant Cashed Amount	9(11)V99 COMP-3	The amount the warrant was cashed for. Not entered by user agencies. Zeros should be provided.
9	810	1	ADDITIONAL- REC-INDIC	Additional Record Indicator	X(1)	Not used by agencies. Place a space in this field.
10	811	40	ADDR-NAME	Payee Name	X(40)	On payments not using a regular PVN reference, the payee name should be given here.
11	851	40	ADDR-L1	Address Line 1	X(40)	On payments not using a regular PVN reference, the first line of the payee's address should be given here. If only one line of address is needed, it should be given in ADDR-L2.

Standard AKSAS Mainframe Transaction Add/Change Warrant Record Layout						
Seq	Start	Len	Field	Name	Format	Description
12	891	40	ADDR-L2	Address Line 2	X(40)	On payments not using a regular PVN reference, the second (or only) line of the payee's address should be given here. For payments being made to foreign addresses it is likely that the city, state or province and postal codes will need to be entered in these fields.
13	931	30	ADDR-CITY	Address City	X(30)	On payments not using a regular PVN reference, the city to be used for the address should be given here. For payments being made to foreign addresses, the country name should be entered here.
14	961	2	ADDR-STATE	Address State	X(2)	On payments not using a regular PVN reference and being made to a domestic address, the standard USPS state abbreviation should be placed here. Otherwise spaces should be provided.
15	963	9	ADDR-ZIP-CODE	Address Zip Code	9(9)	On payment not using a regular PVN reference and being made to a domestic address, the USPS ZIP+4 code should be placed here. If the "+4" is not known, the last four digits should be replaced by zeroes. If none of the ZIP is known or if to a foreign address, zeroes should be given. This field does NOT support Canadian Zip Codes with their imbedded alphanumeric characters.
16	972	2	WRNT-CLASS	Warrant Class	X(2)	The two character warrant class. It must match up with one of the classes allowed by AKSAS. The Warrant Class number provided by the user must also fit within the range of numbers AKSAS has assigned to the class.

Standard AKSAS Mainframe Transaction Add/Change Warrant Record Layout						
Seq	Start	Len	Field	Name	Format	Description
17	974	1	ROUTING-CODE	Routing Code	X(1)	<p>For AKSAS internal warrants, the method to be used in routing the warrant is given here. The choices are:</p> <p>"A" -- return to the requesting state agency</p> <p>"M" -- Forward to the mailroom for immediate mailing.</p> <p>"D" -- Pay the vendor via EDI.</p> <p>"V" -- If EDI eligible, pay the vendor via EDI, if not eligible forward to the mailroom.</p> <p>For other warrant types the field should be left blank.</p>
18	975	3	ROUTING-RD-CODE	Routing RD Code	9(5) COMP-3	For ROUTING-CODE = "A" warrants, the RD code to which the warrant should be returned to. The RD code must be a valid AKSAS RD Code. For other warrant transactions, a zero should be given.
19	978	8	SCH-PRT-DATE	Scheduled Print Date	9(8)	The date (CCYYMMDD) that an internal warrant should be printed. For external warrants, a zero should be given.
20	985	8	WRNT-PRT-DATE	Warrant Print Date	9(8)	The date (CCYYMMDD) on which an external warrant was printed. This should match the date printed on the warrant.
21	993	8	STATE-REDEM-DATE	State Redemption Date	9(8)	Not entered by user agencies. A zero should be given.
22	1001	8	RECON-DATE	Reconciliation Date	9(8)	Not entered by user agencies. A zero should be given.
23	1009	7	WRNT-PRT-AMT	Warrant Print Amount	9(11)V99 COMP-3	The amount the warrant is to be (or was) printed for.
24	1016	2	WRNT-STATUS-CODE-NEW	New Warrant Status Code	X(2)	Spaces on Warrant Add Transactions. The new status code for the warrant for change transactions.
25	1018	2	WRNT-STATUS-CODE-OLD	Old Warrant Status Code	X(2)	The value of the warrant's status code prior to the change. Not used on Add Warrant Transactions.

Standard AKSAS Mainframe Transaction Add/Change Warrant Record Layout						
Seq	Start	Len	Field	Name	Format	Description
26	1020	2	WRNT-CLASS- NUM-REISSUE	Reissue Warrant Number	9(2) COMP-3	The first two digits of the 8 digit warrant number being issued to replace an existing warrant. This field is generally only used by DOF. On original issues or situations where a reissue is not being made, this field should be filled with zeroes.
27	1022	4	WRNT-NUM- REISSUE	Reissue Warrant Number	9(6) COMP-3	The first two digits of the 8 digit warrant number being issued to replace an existing warrant. This field is generally only used by DOF. On original issues or situations where a reissue is not being made, this field should be filled with zeroes.
28	1026	2	REMIT-ADVISE- MVCNT	Remittance Advice Count	9(3) COMP-3	The number of remittance advices being provided on this transaction. Only valid on internal warrant transactions.
29	1028	2	REF-SGCNT	Reference Segment Count	9(3) COMP-3	The number of reference segments being provided on this transaction.
30	1030	2	ACCT-DISTRB- SGCNT	Account Distribution Segment Count	9(3) COMP-3	The number of account distribution segments being provided on this transaction.
31	1032	76	REMIT-ADVISE- MSG	Remittance Advice Message	X(76) OCCURS 0 to 18 TIMES	Free format text which is printed on the stub of an AKSAS general warrant. The number of occurrences given must match the number given in REMIT-ADVISE-MVCNT above.
32	----	70	REF-SEG-D2	Reference Segments	OCCURS 0 to 180 TIMES	Reference information for the Warrant. Detail information on the layout of this segment is given in the table <i>Standard AKSAS Mainframe Transaction File Reference Segment Layout</i> . The number of occurrences given must match the number given in REF-SGCNT above.
33	----	88	ACCT-DISTRB- SEG	Financial Distribution Line Segments	OCCURS 0 TO 180 TIMES	Financial Distribution Lines for the Warrant. Detail information on the layout of this segment is given in the table <i>Standard AKSAS Mainframe Transaction File Financial Distribution Segment Layout</i> . The number of occurrences given must match the number given in ACCT-DISTRB-SGCNT above.

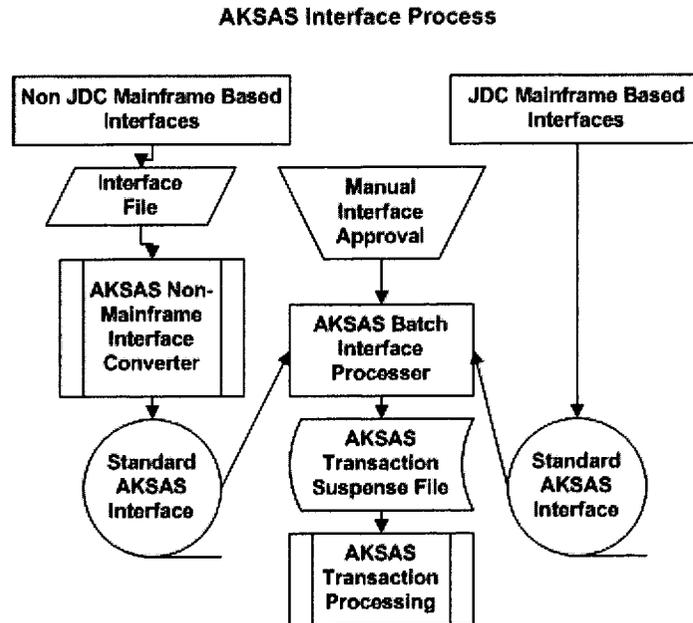
Standard AKSAS Mainframe Transaction Add/Change Open Item Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	756	ROOT-AREA	Transaction Root Area		See the Standard AKSAS Mainframe Transaction Root Area Layout for details.
2	757	1	ADDITIONAL-REC-INDIC	Additional Record Indicator	X(1)	Not used by interfacing systems. Enter a space in this field.
3	758	3	ACCT-DISTRB-LIQN-DNOM	Account Distribution Liquidation Denominator	S9(5) COMP-3	For Open Items to be Fractionally liquidated, the denominator to use when calculating the fractions.
4	761	40	DESC-LONG-1	Description Long Part 1	X(40)	Free form descriptive text.
5	801	40	DESC-LONG-2	Description Long Part 2	X(40)	Free form descriptive text.
6	841	40	DESC-LONG-3	Description Long Part 3	X(40)	Free form descriptive text.
7	881	20	DESC-SHORT	Short Description	X(20)	Short free form descriptive text.
8	901	4	OPEN-ITEM-NUM	Open Item Number	9(7) COMP-3	Open Item Number to be added or maintained.
9	905	8	DATE-ESTAB	Date Established	9(8)	The date (CCYYMMDD) that the open item should be shown as having been established on.
10	913	1	RETENTION-INDIC	Retention Indicator	X(1)	Should the Open Item be retained on the system once it is fully liquidated?
11	914	2	ACCT-DISTRB-LIQN-CODE	Account Distribution Liquidation Code	X(2)	The type of liquidation rule to be used when liquidating the open item. Examples include "FR" – Fractional and "NB" – Net Balance.
12	916	8	DATE-DUE	Date Due	9(8)	The date (CCYYMMDD) that the open item should be shown as due.
13	924	1	ACTIVE-INDIC	Active Indicator	X(1)	Is the open item active? "Y" or inactive "N".
14	925	8	DATE-START	Date Start	9(8)	The date that the open item should start.
15	933	2	NUM-INSTALL	Number of Installments	9(3) COMP-3	The number of installments to be paid on a Scheduled Payment Open Item.

Standard AKSAS Mainframe Transaction Add/Change Open Item Record Layout						
Seq	Start	Len	Field	Name	Format	Description
16	935	7	TOTAL-SCH-PAY-AMT	Total Scheduled Payment Amount	9(11)V99 COMP-3	The total amount to be paid to the vendor on a scheduled payment open item.
17	942	1	HOLD-FINAL-PAY-INDIC	Hold Final Payment Indicator	X(1)	On Scheduled Payments should the last payment be held. This permits verification that all tasks have been completed before a vendor receives their last payment.
18	943	2	RECURRING-PAY-DAY OF-MO	Recurring Payment Day of Month	99	The day of the month on which the vendor should be paid on a scheduled payment open item.
19	945	2	REF-SGCNT	Reference Segment Count	9(3) COMP-3	The number of reference segments being provided on this transaction.
20	947	2	REMIT-ADVICE-MVCNT	Remittance Advice Count	9(3) COMP-3	The number of remittance advices being provided on this transaction. Only valid on scheduled payment open items. Will be printed on the resultant warrants.
30	949	2	ACCT-DISTRB-SGCNT	Account Distribution Segment Count	9(3) COMP-3	The number of account distribution segments being provided on this transaction.
31	----	70	REF-SEG-D2	Reference Segments	OCCURS 0 to 180 TIMES	Reference information for the Open Item. Detail information on the layout of this segment is given in the table <i>Standard AKSAS Mainframe Transaction File Reference Segment Layout</i> . The number of occurrences given must match the number given in REF-SGCNT above.
32	----	76	REMIT-ADVICE-MSG	Remittance Advice Message	X(76) OCCURS 0 to 18 TIMES	Free format text which is printed on the stub of an AKSAS general warrant. Only valid on Scheduled Payment Open Items. The number of occurrences given must match the number given in REMIT-ADVICE-MVCNT above.

Standard AKSAS Mainframe Transaction Add/Change Open Item Record Layout						
Seq	Start	Len	Field	Name	Format	Description
33	----	88	ACCT-DISTRB-SEG	Financial Distribution Line Segments	OCCURS 0 TO 180 TIMES	Financial Distribution Lines for the Warrant. Detail information on the layout of this segment is given in the table <i>Standard AKSAS Mainframe Transaction File Financial Distribution Segment Layout</i> . The number of occurrences given must match the number given in ACCT-DISTRB-SGCNT above.

Standard AKSAS Mainframe Transaction DOT/PF Time & Equipment Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	756	ROOT-AREA	Transaction Root Area		See the Standard AKSAS Mainframe Transaction Root Area Layout for details.
2	757	1	ADDITIONAL-REC-INDIC	Additional Record Indicator	X(1)	Not used by agencies, place a space in this field.
3	758	5	CC-LC	Default CC	S9(8) COMP-3	CC to be used in processing the transaction if no other choices are supplied.
4	763	5	LC-NUM	Not Used	S9(8) COMP-3	Fill in with a zero.
5	768	8	DATE-DUE	Pay Period End Date	9(8)	Pay period end date (CCYYMMDD) for the period being reported.
6	776	8	VENDOR-NUM	Employee Number	X(8)	Employee Number (which is actually a six digit numeric) is placed in this field.
7	784	40	ADDR-NAME	Employee Name	X(40)	Employee Name is placed in this field.
8	761	40	DESC-LONG-1	Long Description Part 1	X(40)	Free form descriptive text.
9	801	40	DESC-LONG-2	Long Description Part 2	X(40)	Free form descriptive text.
10	841	40	DESC-LONG-3	Long Description Part 3	X(40)	Free form descriptive text.
11	881	2	ACCT-DISTRB-SGCNT	Account Distribution Segment Count	S9(3) COMP-3	The number of ACCT-DISTRB-SEGS that are written in this transaction.
12	----	88	ACCT-DISTRB-SEG	Financial Distribution Line Segments	OCCURS 0 TO 180 TIMES	Financial Distribution Lines for the Transaction. Detail information on the layout of this segment is given in the table <i>Standard AKSAS Mainframe Transaction File Financial Distribution Segment Layout</i> . The number of occurrences given must match the number given in ACCT-DISTRB-SGCNT above.

AKSAS Batch Interface Process



Mainframe

Prior to processing, with the exception of payroll charges from AKPAY, all AKSAS transactions are stored in the Transaction Suspense File (TSF). This is true for both manually online entered and electronically interfaced transactions. The function of the external interface process is to take an electronic file of transaction information provided by another agency and store that information as properly formatted AKSAS transactions on the TSF. Once they are stored on the TSF, these transactions may then be selected for overnight processing. There are a variety of criteria used to select which transactions will be processed each night. The primary of these are that the transaction is in ready status, that the effective date of the transaction is equal or less than the current date, and that the transaction has received any required certification and/or authorization.

There are number of computer programs involved in the overnight processing of AKSAS transactions. For financial transactions, they are referred to collectively as the Financial Transaction Processor (FTP). Transactions that were input through an external interface are processed by FTP just the same as if they had been manually entered in AKSAS. In addition to monitoring the interface process, the requesting agency is responsible for ensuring that their transactions are successfully processed by FTP after they have been interfaced.

At this point there are two main formats for AKSAS interface files. The first is for those generated from a mainframe-based interfacing system. The steps used in processing these files are as follows:

- The agency creates a properly formatted Interface Transaction File (ITF).
- Agency accounting staff request that the file be interfaced to AKSAS. This request is created using the DI - Request AKSAS Interface function in the AKSAS online system.
- The interface request is validated, authorized (if required), and then processed, i.e., the transactions are added to the TSF.
- The interfaced transactions are selected and then processed by FTP overnight.
- Agency accounting staff verifies that the transactions have been successfully posted in AKSAS.

Details on the layout for the most common interface file records submitted to AKSAS are included in this document.

Non-Mainframe

The second interface format is for files generated from non-mainframe systems. These systems routinely cannot handle the COMP-3 (packed) data that is used on the mainframe nor can they frequently handle the repeating elements which are a primary part of the mainframe-based format. A non-mainframe system interface uses the following procedure:

- The agency creates a properly formatted Non-Mainframe Interface Transaction File (NMF).
- The file is transferred to the mainframe using an appropriate File Transfer Protocol tool and a predetermined file name.
- A job is automatically triggered on the mainframe, which reads the file and creates a standard AKSAS interface file for processing.
- An email with control information listing the number of transactions, total transaction amount, and the name and volume serial number of the file created is sent to the interfacing agency.
- The interfacing agency will then follow the steps given for a mainframe file above.
- Once the transactions have been processed, a response file written in a non-mainframe format can be created to permit updating of the interfacing system's files. This file is created with a predetermined name that may be transferred using an appropriate File Transfer Protocol tool. It is the responsibility of the interfacing agency to arrange for the download of this file.

Non-Standard Interface files are received from the bank handling the redemption of State warrants, labor charges received from the State's payroll system (AKPAY), and warrants issued by the Medicaid Management Information System (MMIS). A special conversion program is run for the MMIS payments, which once run places them into the standard format. AKPAY payroll labor charges are written to a specially formatted tape file called the Large Document File (LDF). This file is NOT loaded onto the AKSAS TSF and is processed directly by FTP through a special subroutine written for this purpose.

AKSAS Interfaces						
Source System ID	System Owner	Source System /Description	Transaction Code	Transaction Type	Approximate Frequency	Approximate Volume
AJ	Division of Finance	AutoPay	430-11	Journal Entry	Weekly	500
AQ	Division of Finance	AutoPay	310-55	Warrant	Daily	1,000
			430-55	Journal Entry	Daily	20
AW	Division of Finance	AutoPay	310-12	Warrant	Daily	20
BB	Division of Finance	Bank Redemptions	320-xx	Bank Data	Daily	4,000
BE	Division of Finance		340-41	Staledate payroll warrant	Monthly	10
			340-42	Staledate general or handwrite warrant	Monthly	200
			340-44	Staledate welfare warrant	Monthly	175
			340-45	Staledate Permanent Fund Dividend warrant	Monthly	30
			340-46	Staledate Retirement and Benefits warrant	Monthly	1
			340-47	Staledate field warrant	Monthly	10
CE	Division of Finance	Financial EDI	410-90	Journal Entry	Daily	30
CR	Division of Finance	EDI Return / Reversal	340-98	Cancel Warrant	Periodically	5
			340-09	Delete Unprinted Warrant	Periodically	5
EP	Alaska Commission on Postsecondary Education	Alaska Education Loan Program	310-40	Warrant	Semi-weekly	150
EQ	Alaska Commission on Postsecondary Education	Higher Education Loan Management System (HELMs)	430-11	Journal Entry	Daily	55
FA	Fish and Game	License System	310-38	Warrant	Quarterly	700
FB	Fish and Game	Year End	310-xx	Warrant	Annually	300

AKSAS Interfaces						
Source System ID	System Owner	Source System /Description	Transaction Code	Transaction Type	Approximate Frequency	Approximate Volume
FC	Fish and Game	Federal Cost Allocations	430-32	Journal Entry	Monthly	900
FG	Fish and Game	License Year End 1099	310-46	Field Warrant	Annually	1000
FP	Fish and Game	Leave /Holiday Accounting	310-xx	Warrant	Periodically	20
GE	Governor's Office	Voter Registration and Election Management System (VREMS)	310-39	Warrant	As needed	280
HB	Health and Social Services	Office of Children's Services Provider Payments	310-35	Warrant	Weekly	1500
			430-35	Journal Entry	Weekly	50
HC	Health and Social Services	Child Care Assistance and Licensing	310-10	Warrant	Daily	200
HE	Health and Social Services	Energy Assistance	310-33	Warrant	Semi-weekly	150
HJ	Health and Social Services	Jobs Automated System (JAS)	310-31	Warrant	Daily	30
HL	Health and Social Services	Medical Assistance Warrants Medicaid Management Information System (MMIS)	430-11	Journal Entry	Weekly	5
HM	Health and Social Services	Medicaid Management Information System (MMIS)	310-48	Warrant	Weekly	2,000
HN	Health and Social Services	Health and Social Services EBT Cash Encumbrance	110-20	Encumbrance	Daily	3

AKSAS Interfaces						
Source System ID	System Owner	Source System /Description	Transaction Code	Transaction Type	Approximate Frequency	Approximate Volume
HO	Health and Social Services	Health and Social Services EBT Journal Entry	110-20	Encumbrance	Weekly	2
			430-11	Journal Entry	Daily	10
HP	Health and Social Services	Welfare Warrants Electronic Benefit Transfer (EBT)	310-43	Warrant	Daily	750
HW	Health and Social Services	WIC Program	430-11	Journal Entry	Daily	5
IN	Commerce, Community and Economic Development	Loans for .Net	430-11	Journal Entry	Weekly	1
JB	Alaska Court System	Jury View Warrants	310-65	Warrant	Weekly	600
LF	Department of Labor and Workforce Development	Fishermen's Fund	310-10	Warrant	Weekly	40
NA	Natural Resources	Revenue / Billing System	210-11	Agency Receipt	Daily	150
PA	Division of Finance	Payroll Charges Large Document File	930-10		Weekly	55000?
PB	Division of Finance	Payroll Business Bank	410-92	Journal Entry	Semi-monthly	50
			430-42	Journal Entry	Weekly	400
PW	Division of Finance	Payroll Warrants PPD	310-41	Warrant	Weekly	1500
			340-31	Cancel Warrant	Weekly	5
RA	Department of Revenue	Resource IQ2	410-95	Journal Entry	Daily	150
RB	Department of Revenue	Treasury Receipts	220-10	Treasury Receipt	Daily	100
RC	Department of Revenue	Treasury Journal Entries	420-10	Journal Entry	Daily	1300

AKSAS Interfaces						
Source System ID	System Owner	Source System /Description	Transaction Code	Transaction Type	Approximate Frequency	Approximate Volume
RP	Department of Revenue	Permanent Fund Dividend	310-44	Warrant	Periodically	1000 Note: Additional 2 runs of 50,000 each annually
RR	Department of Revenue	Permanent Fund Dividend	340-25	Stop Pay Warrant	Periodically	10
			340-35	Cancel Warrant	Periodically	3
RU	Department of Revenue	Unclaimed Property System	310-16	Warrant	Weekly	200
SA	Division of Retirement and Benefits	PERS	430-11	Journal Entry	Daily	10
			430-37	Journal Entry	Daily	30
SC	Division of Retirement and Benefits	Combined Retirement System (CRS)	310-60	Warrant	Semi-weekly	2000
			430-11	Journal Entry	Semi-weekly	1
			430-37	Journal Entry	Semi-weekly	1
SD	Division of Retirement and Benefits	Supplemental Benefit System (SBS) Dependant Care	310-70	Warrant	Semi-monthly	150
SE	Division of Retirement and Benefits	Refunds	310-60	Warrant	Weekly	25
TA	Transportation and Public Facilities	Third Party Billing Appropriations	130-10	Receivable	Weekly	60
			210-11	Agency Receipt	Semi-weekly	40
			430-30	Journal Entry	Weekly	60
TB	Transportation and Public Facilities	Third Party Billing Negative Transactions	140-20	Reimbursable Services Agreement	Weekly	40
			430-30	Journal Entry	Weekly	20
TC	Transportation and Public Facilities	Indirect Cost Allocation Plan (ICAP)	430-10	Journal Entry	Monthly	1
			430-11	Journal Entry	Monthly	1400
			430-30	Journal Entry	Monthly	25

AKSAS Interfaces						
Source System ID	System Owner	Source System /Description	Transaction Code	Transaction Type	Approximate Frequency	Approximate Volume
TF	Transportation and Public Facilities	State Equipment Fleet	115-10	Revenue Encumbrance	Monthly	700
			430-40	Journal Entry	Monthly	90
TI	Transportation and Public Facilities	IFUR	430-30	Journal Entry	Monthly	1000
TM	Transportation and Public Facilities	Maintenance Management System	450-10	Time & Equipment	Semi-weekly	5
			450-30	Time & Equipment	Semi-weekly	300
TR	Transportation and Public Facilities	Third Party Billing Reimbursable Services Agreements	145-95	Reimbursable Services Agreement	Weekly	900
TT	Transportation and Public Facilities	Third Party Billing Unrestricted Revenue	430-30	Journal Entry	Weekly	1

AKSAS/ALDER Event Files

The AKSAS financial files being extracted for the ALDER data warehouse fall into two groups. The first, are Event History Files and contain information on the Financial Transactions processed by AKSAS. The second are data dumps of several AKSAS files that provide data field values at the point-in-time of the extract.

For each Chart of Accounts Year processed in a given batch cycle, six primary event files are built and two other files are updated. The primary event files are interfaced to ALDER for its processing. The original AKSAS transaction code and sometimes warrant class are used to determine which event file a given transaction is written.

Event File 1 (EH1) - Transactions which do not impact warrants or open items and which do not have referential information (such as journal entries, budget transactions, and time and equipment transactions)

Event File 2 (EH2) - Transactions establishing or maintaining an open item

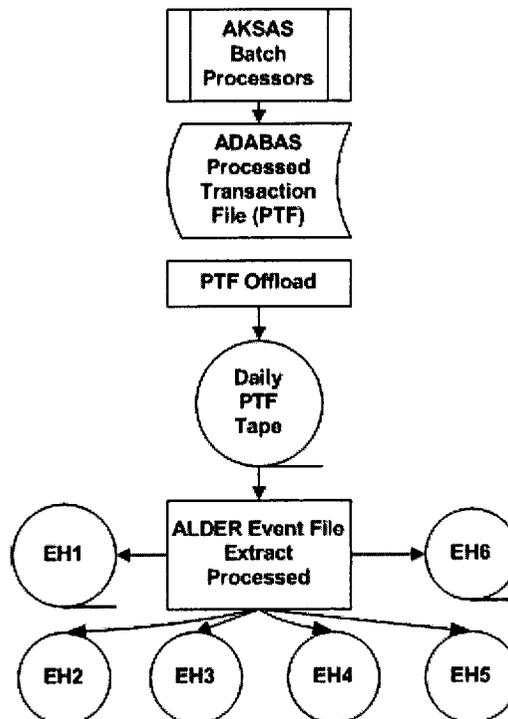
Event File 3 (EH3) - Warrants written using Field Warrants, General Warrants, Handwrites or recording credit card purchases

Event File 4 (EH4) - Warrants written to other warrant classes

Event File 5 (EH5) - Transactions redeeming the warrants contained in Event File 3

Event File 6 (EH6) - Transactions redeeming the warrants contained in Event File 4

AKSAS/ALDER Event File Creation Process



Standard ALDER Event File Root Area Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	13	DOCUM-NUM	Transaction Document Number	X(13)	Document number as entered by the user, or if originally left blank, a default document number consisting of a concatenation of the Source System ID, (2 bytes), batch number (7 bytes) and the transaction sequence number (4 bytes). The numeric portions of this default will be left-zero filled.
2	14	3	SOURCE-RD-CODE	Source RD Code	9(5) COMP-3	RD (Responsibility/Distribution) code which was shown to be responsible for this transaction. The determination of which RD's must certify and/or authorize the transaction was based upon the Source RD.
3	17	3	CERT-RD-CODE	Certification RD Code	9(5) COMP-3	The RD code responsible for the certification of the transaction.
4	20	8	CERT-DATE	Certification Date	9(8)	The date (CCYYMMDD) on which the transaction was certified.
5	28	6	CERT-TIME	Certification Time	9(6)	The system time (HHMMSS) when the transaction was certified.
6	34	4	CERT-TERMINAL-ID	Certification Terminal ID	X(4)	The terminal ID used when the transaction was certified. For automatically certified interfaced transactions it will be "BIF1".
7	38	3	INPUT-RD-CODE	Input RD Code	9(5) COMP-3	RD entering the transaction. It is frequently the same as the Source RD Code.
8	41	4	BATCH-NUM	Batch Number	9(7) COMP-3	The AKSAS batch number.
9	45	3	BATCH-TRANS-SEQ-NUM	Transaction Sequence Number.	9(4) COMP-3	Identifies the transaction within the batch.
10	48	8	DATE-SUBMIT	Transaction Submit Date	9(8)	The date on which the transaction was originally entered onto the system.
11	56	6	TIME-SUBMIT	Transaction Submit Time	9(6)	The system time when the transaction was originally entered onto the system.

Standard ALDER Event File Root Area Layout						
Seq	Start	Len	Field	Name	Format	Description
12	62	8	DATE-PROCESSED	Transaction Process Date	9(8)	The date on which the transaction was processed.
13	70	8	TIME-PROCESSED	Transaction Process Time	9(8)	The time (HHMMSS) the transaction was processed by AKSAS.
14	78	2	SOURCE-SYS-ID	Source System Identification	X(2)	Two character code provided by the interfacing system which identifies the System supplying the transaction. These codes are assigned to the interfacing systems by Systems Administration within the DOF.
15	80	4	TERMINAL-ID	Terminal Identification	X(4)	The terminal-id used to originally enter the transaction in AKSAS. On standard interfacing transactions the field will contain "BIF1".
16	84	3	RD-CODE-LAST-UPDATE	RD Code of the last user to alter the transaction	9(5) COMP-3	The RD code of the user to last update the transaction.
17	87	8	DATE-LAST-UPDATE	Date of last Update	9(8)	The date of the last update to the TSF record.
18	95	6	TIME-LAST-UPDATE	Time of last update	9(6)	The time of the last update to the TSF record.
19	101	4	TERMINAL-ID-LAST-UPDATE	Terminal ID used in making the last update	X(4)	The terminal ID used to make the last update to the TSF record.
20	105	3	RUN-SEQ-NUM-LAST-UPDATE	Last Update Run Seq. Number	9(5) COMP-3	The AKSAS current Run Sequence Number at the time of the last update.
21	108	4	COA-YR	Chart of Accounts Year	9(4)	The fiscal year the transaction is for.
22	112	3	TRANS-CODE-MAJOR	Transaction Code Major	9(3)	With TRANS-CODE-MINOR identifies the transaction code (add warrant, journal entry, etc.) of the transaction.
23	115	2	TRANS-CODE-MINOR	Transaction Code Minor	9(2)	Provides additional granularity to the transaction code (e.g., identifies the specific type of change or journal entry being processed).
24	117	8	TRANS-AMT	Transaction Amount	S9(13)V99 COMP-3	The amount for this particular transaction.

Standard ALDER Event File Root Area Layout						
Seq	Start	Len	Field	Name	Format	Description
25	125	1	FISCAL-PERIOD-CODE	Fiscal Period Code	X(1)	With the COA-YR field identifies the year the transaction is to be processed in: Possible values include: "C" -- Current Year "P" -- Prior Year "A" -- Accrual Transaction "F" -- Future Year
26	126	2	ITF-REC-TYPE	Interface Record Type	X(2)	Used to identify the record type.
27	128	22 X 3	TRANS-DUAL-RD-AUTH-SEG	Authorization Segments	OCCURS 3 TIMES	The first two entries are usually obtained from the SMF Authorized Transaction Table. The third entry will usually be initiated by the users entering an Additional Authorizer on the transaction.
27A	---	3	RD-CODE	Authorizing RD Code	9(5) COMP-3	The RD code of the required authorizer.
27B	---	1	RD-AUTH-INDIC	Authorization Indicator	X(1)	Should be blank.
27C	---	8	RD-AUTH-DATE	Authorization Date	9(6)	Date on which the transaction was authorized by the RD.
27D	---	5	RD-AUTH-TIME	Authorization Time	9(6)	Time on which the transaction was authorized by the RD.
27E	---	3	RD-AUTH-TERMINAL-ID	Authorization Terminal Identification	X(4)	Terminal ID from which the transaction was authorized.

Standard ALDER Financial Reporting Segment Layout						
Seq	Start	Len	Field	Name	Format	Description
						<i>This segment is found in multiple record types within ALDER. The start column in this description is from the beginning of the segment and not the beginning of the record.</i>
1	1	2	RPTING-LINE- NUM	Reporting Line Number	9(3) COMP-3	The line number.
2	3	2	RPTING-FED-FY- CENTURY	Federal Fiscal Century	9(2)	The century portion of the federal fiscal year the line is to charge against.
3	5	2	RPTING-FED-FY- YY-D2	Federal Fiscal Year	X(2)	The last two digits of the federal fiscal year the line is to charge against.
4	7	2	RPTING-APPN- CENTURY	State Setup Century	9(2)	The century portion of the state setup year the line is to charge against. It is a portion of the key used to identify the collocation code being charged against.
5	9	2	RPTING-APPN- YY-D2	State Setup Year	X(2)	The last two digits of the state setup year. (See the previous field for additional details.)
6	11	5	RPTING-CC	Collocation Code	9(8) COMP-3	The AKSAS collocation code that the transaction is to be recorded against.
7	16	3	RPTING-PGM	External Program	9(5) COMP-3	If the users wished to specify an external program which will override the program specified in the Collocation Code, it will be specified here.
8	19	5	RPTING-LC	Ledger Code	9(8) COMP-3	If the users needed to provide a ledger code it would be given here.
9	24	3	RPTING-ACCT	Object Account	9(5) COMP-3	The account code used in recording this transaction.
10	27	6	RPTING-AMT	Line Amount	S9(9)V99 COMP-3	The amount to be processed by this line.
11	33	2	RPTING-OPEN- ITEM-TYPE	Liquidation Open Item Type	X(2)	If the line is to liquidate an open item, the type of that open item will be specified here. On Time & Equipment transactions the equipment type will be placed here.
12	35	4	RPTING-OPEN- ITEM-NUM	Liquidation Open Item Number	9(7) COMP-3	The open item number to be liquidated will be specified here. On Time & Equipment transactions the equipment number will be placed here.

Standard ALDER Financial Reporting Segment Layout						
Seq	Start	Len	Field	Name	Format	Description
13	39	2	RPTING-DISTRB-LINE-NUM	Liquidation Open Item Line Number	9(3) COMP-3	The specific open item to be liquidated (if any) 999 specified here means that all lines are to be used in the liquidation.
14	41	40	RPTING-DESC	Distribution Description	X(40)	A free form description for the financial line. Some agencies will put agency critical information in this area.
15	81	2	RPTING-FQA-SOURCE-CODE	Financial Source Code	X(2)	AKSAS generated code detailing what part of the system generated the line.
16	83	4	RPTING-COA-YR-AREA	Chart of Accounts Year	9(4)	The AKSAS Chart of Accounts year that the line was posted to.
17	87	4	RPTING-IEAX-APPN-YR	Inter-Entity Appropriation Year	9(4)	Inter-Entity Items are used when an AKSAS transaction included inter-entity cross references (IEAX). They are used in AKSAS to avoid doubling amounts when the costs are rolled up. This field is the appropriation year of the IEAX line.
18	91	5	RPTING-IEAX-CC	Inter-Entity Collocation Code	9(8) COMP-3	The Collocation Code of the IEAX line.
19	96	3	RPTING-IEAX-PGM	Inter-Entity Program	9(5) COMP-3	The external program of the IEAX line.
20	99	5	RPTING-IEAX-LC	Inter-Entity Ledger Code	9(8) COMP-3	The Ledger Code of the IEAX line.
21	104	2	RPTING-POSTING-TYPE	Posting Type	9(2)	The two digit identifier for the type of posting. Examples include: 01 – Actuals 04 – Encumbrance 05 – Budget Authorization
22	106	2	RPTING-MO	Posting Month	9(2)	The two digit posting month (July = 01) that a transaction is being posted against. Months 19-21 have special meanings.
23	108	3	RPTING-APPN	Appropriation Number	9(5) COMP-3	The appropriation for this line. It is derived from the original collocation code specified above.

Standard ALDER Financial Reporting Segment Layout						
Seq	Start	Len	Field	Name	Format	Description
24	111	3	RPTING-FUND	Fund Number	9(5) COMP-3	The fund for this line. It is derived from the collection code specified above.
25	114	3	ALDER-ACCT-TYPE	ALDER Account Type	X(3)	A code used by ALDER to identify the type of account on this line. The possible values were: 1AS -- Assets 2LI -- Liabilities 3FE -- Fund Equities 5RR -- Restricted Revenues 6RU -- Unrestricted Revenues 7EX -- Expenditures
26	117	10	FILLER	Unused	X(10)	Unused padding

Standard ALDER Reference Segment Layout						
Seq	Start	Len	Field	Name	Format	Description
						<i>This segment is found in multiple input record types within the ALDER extract files and can occur multiple times within those records. The start column in this description is from the beginning of the segment and not the beginning of the record.</i>
1	1	1	REF-ACT-CODE	Reference Action Code	X(1)	Generally left blank on add transactions. On change transactions will be "A" if adding a new distribution line or "D" if deleting one. Spaces otherwise.
2	2	2	REF-LINE-NUM	Reference Line Number	9(3) COMP-3	On an add transaction the first segment will have a 1, the second 2, etc. On a change transaction the number this line is to be or adjust will be given here.
3	4	3	REF-TYPE	Reference Type	X(3)	This field identifies the type of reference being entered. It will match one of the acceptable reference types for the transaction.
4	7	22	REF-NUM	Reference Number	X(22)	The number to be associated with this reference. For those for which information within AKSAS is kept (such as the Pay Vendor (PVN) reference) the value entered here has been edited against the appropriate AKSAS file. For those not kept in AKSAS, an entry in the field is required, but is not edited.
5	29	6	REF-AMT	Line Amount	S9(9)V99 COMP-3	The amount processed by this line. May be zero.
6	35	8	REF-DATE	Reference Date	9(8)	The date (CCYYMMDD) to be associated with this reference. Only required for certain reference types. For those not requiring the field, zeroes should be entered.
7	43	30	REF-COMT	Reference Comment	X(30)	A free form description for the reference line.

ALDER EH1 Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	193	ROOT-AREA	Transaction Root Area		See the ALDER Root Area Layout for details.
2	194	126	RPTING-DISTRB-AREA	Transaction Financial Data		See the ALDER Financial Reporting Layout for details.
3	320	8	DATE-DUE	Date Due	9(8)	The Due Date specified on the transaction.
4	328	8	VENDOR-NUM	Vendor Number	9(6)	The vendor number supplied on the transaction.
5	336	40	ADDR-NAME	Payee Name	X(40)	Address Name specified on the transaction.
6	376	40	DESC-LONG-1	Long Description Part 1	X(40)	First Line of the Long Description.
7	416	40	DESC-LONG-2	Long Description Part 2.	X(40)	Second Line of the Long Description.
8	456	40	DESC-LONG-3	Long Description Part 3.	X(40)	Third line of the Long Description.
9	496	3	BGT-TYPE	Warrant Class	X(2)	Budget Type supplied on budget transactions.

ALDER EH2 Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	193	ROOT-AREA	Transaction Root Area		See the ALDER Root Area Layout for details.
2	194	126	RPTING-DISTRB-AREA	Transaction Financial Data		See the ALDER Financial Reporting Layout for details.
3	320	40	DESC-LONG-1	Long Description Part 1	X(40)	First Line of the Long Description.
4	360	40	DESC-LONG-2	Long Description Part 2	X(40)	Second Line of the Long Description.
5	400	40	DESC-LONG-3	Long Description Part 3	X(40)	Third line of the Long Description.
6	440	20	DESC-SHORT	Short Description	X(3)	Short Description
7	460	4	OPEN-ITEM-NUM	Open Item Number	S9(7) COMP-3	Number assigned to the Open Item.
8	464	8	DATE-ESTAB	Date Established	9(8)	The date (CCYYMMDD) on which the open item was established.
9	472	1	RETENTION-INDIC	Open Item Retention Indicator	X(1)	Should this Open Item be retained on the system when fully liquidated?
10	473	8	DATE-DUE	Due Date	9(8)	The date on which the Open Item is due.
11	481	1	ACTIVE-INDIC	Active Indicator	X(1)	Is the Open Item Active?
12	482	8	DATE-START	Start Date	9(8)	Date on which the Open Item will start.
13	490	2	NUM-INSTALL	Number of Installments	S9(3) COMP-3	On a Scheduled Payment, the number of payments to be made.
14	492	7	TOTAL-SCH-PAY-AMT	Total Scheduled Payment Amount	S9(11)V99	On Scheduled Payments, the total amount of the scheduled payments to be made.

ALDER EH2 Record Layout						
Seq	Start	Len	Field	Name	Format	Description
15	499	1	HOLD-FINAL-PAY-INDIC	Hold Final Payment Indicator	X(1)	Should the last payment be held pending a specific release request?
16	500	2	RECURRING-PAY-DAY-OF-MO	Recurring Payment Date	9(2)	Day of the month on which the payment should be made.
17	502	2	ALDER-OPEN-ITEM-TYPE	Open Item Type	X(2)	Code identifying the type of Open Item: Encumbrance, RSA, Receivable, etc.
18	505	8	VNDR-NUM	Vendor Number	X(8)	The Vendor to be associated with this open item.
19	513	2	REF-SGCNT	Reference Segment Count	9(3) COMP-3	The number of reference segments being provided on this transaction.
20	----	72	REF-SEG-D2	Reference Segments	OCCURS 0 to 180 TIMES	Reference information supplied with the transaction. Detail information on the layout of this segment is given in the table <i>ALDER Reference Segment Layout</i> . The number of occurrences given will match the number given in REF-SGCNT above.

ALDER EH3/EH4 Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	193	ROOT-AREA	Transaction Root Area		See the ALDER Root Area Layout for details.
2	194	126	RPTING-DISTRB-AREA	Transaction Financial Data		See the ALDER Financial Reporting Layout for details.
3	320	2	WRNT-CLASS- NUM	Warrant Class Number	9(2)	The first two digits of the warrant number.
4	322	6	WRNT-NUM	Warrant Number	9(6)	The last six digits of the 8-digit warrant number.
5	328	13	MICROFILM-NUM	Microfilm Number	X(13)	Microfilm number supplied by the bank when the warrant is redeemed.
6	341	3	BANK-NUM	Bank Number	X(3)	For treasury or DOF use only.
7	344	10	STATE-BANK- ACCT	State Bank Account Number	X(10)	For treasury or DOF use only.
8	354	8	BANK-REDEM- DATE	Bank Redemption Date	9(8)	The date (CCYYMMDD) that the bank redeemed the warrant.
9	362	7	CASHED-AMT	Warrant Cashed Amount	9(11)V99 COMP-3	The amount the warrant was cashed for.
10	369	1	ZERO-CASHED- AMT-INDIC	Zero out Cashed Amt Indicator		Supplied on Warrant Change Transactions when needed to "unredeem" a previously redeemed warrant.
11	370	40	ADDR-NAME	Payee Name	X(40)	On payments not using a regular PVN reference, the payee name should be given here.
12	409	30	ADDR-CITY	Address City	X(30)	On payments not using a regular PVN reference, the city to be used for the address should be given here. For payments being made to foreign addresses, the country name should be entered here.

ALDER EH3/EH4 Record Layout						
Seq	Start	Len	Field	Name	Format	Description
13	439	2	ADDR-STATE	Address State	X(2)	On payments not using a regular PVN reference and being made to a domestic address, the standard USPS state abbreviation should be placed here. Otherwise spaces should be provided.
14	441	9	ADDR-ZIP-CODE	Address Zip Code	9(9)	On payment not using a regular PVN reference and being made to a domestic address, the USPS ZIP+4 code should be placed here. If the "+4" is not known, the last four digits should be replaced by zeroes. If none of the ZIP is known or if to a foreign address, zeroes should be given. This field does NOT support Canadian Zip Codes with their imbedded alphanumeric characters.
15	450	2	WRNT-CLASS	Warrant Class	X(2)	The two character warrant class. It must match up with one of the classes allowed by AKSAS. The Warrant Class number provided by the user must also fit within the range of numbers AKSAS has assigned to the class.
16	452	1	ROUTING-CODE	Routing Code	X(1)	For AKSAS internal warrants, the method used in routing the warrant is given here.
17	453	3	ROUTING-RD-CODE	Routing RD Code	9(5) COMP-3	For ROUTING-CODE = "A" warrants, the RD code to which the warrant was to be returned to. The RD code will be a valid AKSAS RD Code.
18	456	8	SCH-PRT-DATE	Scheduled Print Date	9(8)	The date (CCYYMMDD) that an internal warrant should be printed.
19	464	8	WRNT-PRT-DATE	Warrant Print Date	9(8)	The date (CCYYMMDD) on which an external warrant was printed.
20	472	8	STATE-REDEM-DATE	State Redemption Date	9(8)	Not entered by user agencies.
21	480	8	RECON-DATE	Reconciliation Date	9(8)	Not entered by user agencies.
22	488	7	WRNT-PRT-AMT	Warrant Print Amount	9(11)V99 COMP-3	The amount the warrant is to be (or was) printed for.
23	495	2	WRNT-STATUS-CODE-NEW	New Warrant Status Code	X(2)	The new status code for the warrant for change transactions.

ALDER EH3/EH4 Record Layout						
Seq	Start	Len	Field	Name	Format	Description
24	497	2	WRNT-STATUS-CODE-OLD	Old Warrant Status Code	X(2)	The value of the warrant's status code prior to the change. Not used on Add Warrant Transactions.
25	499	2	WRNT-CLASS-NUM-REISSUE	Reissue Warrant Number	9(2)	The first two digits of the 8 digit warrant number being issued to replace an existing warrant. This field is generally only used by DOF.
26	501	6	WRNT-NUM-REISSUE	Reissue Warrant Number	9(6)	The first two digits of the 8 digit warrant number being issued to replace an existing warrant. This field is generally only used by DOF.
27	507	8	VNDR-NUM	Vendor Number	X(8)	The vendor number recorded (if any) for this warrant.
28	515	2	REF-SGCNT	Reference Segment Count	9(3) COMP-3	The number of reference segments being provided on this transaction.
29	----	72	REF-SEG-D2	Reference Segments	OCCURS 0 to 180 TIMES	Reference information supplied with the transaction. Detail information on the layout of this segment is given in the table <i>ALDER Reference Segment Layout</i> . The number of occurrences given will match the number given in REF-SGCNT above.

ALDER EH5/EH6 Record Layout							
Seq	Start	Len	Field	Name	Format		Description
1	1	193	ROOT-AREA	Transaction Root Area			See the ALDER Root Area Layout for details.
2	194	126	RPTING-DISTRB-AREA	Transaction Financial Data			See the ALDER Financial Reporting Layout for details.
3	320	2	WRNT-CLASS-NUM	Warrant Class Number	9(2)		The first two digits of the warrant number.
4	322	6	WRNT-NUM	Warrant Number	9(6)		The last six digits of the 8-digit warrant number.
5	328	13	MICROFILM-NUM	Microfilm Number	X(13)		Microfilm number supplied by the bank when the warrant is redeemed.
6	341	3	BANK-NUM	Bank Number	X(3)		For treasury or DOF use only.
7	344	10	STATE-BANK-ACCT	State Bank Account Number	X(10)		For treasury or DOF use only.
8	354	8	BANK-REDEM-DATE	Bank Redemption Date	9(8)		The date (CCYYMMDD) that the bank redeemed the warrant.
9	362	7	CASHED-AMT	Warrant Cashed Amount	9(11)V99	COMP-3	The amount the warrant was cashed for.

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
1	1	2	ESF-REC-TYPE	Entity Type	X(2)	Standard Code identifying the entity type.
2	3	5	RUN-SEQ-NUM-ESTAB	Transaction Financial Data	9(5)	The AKSAS Run Sequence Number on which the entity was created.
3	8	5	RUN-SEQ-NUM-LAST-UPDATE	Warrant Class Number	9(5)	The AKSAS Run Sequence Number on which the entity was last updated.
4	13	8	MODULE-ID-LAST-UPDATE	Warrant Number	X(8)	The AKSAS program which last updated the record.
5	21	4	COA-YR	Chart of Accounts Year	9(4)	The Chart of Accounts year for this entity.
6	25	5	ENT-NUM	Entity Number	9(5)	The Entity Number for this record. For Appropriations the Termination Year must be included to ensure a unique find.
7	30	1	ACTIVE-INDIC	Active Indicator	X(1)	Is the entity active?
8	31	4	TERM-YR	Termination Year	9(4)	Only relevant on those structures which have termination years (Appropriations, Contracts and Grants). The year on which the entity is to be considered terminated.
9	35	4	ORIG-YR	Origination Year	9(4)	The year on which the entity was first recorded. (Only used on Appropriations, Contracts and Grants).
10	39	5	RPT-TO-ENT-NUM	Report To Entity Number	9(5)	The entity number to which this entity directly reports.
11	44	4	RPT-TO-ENT-TERM-YR	Payee Name	9(4)	For Appropriations the Termination Year of the entity to which this entity reports.
12	48	5	ENT-SEQ-NUM-BEG	Entity Sequence Number Begin	9(5)	The sequence number assigned by the system to the entity. The sequence numbers are assigned by a left-first traverse of the tree for the structure.

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
13	53	5	ENT-SEQ-NUM-END	Entity Sequence Number End	9(5)	The highest sequence number of any entity which directly or indirectly points to this entity. All entities which directly or indirectly report to this entity will be within the range of the ENT-SEQ-NUM-BEG and ENT-SEQ-NUM-END.
14	58	2	ENT-LEVEL-NUM	Entity Level Number	9(2)	The physical level number (i.e. how many levels is it down from the root) that this entity is located at.
15	60	2	ENT-LOGLEV-NUM	Entity Logical Level Number	9(2)	The logical level number assigned by the users to this entity.
16	62	5	OBJ-CNTRL-ACCT	Object Control Account	9(5)	The Entity number for the entity to be used in providing object or cross-structural control on a given appropriation. (Unused on other structures).
17	67	1	OBJ-CNTRL-CODE	Object Control Code	X(1)	For a Cross-Structural Control, the type of control to be exercised, Dollar, Inclusion or Both.
18	68	14	AUTH-AMT	Authorized Amount	S9(11)V99	The authorized amount given for a cross-structural control.
19	82	14	RESTR-AMT	Restricted Amount	S9(11)V99	The total amount of restrictions recorded for the cross-structural control.
20	96	14	LAPSE-AMT	Lapse Amount	S9(11)V99	The total lapsed amount recorded for the cross-structural control.
21	110	14	ACTUAL-AMT	Actual Amount	S9(11)V99	The total amount of actual postings for the cross-structural control.
22	124	14	PRIOR-YR-AMT	Prior Year Amount	S9(11)V99	The total amount of actual postings recorded for the cross-structural control in the prior year.
23	138	14	ENCUM-AMT	Encumbrance Amount	S9(11)V99	The total encumbered amount recorded for the cross-structural control.
24	152	8	DATE-END	Date End	9(8)	The Date (CCYYMMDD) on which the control will end.
25	160	8	DATE-REF	Reference Date	9(8)	A date (CCYYMMDD) entered by the users for the cross structural control.
26	168	20	DESC-SHORT	Short Description	X(20)	The short description given for the entity.

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
27	188	40	DESC-LONG-1	Long Description Part 1	X(40)	The first line of the long description for the entity.
28	228	40	DESC-LONG-2	Long Description Part 2	X(40)	The second line of the long description for the entity.
29	268	40	DESC-LONG-3	Long Description Part 3	X(40)	The third line of the long description for the entity.
30	308	14	USER-AUTH-EXPND-AMT	User Authorized Expenditure Amount	S9(11)V99	A memorandum entry of the user's intended authorized expenditure amount. This amount is not used for control purposes.
31	322	14	USER-AUTH-REV-AMT	User Authorized Revenue Amount	S9(11)V99	A memorandum entry of the user's intended authorized revenue amount. This amount is not used for control purposes.
32	336	14	AUTH-EXPND-AMT	Authorized Expenditure Amount	S9(11)V99	The total amount of expenditures authorized for the appropriation.
33	350	14	AUTH-REV-AMT	Authorized Revenue Amount	S9(11)V99	The total amount of revenues authorized for the appropriation.
34	364	14	ACTUAL-EXPND-AMT	Actual Expenditure Amount	S9(11)V99	The total amount of expenditures recorded against this appropriation.
35	378	14	ACTUAL-REV-AMT	Actual Revenue Amount	S9(11)V99	The total amount of revenues recorded against this appropriation.
36	392	14	ENCUM-EXPND-AMT	Encumbered Expenditures Amount	S9(11)V99	The total amount of encumbered expenses recorded against this appropriation.
37	406	14	ENCUM-REV-AMT	Encumbered Revenues Amount	S9(11)V99	The total amount of encumbered revenues recorded against this appropriation.
38	420	14	LAPSE-EXPND-AMT	Lapsed Expenditures Amount	S9(11)V99	The amount of expenditure lapses recorded against this appropriation.
39	434	14	LAPSE-REV-AMT	Lapsed Revenues Amount	S9(11)V99	The amount of revenue lapses recorded against this appropriation.

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
40	448	14	LAPSE-ADJ-EXPND-AMT	Lapse Adjustment Expenditures Amount	S9(11)V99	The amount of adjustments made to the original expenditure lapse amount.
41	462	14	LAPSE-ADJ-REV-AMT	Lapse Adjustment Revenues Amount	S9(11)V99	The amount of adjustments made to the original revenue lapse amount.
42	476	14	PRIOR-YR-EXPND-AMT	Prior Year Expenditures Amount	S9(11)V99	The total amount of expenses recorded against this appropriation in the prior year.
43	490	14	PRIOR-YR-REV-AMT	Prior Year Revenues Amount	S9(11)V99	The total amount of revenues recorded against this appropriation in the prior year.
44	504	14	RESTR-EXPND-AMT	Restricted Expenditures Amount	S9(11)V99	The total amount of expenditure restrictions recorded against this appropriation.
45	518	14	RESTR-REV-AMT	Restricted Revenues Amount	S9(11)V99	The total amount of revenue restrictions placed on this appropriation.
46	532	8	DATE-START	Date Start	9(8)	The Date (CCYYMMDD) on which the appropriation is permitted to start.
47	540	10	SESSION-LAW-REF	Session Law Reference	X(10)	A code identifying the Legislative Year, Legislative Chapter, Page and Line Number on which the appropriation was authorized.
48	550	5	BGT-FUND	Budget Fund	9(5)	The AKSAS fund from which this appropriation will be spending from.
49	555	1	CNTRL-APPN-TOTAL-INDIC	Appropriation Control Code	X(1)	A code set on appropriations to "T" for Total Control, "S" for Summary Control or blank for non-controlled appropriations.
50	556	1	APPN-FUNCTION-CODE	Appropriation Function Code	X(1)	A one character code identifying the function of this appropriation as required by GASB 34.
51	557	1	CNTRL-APPN-ACCT-INDIC	Obsolete	X(1)	No longer used within AKSAS.
52	558	1	BGT-APPN-INDIC	Budgeting Appropriation Indicator	X(1)	Can this appropriation be used to record budgets?

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
53	559	1	SPENDING-APPN-INDIC	Spending Appropriation Indicator	X(1)	Can this appropriation be used to record expenditures?
54	560	1	REV-RECOGN-INDIC	Appropriation Revenue Recognition Indicator	X(1)	Can this appropriation be used to record revenues?
55	561	1	BGT-CHARACTER	Budget Character	X(1)	Is this a "C"apital or "O"perating appropriation?
56	562	3	RESREC-TOL-FACTOR	Restricted Receipt Tolerance Percentage	9(3)	The percentage of the appropriation's authorized receipts that can be spent prior to actually receiving them.
57	565	5	RPT-TO-APPN-PGM	Report to Appropriation Program	9(5)	Only used on the Appropriation Root Node.
58	570	4	RPT-TO-APPN-PGM-YR	Report to Appropriation Program Term Year	9(4)	Only used on the Appropriation Root Node.
59	574	5	RPT-TO-APPN-ORG	Report to Appropriation Organization	9(5)	Only used on the Appropriation Root Node.
60	579	4	RPT-TO-APPN-ORG-YR	Report to Appropriation Organization Term Year	9(4)	Only used on the Appropriation Root Node.
61	583	9	CNTRL-APPN-SEG	Control Appropriation Segment	OCCURS 5 TIMES	The list of Appropriations that are control appropriations for a lower level entity.
62	---	4	CNTRL-APPN-TERM-YR	Control Appropriation Termination Year	9(4)	The termination year for the control appropriation.
63	---	5	CNTRL-APPN	Control Appropriation Number	9(5)	The entity number for the control appropriation.
64	628	6	AUTH-RD-CODE-SEG	Authorized RD Code Segment	OCCURS 30 TIMES	A list of RD Codes which are permitted to use the given appropriation.
64A	---	5	AUTH-RD-CODE	Authorized RD Code		The entity number of the authorized RD Code.

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
64B	---	1	AUTH-RD-LL-INDIC	Authorized RD Code Lower Level Indicator	X(1)	Are lower levels of the specified authorized RD code authorized to use this appropriation?
65	808	1	CNTRL-ACCT-SEG	Control Account Segments	OCCURS 6 TIMES	
65A	---	1	CNTRL-ACCT-CODE	Control Account Code	X(1)	What type (if any) cross structural control exists for this type.
66	814	1	POSTING-INDIC	Posting Indicator	X(1)	Has this program or account had amounts directly posted to it?
67	815	1	ACCT-STRC-INDIC	Account Structure Indicator	X(1)	Is this an account record? (Used by AKSAS to facilitate easier indexing.)
68	816	1	REC-BGT-INDIC	Record Budgets Indicator	X(1)	Can this account be used to record budget amounts?
69	817	1	REC-ACTUAL-INDIC	Record Actuals Indicator	X(1)	Can this account be used to record actual expenditures or revenues?
70	818	1	COA-PRIOR-TAX-FORM-CODE	Prior Year Tax Form Code	X(1)	A single character code identifying the type of IRS reporting form should be used to report payments made in the prior year with this account.
71	819	2	COA-PRIOR-TAX-TYPE	Prior Year Tax Type	9(2)	A two character code identifying the specific payment type that should be specified on the IRS reporting form for payments made in the prior year with this account.
72	821	1	COA-CURR-TAX-FORM-CODE	Current Year Tax Form Code	X(1)	A single character code identifying the type of IRS reporting form should be used to report payments made in the current year with this account.
73	822	2	COA-CURR-TAX-TYPE	Current Year Tax Type	9(2)	A two character code identifying the specific payment type that should be specified on the IRS reporting form for payments made in the current year with this account.
74	824	40	ADDR-NAME	RD Code Name	X(40)	The Name associated with the RD Code.

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
75	864	40	ADDR-L1	RD Address Line 1	X(40)	The First line of the RD Code Address.
76	904	40	ADDR-L2	RD Address Line 2	X(40)	The second line of the RD Code Address.
77	944	30	ADDR-CITY	RD Address City	X(30)	The City associated with the RD Code (the first four bytes actually contain the Juneau and Anchorage Data Center Bin numbers that reports should be routed to).
78	974	2	ADDR-STATE	RD Address State	X(2)	The State associated with the RD Code.
79	976	9	ADDR-ZIP-CODE	RD Address Zip Code	9(9)	The Zip Code associated with the RD Code.
80	985	2	POUCH	Obsolete	X(2)	No longer used by AKSAS.
81	987	4	MAIL-STOP	Obsolete	9(4)	No longer used by AKSAS.
82	991	3	AREA-CODE	RD Telephone Area Code	9(3)	Telephone area code associated with the RD Code.
83	994	7	PHONE-NUMBER	RD Telephone Number	9(7)	Standard 7-digit telephone number.
84	1001	4	EXTENSION	RD Telephone Extension	X(4)	4 character extension number.
85	1005	2	AUTH-WRNT-CLASS	Authorized Warrant Class or Open Item Types	X(2) OCCURS 20 TIMES	The Warrant Classes and Open Item Types the RD is allowed to view.
86	1045	5	CNTRL-PROJ	Control Projects	9(5) OCCURS 5 TIMES	The higher level projects which have controlling information.
87	1070	10	AUTH-APPN-SEG	Authorized Appropriations Segments	OCCURS 20 TIMES	
87A	---	4	AUTH-APPN-YR	Authorized Appropriation Term Year	9(4)	The termination year for the appropriations authorized to expend from the given project.
87B	---	5	AUTH-APPN	Authorized Appropriation	9(5)	The entity number for the appropriations authorized to expend from the given project.

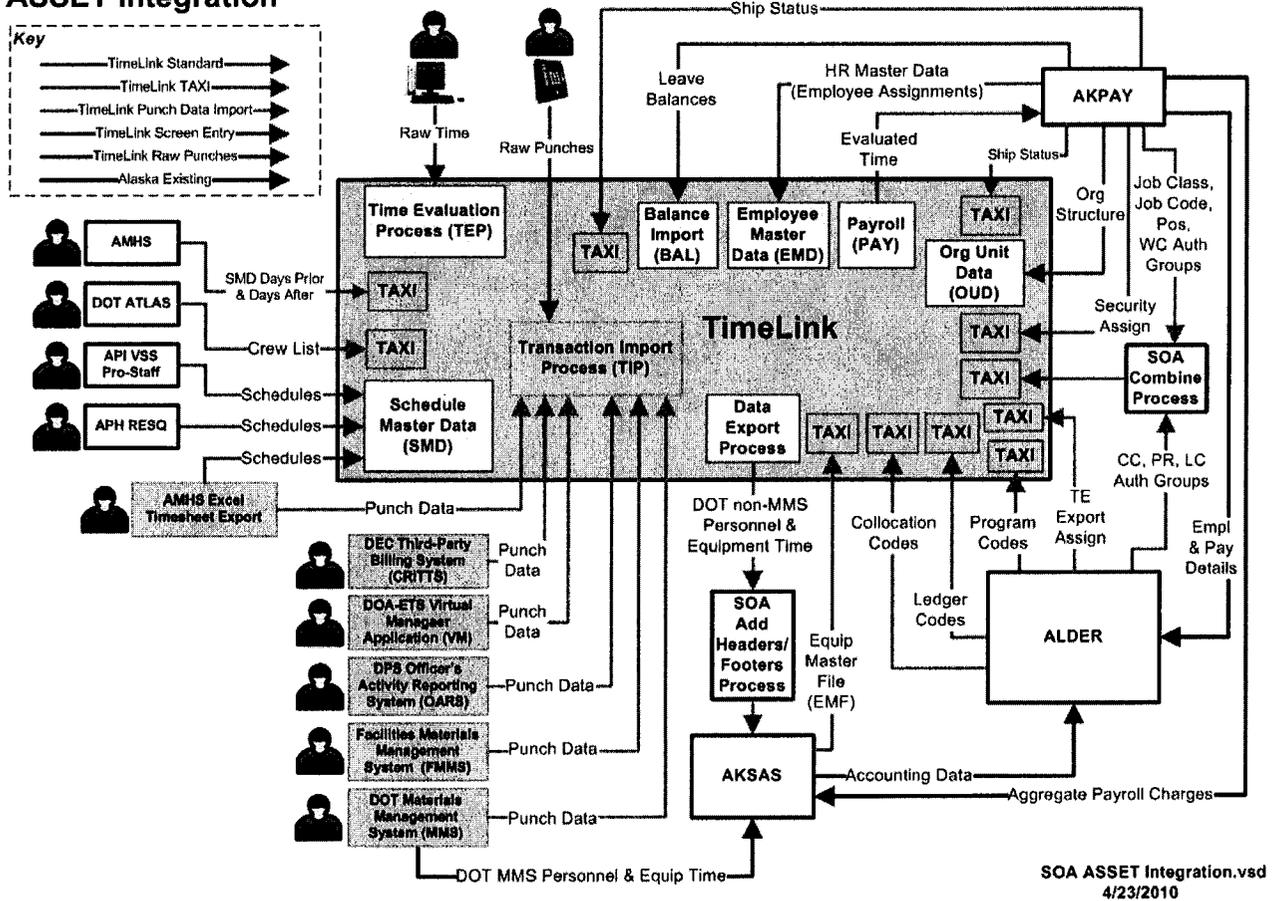
ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
87C	---	1	AUTH-APPN-LL-INDIC	Authorized Appropriation Lower Level Indicator	X(1)	Are appropriations which report to the specified appropriations permitted to be used?
88	1270	2	FUND-TYPE	Fund Type	X(2)	A two character code identifying the type of fund.
89	1272	1	MAND-APPN-CNTRL-INDIC	Mandatory Appropriation Control Indicator	X(1)	Must postings to this fund include an appropriation?
90	1273	5	DUE-TO-FUND-ACCT	Due to Fund Account	9(5)	Used when generating system generated financial lines for the fund.
91	1278	5	CASH-WITH-TREAS-ACCT	Cash with Treasury Account	9(5)	Used when generating system generated financial lines for the fund.
92	1283	5	TREAS-POOL-FUND	Treasury Pool Fund	9(5)	Identifies the fund into which the cash for this fund will be pooled.
93	1288	14	FUND-SUFFIC-TEST-BAL-AMT	Fund Sufficiency Test Balance Amount	S9(11)V99	The current balance for the fund.
94	1302	5	LAST-RUN-SEQ-NUM-BAL	Last Run Sequence Number Balance	9(5)	The last AKSAS run on which this funds balance was updated.
95	1307	14	FUND-SUFFIC-FUND-AMT	Not used	S9(11)V99	Not used
96	1321	14	FUND-SUFFIC-EXPND-AMT	Not used	S9(11)V99	Not used
97	1335	14	FUND-SUFFIC-REVUNS-AMT	Not used	S9(11)V99	Not used
98	1349	14	FUND-SUFFIC-REVRES-AMT	Not used	S9(11)V99	Not used
99	1363	14	FUND-SUFFIC-LIAB-AMT	Not used	S9(11)V99	Not used
100	1377	14	FUND-SUFFIC-ASSET-AMT	Not used	S9(11)V99	Not used
101	1391	8	FUND-SUFFIC-ACCT-SEG		OCCURS 10 TIMES	A listing of the accounts used to determine the balance for the Fund.

ALDER ESF Dump Record Layout						
Seq	Start	Len	Field	Name	Format	Description
101A	---	2	ACCT-STRC-TYPE	Fund Sufficiency Account Type	X(2)	The account type for the account to be used in determining the fund balance.
101B	---	5	FUND-SUFFIC-ACCT	Fund Sufficiency Account	9(5)	The entity number for the account to be used in determining the fund balance.
101C	---	1	REVERSE-SIGN-INDIC	Fund Sufficiency Reverse Sign Indicator	X(1)	Should the amount for the specified account be reversed (sign changed) when using it to determine the fund balance?
102	1471	9	REC-CNT-SEG	Record Count Segment	OCCURS 22 TIMES	Found only on the ESF Control Record, a listing of the number of records stored for each entity type.
102A	---	2	REC-CNT-TYPE	Record Count Type	X(2)	The Entity Type for which the following count is for.
102B	---	7	REC-CNT-ENT	Record Count	9(7)	The count of records for the specified entity type.
103	1669	20	Filler	Padding		Unused padding at the end of the record.

ASSET High Level Diagram

The ASSET time and attendance collection system is currently being designed and implemented with a primary objective of capturing the vast majority of State employee data input. At the current time in the design process a number of interfaces are anticipated to/from ASSET and AKPAY, AKSAS, and ALDER. The diagram below depicts the current understanding of these relationships.

State of Alaska ASSET Integration



A custom ASSET to AKPAY interface will be created with the following record layout to allow processing of employee time and attendance in the current payroll system.

Y1 Record Layout (Header Record)						
Seq	Start	Len	Field	Name	Format	Description
1	1	5	Y1PYRCD	Pay Entity for Batch	X(5)	Left Justified. All subordinate Y5 segments must contain the same pay entity. For employee timesheet batches, this should be set to the pay entity of the employee. If the batch contains multiple employees, they all must be in the pay entity defined on the Y1.
2	6	7	Y1BATCH	Batch Number	X(7)	Batch number should be assigned using the following mask: XPPSSS where X is the character assigned to the creating agency, PP is the 2 character pay period batch, SSSS is a sequential number starting with 0000. Example: the first batch of period 5 would be 'L050000' if L was the agency assigned code.
3	13	2	Y1RECTP	Record Type	X(2)	Must be 'Y1'.
4	15	2	Y1SEQNO	Sequence Number	S9(4) COMP	Must be zero.
5	17	3	Y1DTCRE	Date Batch Created	S9(5) COMP-3	Must be valid Julian date (should be the same date as Y1OCRDT).
6	20	4	Y1TMCRE	Time Batch Created	S9(8) COMP	Must be zero.
7	24	5	Y1DOCNO	Document Number	S9(9) COMP-3	Must be numeric.
8	29	4	Y1EFFDT	Effective Date of Batch	S9(7) COMP-3	Must be set to Pay Period end date in the format CYYMMDD. The century is 0 if date is between 1900-1999 and 1 if the date is between 2000-2099.
9	33	1	Y1RECFL	Record Flag	X(1)	Must be set to "C" for Closed.
10	34	3	Y1SUBTP	Record Subtype	S9(5) COMP-3	Must be zero.
11	37	10	Y1LOGKY	Logical Key	X(10)	Must be spaces.
12	47	3	Y1OCRDT	Original Creation Date	S9(5) COMP-3	Valid Julian Date in YYDDD format (should be the same date as Y1DTCRE).
13	50	4	Y1OCR TM	Original Creation Time	9(8) COMP	Must be zero.
14	54	8	Y1BTYPE	Batch Type / RD Code	X(8)	Employee's RD code if batch is for a specific employee or special RD if batch is for multiple employees.

Y1 Record Layout (Header Record)						
Seq	Start	Len	Field	Name	Format	Description
15	62	2	Y1PCPYR	Payroll Year	X(2)	Payroll Year batch is for (i.e., 97, 98, etc.).
16	64	2	Y1PCPER	Pay Period in Payroll Year	X(2)	Pay Period in calendar year batch is for; must have leading zero if < 10.
17	66	2	Y1BTACT	Batch Action Code	X(2)	Set to "CT".
18	68	1	Y1BHEDT	Batch Edit Indicator	X(1)	Set to "Y".
19	69	1	Y1BHBAL	Batch Balance Indicator	X(1)	Set to "Y".
20	70	1	Y1BHLST	Batch List Indicator	X(1)	Set to "Y".
21	71	1	Y1BALST	Balance Status	X(1)	Set to "B".
22	72	1	Y1BTMIX	Mixed Batch Indicator	X(1)	Set to "N".
23	73	5	Y1DTLPE	Detail Pay Entity	X(5)	Same Value as PYRCD.
24	78	1	Y1CHKCD	Check Code	X(1)	Set to spaces.
25	79	3	Y1BCCNT	Batch Control Count	S9(5) COMP-3	Set to the number of items in the batch. If there are 17 subordinate time and attendance transactions, then this should be 17. Should be same as Y1BESUC.
26	82	6	Y1BCAMT	Batch Control Amount	S9(9)V99 COMP-3	Set to the sum of all amounts entered on the subordinate segments. It is the sum of the Y5TAMNT fields.
27	88	5	Y1BCHRS	Batch Control Hours	S9(7)V99 COMP-3	Set to the sum of the Y5THOUR field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
28	93	6	Y1BCRTE	Batch Control Rate	S9(7)V9(4) COMP-3	Set to the sum of the Y5PRATE field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
29	99	5	Y1BCUNT	Batch Control Units	S9(9) COMP-3	Set to the sum of the Y5TUNIT fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
30	104	3	Y1BBCNT	Last Balance Count	S9(5) COMP-3	Set to the number of items in the batch. If there are 17 subordinate time and attendance transactions, then this should be 17.

Y1 Record Layout (Header Record)						
Seq	Start	Len	Field	Name	Format	Description
31	107	6	Y1BBAMT	Last Balance Amount	S9(9)V99 COMP-3	Set to the sum of all amounts entered on the subordinate segments. It is the sum of the Y5TAMNT fields.
32	113	5	Y1BBHRS	Last Balance Hours	S9(7)V99 COMP-3	Set to the sum of the Y5THOUR field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
33	118	6	Y1BBRTE	Last Balance Rates	S9(9)V9(4) COMP-3	Set to the sum of the Y5PRATE field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
34	124	5	Y1BBUNT	Last Balance Units	S9(9) COMP-3	Set to the sum of the Y5TUNIT fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
35	129	3	Y1BDCNT	Out of Balance Count	S9(5) COMP-3	Should be zero; system count - Control count.
36	132	6	Y1BDAMT	Out of Balance Amount	S9(9)V99 COMP-3	Should be zero; system amounts - Control amounts.
37	138	5	Y1BDHRS	Out of Balance Hours	S9(7)V99 COMP-3	Should be zero; system hours - Control hours.
38	143	6	Y1BDRTE	Out of Balance Rates	S9(7)V9(4) COMP-3	Should be zero; system rates - Control rates.
39	149	5	Y1BDUNT	Out of Balance Units	S9(9) COMP-3	Should be zero; system units - Control units.
40	154	3	Y1BHCNT	Batch Items Held Count	S9(5) COMP-3	Should be zero; Count of detail items in batch that are held.
41	157	6	Y1BHAMT	Batch Items Held Amount	S9(9)V99 COMP-3	Should be zero; Sum of amounts in batch that are held.
42	163	5	Y1BHHRHRS	Batch Items Held Hours	S9(7)V99 COMP-3	Should be zero; Sum of hours in batch that are held.
43	168	6	Y1BHRTE	Batch Items Held Rate	S9(7)V9(4) COMP-3	Should be zero; Sum of rates in batch that are held.
44	174	5	Y1BHUNT	Batch Items Held Units	S9(9) COMP-3	Should be zero; Sum of units in batch that are held.
45	179	3	Y1BOCNT	Batch Open Items	S9(5) COMP-3	Set to the number of items in the batch. If there are 17 subordinate time and attendance transactions, then this should be 17.

Y1 Record Layout (Header Record)						
Seq	Start	Len	Field	Name	Format	Description
46	182	6	Y1BOAMT	Batch Open Items Amount	S9(9)V99 COMP-3	Set to the sum of all amounts entered on the subordinate segments. It is the sum of the Y5TAMNT fields.
47	188	5	Y1BOHRS	Batch Open Items Hours	S9(7)V99 COMP-3	Set to the sum of the Y5THOUR fields of the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
48	193	6	Y1BORTE	Batch Open Items Rate	S9(7)V9(4) COMP-3	Set to the sum of the Y5PRATE fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
49	199	5	Y1BOUNT	Batch Open Items Units	S9(9) COMP-3	Set to the sum of the Y5TUNIT fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
50	204	3	Y1BRCNT	Batch Run Complete Items	S9(5) COMP-3	Set to zero.
51	207	6	Y1BRAMT	Batch Run Complete amount	S9(9)V99 COMP-3	Set to zero.
52	213	5	Y1BRHRS	Batch Run Complete Hours	S9(7)V99 COMP-3	Set to zero.
53	218	6	Y1BR RTE	Batch Run Complete Rate	S9(7)V9(4) COMP-3	Set to zero.
54	224	5	Y1BRUNT	Batch Run Complete Units	S9(9) COMP-3	Set to zero.
55	229	3	Y1BEERR	Batch Edit Error Count	S9(5) COMP-3	Set to zero.
56	232	3	Y1BESUC	Batch Successful Count	S9(5) COMP-3	Count of detail lines without errors in batch. Should be same as Y1BCCNT.
57	235	3	Y1BETER	Batch Table Error Count	S9(5) COMP-3	Set to zero.
58	238	3	Y1BEWRN	Batch Warning Count	S9(5) COMP-3	Set to zero.
59	241	2	Y1HWMY2	High Water Mark for Y2 Segments	S9(4) COMP	Set to low values.
60	243	2	Y1HWMY3	High Water Mark for Y3 Segments	S9(4) COMP	Set to low values.
61	245	2	Y1HWMY4	High Water Mark for Y4 Segments	S9(4) COMP	Set to low values.

Y1 Record Layout (Header Record)							
Seq	Start	Len	Field	Name	Format		Description
62	247	2	Y1HWMY5	High Water Mark for Y5 Segments	S9(4)	COMP	Set to low values.
63	249	2	Y1HWMY6	High Water Mark for Y6 Segments	S9(4)	COMP	Set to low values.
64	251	2	Y1HWMY7	High Water Mark for Y7 Segments	S9(4)	COMP	Set to low values.
65	253	2	Y1HWMY8	High Water Mark for Y8 Segments	S9(4)	COMP	Set to low values.
66	255	2	Y1HWMY9	High Water Mark for Y9 Segments	S9(4)	COMP	Set to low values.
67	257	2	Y1HWMYA	High Water Mark for Y10 Segments	S9(4)	COMP	Set to low values.
68	259	2	Y1HWMYB	High Water Mark for Y11 Segments	S9(4)	COMP	Set to low values.
69	261	2	Y1HWMYC	High Water Mark for Y12 Segments	S9(4)	COMP	Set to low values.
70	263	2	Y1HWMYD	High Water Mark for Y13 Segments	S9(4)	COMP	Set to low values.
71	265	25	FILLER		X(25)		Set to spaces.

Y5 Record Layout (Detail Record)						
Seq	Start	Len	Field	Name	Format	Description
1	1	5	Y5PYRCD	Pay Entity for employee	X(5)	Must be same as Y1 pay entity as well as the pay entity of the employee.
2	6	7	Y5BATCH	Batch Number	X(7)	Must be the same as the associated Y1 segment.
3	13	2	Y5RECTP	Record Type	X(2)	Must be 'Y5'.
4	15	2	Y5SEQNO	Sequence Number	S9(4) COMP	Must be zero.
5	17	3	Y5DTCRE	Date Batch Created	S9(5) COMP-3	Must be valid Julian date (yyddd); should be the same as Y5OCRDT (original create date).
6	20	4	Y5TMCRE	Time Batch Created	S9(8) COMP	Must be zero.
7	24	5	Y5DOCNO	Document Number	S9(9) COMP-3	Must be numeric.
8	29	4	Y5EFFDT	Effective Date	S9(7) COMP-3	Must be zero or valid eff (PPE) date (cymmdd) where 'c' = 0 for 1900, 1 for 2000.
9	33	1	Y5RECFL	Record Flag	X(1)	Must be set to "A".
10	34	3	Y5SUBTP	Record Subtype	S9(5) COMP-3	Must be zero.
11	37	4	Y5PQUAL	Item Number	X(4)	Must be four zeroes (same value as Y5SEQNO, but in displayable format).
12	41	6	FILLER	NOT USED	X(6)	Must be low values.
13	47	3	Y5OCRDT	Original Creation Date	S9(5) COMP-3	Must be valid Julian date (yyddd); should be same as Y5DTCRE (date batch created).
14	50	4	Y5OCR TM	Original Creation Time	9(8) COMP	Must be zero or valid time (hhmmsshh).
15	54	12	Y5EMPNO	Employee Number	X(12)	Employee Social Security number; left justified.
16	66	1	Y5CHKCD	Check Code	X(1)	Must be space.
17	67	5	Y5DTLPE	Detail Pay Entity	X(5)	Must be same value as PYRCD.
18	72	2	Y5PCPYR	Payroll Pay Year	X(2)	Can be spaces (value will default from Y1 segment) or valid pay year.
19	74	2	Y5PCPER	Payroll Pay Period	X(2)	Can be spaces (value will default from Y1 segment) or valid pay period.

Y5 Record Layout (Detail Record)						
Seq	Start	Len	Field	Name	Format	Description
20	76	1	Y5ETVCD	Check ETV Code	X(1)	Must be: "E" for earnings transaction "T" for tax override transaction "V" for deduction override transaction
21	77	10	Y5ETVID	ETV Identification Number	X(10)	Left justified; Must be a valid earnings, tax, or deduction number.
22	87	4	Y5TDATC	Date the transaction is for	S9(7) COMP-3	Valid date in CYMMDD format for earnings. Must be zero for tax/deduction overrides.
23	91	1	Y5TNEGI	Transaction Negative Indicator	X(1)	Set to "N" if TAMNT is negative; otherwise, set to "P".
24	92	1	Y5TACTC	Transaction Action Code	X(1)	Valid values for earnings are: " " = regular pay entry "L" = labor distribution only "P" = pay only Valid values for taxes/deductions are: " " = additional amount "V" = override amount
25	93	5	Y5PRVPE	Previous Pay Entity	X(5)	Must be spaces. NOT USED
26	98	5	Y5TAMNT	Transaction Amount	S9(7)V99 COMP-3	Amount of the transaction; Must be zero if rate is entered.
27	103	10	Y5CKDES	Check Description	X(10)	Must be spaces.
28	113	5	Y5PRATE	Transaction Rate	S9(5)V9(4) COMP-3	Must be numeric; always zero for tax/deduction transactions.
29	118	4	Y5THOUR	Transaction Hours	S9(5)V99 COMP-3	Must be numeric.
30	122	5	Y5TRSLT	Transaction Calculation Result	S9(7)V99 COMP-3	Must be zero. NOT USED
31	127	4	Y5TUNIT	Transaction Units	S9(7) COMP-3	Must be zero. NOT USED
32	131	5	Y5DEPTC	Department Number Charged	X(5)	Must be spaces. NOT USED

Y5 Record Layout (Detail Record)						
Seq	Start	Len	Field	Name	Format	Description
33	136	35	Y5LACCT	Labor Distribution Override	X(35)	<p>Override Labor Distribution for this earnings transaction; if entered, the system will not use the employee default labor distribution for this transaction; does not apply to tax/deduction transactions.</p> <p>Must be left justified in the format</p> <p>CC-PGM-LC-SY where:</p> <p>CC is the 8 digit collocation code</p> <p>PGM is the 5 digit program code</p> <p>LC is the 8 digit ledger code</p> <p>SY is the 4 digit setup year in the format CCYY (e.g., 1994)</p> <p>There must be a " " (blank) between each component and each component must be valid and active on AKSAS. If an override LC is entered then the CC must be present; all other components are optional.</p>
34	171	20	Y5JOBLC	Job Location Code	X(20)	Must be spaces except for Marine Hwy.
35	191	12	Y5TSKCD	Task Code	X(8)	Must be spaces. NOT USED
36	199	12	Y5USRFD	User Defined Field	X(12)	Must be spaces. NOT USED
37	211	3	Y5EFACT	Earnings Rate Factor Override	S9(1)V9(4) COMP-3	Must be zero. NOT USED
38	214	6	Y5USRAM	Earnings User Amount	S9(8)V9(3) COMP-3	Must be zero. NOT USED
39	220	10	Y5USRCH	Earnings User Characters	X(10)	Must be spaces. NOT USED
40	230	1	Y5TCALC	Transaction Calculation Code	X(1)	<p>Must be "F" if TAMNT contains flat amount tax/deduction transactions.</p> <p>Must be "P" if TAMNT contains percentage tax/deduction transactions.</p> <p>Must be space for earnings transactions.</p>
41	231	5	Y5TBASE	Transaction Base	S9(7)V99 COMP-3	Must be numeric; will override the deduction/tax base defined on the employee control record. Must be zero for earnings transaction.

Y5 Record Layout (Detail Record)						
Seq	Start	Len	Field	Name	Format	Description
42	236	5	Y5TTXBL	ER Taxable Amount Up-To Limit	S9(7)V99 COMP-3	Must be zero. NOT USED
43	241	2	Y5ETWKS	ER Tax Weeks Worked	S9(2)V9 COMP-3	Must be zero. NOT USED
44	243	1	Y5WRER R	Trans. Warning Error Flag	X(1)	Must be space. NOT USED
45	244	1	Y5EDERR	Trans. Edit Error Flag	X(1)	Must be space. NOT USED
46	245	1	Y5TBERR	Trans. Table Error Flag	X(1)	Must be space. NOT USED
47	246	3	Y5IPMDT	C9 Original Creation Date	S9(5) COMP-3	Must be zero. NOT USED
48	249	4	Y5IPMTM	C9 Original Creation Time	9(8) COMP	Must be zero. NOT USED
49	253	3	Y5RUNDT	Run Date	S9(5) COMP-3	Must be zero. NOT USED
50	256	4	Y5RUNTM	Run Time	9(8) COMP	Must be zero. NOT USED
51	260	4	Y5PPLST	Pay Period Last	S9(7) COMP-3	Must be zero. NOT USED
52	264	1	Y5RETFL	Retro Flag	X(1)	Must be space. NOT USED
53	265	4	Y5OREDTE	Original Retro Effective Date	S9(7) COMP-3	Must be zero. NOT USED

AKPAY Cycle Detail Screens

The ASSET interface of Y1/Y5 segments will be loaded into AKPAY to create the necessary payroll records for processing an employee's pay.

Typical AKPAY Time Record - No Labor Distribution Override

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G5A1 G11      STATE OF ALASKA - TIME AND ATTENDANCE DETAIL

BATCH NUMBER 0112716  PAY YEAR 09      BATCH STATUS R
TAX ENTITY 91000    PAY ENTITY SEMI      PAYROLL RD 02400
PAY PERIOD 24      END DATE 12312009
EMPLOYEE NAME SALARIED,SAM      SEARCH SEQ #

EMPLOYEE      EARNINGS      LABOR DISTRIBUTION
NUM          DATE NUM  HOURS  UNITS  ===CC===PGM====LC====SY=
111223333 12252009 105   7.50   0
SEQ 0002 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
111223333 12242009 100   3.50   0
SEQ 0003 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
111223333 12312009 165   4.00   0
SEQ 0004 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
111223333 12312009 21A   8.00   0
SEQ 0005 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00

SEQ ERROR ACTION STATUS OVERRIDE RATE AMT

SEQ ERROR ACTION STATUS OVERRIDE RATE AMT

TS0040-PRESS PF2 TO PAGE FORWARD, PF3 TO PAGE BACKWARD
    
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Typical AKPAY Time Record - Labor Distribution Override

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G5A1 G11      STATE OF ALASKA - TIME AND ATTENDANCE DETAIL

BATCH NUMBER 0102244  PAY YEAR 09      BATCH STATUS R
TAX ENTITY 91000    PAY ENTITY SEMI      PAYROLL RD 02500
PAY PERIOD 24      END DATE 12312009
EMPLOYEE NAME HOURLY,HOWARD      SEARCH SEQ #

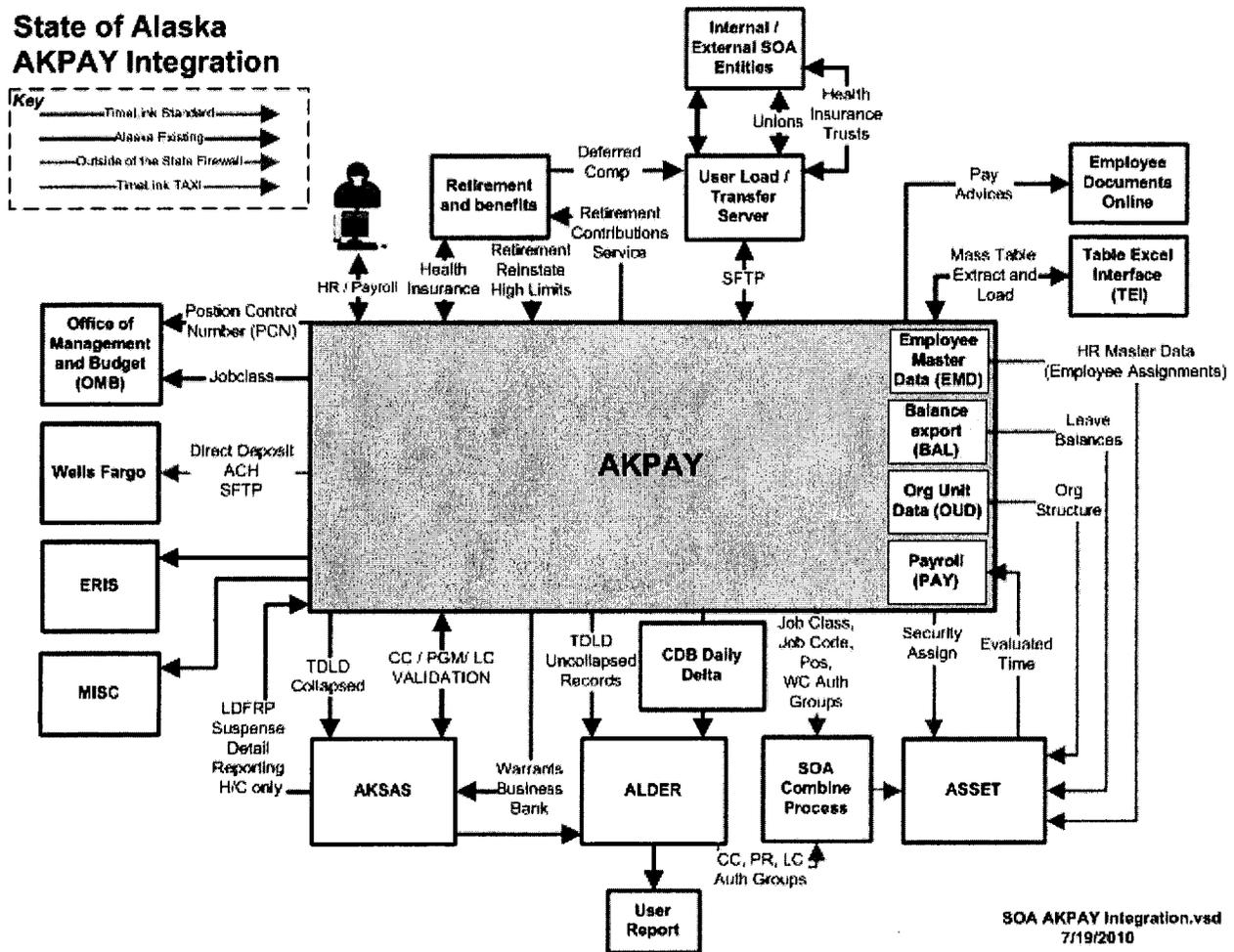
EMPLOYEE      EARNINGS      LABOR DISTRIBUTION
NUM          DATE NUM  HOURS  UNITS  ===CC===PGM====LC====SY=
444556666 12312009 251   3.00   0 ██████████
SEQ 0002 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
444556666 12312009 100   2.50   0 02570200 02470020
SEQ 0003 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
444556666 12312009 100   6.50   0 02570200 02470030
SEQ 0004 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
444556666 12312009 100   5.50   0 02570200 02470060
SEQ 0005 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
444556666 12312009 251   2.00   0 02570200 02470060
SEQ 0006 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00
444556666 12312009 100   21.00  0 02570200 02470001
SEQ 0007 ERROR ACTION STATUS A OVERRIDE RATE 0.0000 AMT 0.00

TS0040-PRESS PF2 TO PAGE FORWARD, PF3 TO PAGE BACKWARD
    
```


AKPAY High Level Diagram

The State payroll system is a highly mature application that interfaces with a number of other enterprise systems and external entities/systems. Each of the interfaces will need to be replicated as part of the implementation of the HR/payroll module proposed by the Offeror.

State of Alaska AKPAY Integration



CDB Software – Delta Payroll Records

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	2009
Technology Deployed	Proprietary DB2 image log extraction tool
Post-implementation Status	Replace with similar software product on proposed DB platform

CDB Software is a leading authority on z/Series DB2 environments and the State's use of this proprietary software is to extract the daily delta (change records) and create the interface file for the ALDER data warehouse. The extract must then be formatted into appropriate records and interfaced to ALDER on a nightly

basis. Currently, the interface records for ALDER are based on the various segments (B1, B2, V1, T1, Z1, Z2, etc) and table extract (output elements) structure of the Tesseract/Empower software; however the method and structure is somewhat flexible to acquire the interface with the proposed HR/payroll module. The State anticipates that this software product will be replaced with a similar functioning software product or comparable utility that performs this task on the proposed database platform to maintain long-term viability of the ALDER data warehouse.

ERIS - Employee Record Inventory System

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	2009
Technology Deployed	Custom Cobol/SAS programs
Post-implementation Status	Retain or replace with electronic documents

Certain components of employment records for State employees are maintained in hard copy format with a retention schedule of 75 years. The records for active employees and those that have terminated within 2 years are maintained in local cabinets, while all employee records not meeting these criteria are archived at a third-party off-site storage facility. This process manages the archiving and retrieval of records as employees are hired and terminated from State employment.

The present system supports the immediate needs of the State, however a long-term solution of moving to electronic documents is desired. Ideally current and future employment records would be maintained electronically in the proposed solution with the capability of integrating past employment records at a future point in time. At a minimum, the control and management of past, current, and future employment records must be replicated. The State developed and implemented this system. ERIS is not externally marketed; therefore, the State retains all the risk of maintaining the viability of the system.

ACH Direct Deposit

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	2009 – current provider Wells Fargo
Technology Deployed	Custom Jobs and Cobol programs
Post-implementation Status	Retain functionality

Direct deposit to a single or multiple accounts is the preferred option to transfer payment to State employees after a payroll cycle. Not all State employees are enrolled in direct deposit, therefore a warrant is printed and mailed to a specific address designated by the employee – this may or may not be their home address. For those employees participating in direct deposit, an ACH format compliant record is created, consolidated in a transfer file, and secure FTP to the State's provider for processing.

Each aspect of this functionality must be replicated in the proposed HR/payroll module.

OMB – Office of Management and Budget

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	2000
Technology Deployed	Custom Jobs and programs
Post-implementation Status	Retain functionality

A regularly scheduled, or upon request, extract of Position Control Numbers (PCN's) and/or Job Class records within the AKPAY payroll system is performed to create a current list of values; which is interfaced to OMB for use in their internal systems. The extract and interface file must be replicated in the proposed HR/payroll module as OMB will be maintaining the systems that use this data.

DRB – Division of Retirement and Benefits

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	1990
Technology Deployed	Custom jobs and programs
Post-implementation Status	Retain functionality

A number of interfaces to/from the AKPAY payroll system and the State retirement systems maintained by DRB exist to transfer information related to employee status and demographics, retirement plans, service time, health insurance, and defer compensation. Different methods of transferring data and custom programs exist that accomplish the flow of information between the various systems.

Each aspect of these interfaces must be replicated to maintain functionality in both the proposed HR/payroll module and DRB systems.

USERLOAD – Custom Interface

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	2002
Technology Deployed	Custom jobs and programs
Post-implementation Status	Retain functionality

In order to allow entities from within and outside the State the ability to establish earnings, deductions, and submit payroll adjustments a custom record layout is available that requires only essential fields. This simplified user interface is used by health trusts and State agencies to add, modify, and/or delete repository records up to the cutoff for a production cycle. The repository records are extracted, validated, and used to create the more complex segments that are loaded into the AKPAY payroll system. A control report is automatically emailed to the proper owner(s) of a record whenever an action occurs to their repository. This custom interface allows each entity to be in complete control and removes the payroll support section from being the intermediary between an employee and the entity submitting earning, deduction, or payroll adjustment.

Maintaining this functionality that empowers properly authorized users to create and control earnings, deductions, and payroll adjustments must be replicated in the proposed HR/payroll module.

The simplified record layout used in the USERLOAD process is provided to illustrate the low level of user expertise required to manage repository records. Most records to the repository are system generated and automatically secure FTP for processing.

USERLOAD Record Layout						
Seq	Start	Len	Field	Description	Type	Note
1	1	5	SOURCEID	Source Identifier	Char	ASEA Health Insurance HMMS Highway Maintenance Management System (DOT) LTC Health Insurance TNRPD Travel Northern Region Per Diem (DOT) TCRPD Travel Central Region Per Diem (DOT) TSRPD Travel Southeast Region Per Diem (DOT) TMHPD Travel Marine Highway Per Diem (DOT) SLOP Seasonal Leave Override Process
2	6	2	SEGID	Segment Identifier	Char	Valid Values - T1, V1 or Y5
3	8	1	ACTION	Action to be Taken	Char	Values - A (add) or D (delete) perform the specified operation on the repository record(s). A replacement of a repository record is performed by an "A" (add) record with Identical Fields 1 through 6. Note: Only fields 1 through 6 are required for a D record.
4	9	9	EMPNO	Employee Social Security Number	Char	Padded with Leading Zeros.
5	18	4	ETV	ETV Number Column 18 Must Be: E - Earning V - Deduction	Char	Specific to Source of Load.
6	22	6	EFFDT	Effective Date of Transaction Format yymmdd (e.g., 050115 or 051231)	Char	Format - YYMMDD T1/V1 - First Day of Pay Period Y5 - Last Day of PP (normal) or Specific PP Date(s) for Detailed Hour Reporting, Any Day Active in PP (LWOP), Last Day in Prior PP (ADJ Catchup)
7	28	1	CALCT	Amount Derived from Table Entries	Char	Valid Values - T or Blank (for SEGID T1 only)
8	29	1	SIGN	Sign for Amount Value	Char	Negative '-' Amount Value is Negative Blank '' Amount Value is Positive
9	30	8	AMOUNT	Amount of Transaction Format nnnnn.nn (e.g., 00081.00 or 00705.00)	Char	Padded with Leading Zeros.
10	38	2	BU	Bargaining Unit	Char	Not used.

USERLOAD Record Layout						
Seq	Start	Len	Field	Description	Type	Note
11	40	2	*PP	Pay Period	Char	Padded with Leading Zeros.
12	42	2	*PPYR	Pay Year	Char	Padded with Leading Zeros.
13	44	5	*PAYENT	Pay Entity	Char	Valid Values - SEMI, AMHS, IBUSM, BIWK1 or BIWK4
14	49	20	*JOBLC	49 Char 03 Job Code 52 Char 02 Ship Number 54 Char 01 Ship Status 55 Char 01 Union Code 56 Char 01 Region 57 Char 01 Residency 58 Char 01 Ship Dept 59 Char 01 Ship Class 60 Char 01 Probationary 61 Char 08 CC	Char	Marine Highway Transactions Only.
15	69	5	*RDCODE	Payroll RD Code (e.g., 25600 or 02100)	Char	Padded with Leading Zeros.
16	74	1	*SIGN	Sign for Transaction Hours	Char	Negative '-' Amount Value is Negative Blank '' Amount Value is Positive
17	75	8	*HOURS	Transaction Hours Format nnnnn.nn (e.g., 00060.00 or 00001.50)	Char	Padded with Leading Zeros.
18	83	10	*PRATE	Payroll Rate Format nnnnn.nnnn (e.g., 00042.5500 or 00021.6700)	Char	Padded with Leading and Trailing Zeros. Provide ONLY to override AKPAY determined rate.
19	93	8	FILLER	Future Use	Char	

* Required on Y5 Record Only and for Specific Source Identifiers

EDO – Employee Documents Online

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	2009
Technology Deployed	MS-SQL hosted on Windows server, custom jobs, and programs
Post-implementation Status	Decommission - replace with employee self-serve

As part of a production cycle the warrant file, both direct deposit and paper stock issued, are scrubbed for Personal Identifiable Information (PII), specifically social security number and loaded into a MS-SQL database. A custom web based front-end allows State employees to authenticate using Active Directory, resulting in warrant history to be displayed base on their unique employee identification number.

The State anticipates that this functionality will be available in the employee self-service module that will be deployed with the proposed HR/payroll solution. Other areas of employee self-service that would benefit the State might include change in address, W-4 withholdings, W-2 reporting, personal action distribution, participation in U.S. savings bond program, donate leave to other employees, or other payroll related employee actions that would result in business process efficiencies. The specific functionality contained in the employee self-service module will be dependent upon the proposed solution capabilities and a joint analysis performed by the State and final Vendor.

The State does not plan on including any retirement and benefit options in the employee self-service module as these actions are outside the scope of the Administrative Systems Replacement project and are controlled by DRB.

TEI – Table Excel Interface

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	1998
Technology Deployed	Proprietary application
Post-implementation Status	Retain functionality

The AKPAY payroll system is relatively configurable using table entries to control the processing of different aspects of a payroll cycle. In order to perform mass add, deletes, and/or updates to the table entries a proprietary tool is used to unload existing records and converted to MS Excel format. After desired actions are performed on the Excel file it is validated and then loaded. Prior to the use of this tool, updates to table entries were performed individually in a time consuming manual process that inadvertently resulted in incorrect or incomplete entries.

Maintaining this functionality for authorized users must be replicated in the proposed HR/payroll module.

TDLT – Time Distribution Labor Distribution

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	1990
Technology Deployed	Custom jobs and a series of complex COBOL programs
Post-implementation Status	Retain functionality

The earning, tax, and deduction charges associated with an employee’s payment are controlled by individual ETV codes established for each type. A corresponding Fully Qualified Account (FQA) financial structure is

established for each ETV through a variety of methods; such as table entries, employee specific default labor distribution codes, or override information on the detail ETV record. Every ETV code has an associated FQA that may include COA year, Collocation Code, Program (optional), Ledger Code (optional), and account; which allows the appropriate credit or debit to be posted to the proper cost collector in AKSAS. The AKPAY system validates FQA coding against AKSAS through a user exit at the time of data entry.

As part of a production cycle the processed ETV codes are formatted and passed to AKSAS and ALDER. A collapsed version with only financial line information is interfaced with AKSAS, while the ALDER interface includes un-collapsed detail records with employee indicative information, warrant number, pay period, and ETV codes. In addition, AKSAS maintains Business Banks with contributions and withdrawals to/from the bank via a journal entry interface (ITFJE) created from this same series of interface jobs/programs.

This functionality must be maintained through the entire system replacement transition period, whereby AKPAY must interface with the proposed financial module, and finally the proposed HR/payroll and financial modules must be fully integrated.

MISC – Miscellaneous Interfaces

Business Process Owner	Division of Finance, Department of Administration
System Maintained By	Same
Application Access	Division of Finance
Year Implemented	Various since 1990
Technology Deployed	Custom jobs and programs
Post-implementation Status	Retain functionality – streamline for efficiency

A number of interfaces exist in the AKPAY payroll system that have a unique need and must be replicated or replaced with internal capability of the proposed HR/payroll module.

1. Secure FTP of various production cycle reports to microfiche vendor for processing and long-term State retention.
2. Magnetic Media Reporting and Electronic Filing (MMREF) file to Social Security Administration.
3. New hire file to Social Security Administration to validate employee social security number and name.
4. Support file for JAT Software to reprint original W-2 upon employee request.
5. Unemployment wage and reporting file to State of Alaska Department of Labor.
6. Personal Action (PA) file that identifies HR/payroll changes that must be reported to an employee; currently hard copy.
7. New hire file and production cycle reporting to various state Child Support Services.
8. ACH transfer of payroll deductions for U.S. saving bonds.
9. Employee contact information published in the State's employee directory.

Name	Agency	Phone	Address	PCN
Title	Sub-Agency	E-mail		JCC-BU
Arehart, Scot	Administration	(907)465-5601	PO Box 110233	024011
Data Processing Mgr III	FIN-ALDER SUPPORT	scot.arehart@alaska.gov	Juneau, AK 99811-0233	P1643-SS

10. Employee information used to automatically update and maintain the State's Active Directory entries.
11. Annual reporting to U.S. Census bureau of number of employees by pay entity, type, and wage.