

SECTION 2: AKSAS SECURITY & AUTHORITIES

Source RD Code Transaction Authority

INTRODUCTION

Source RD Code Transaction Authority provides a general overview to AKSAS source RD codes and procedures for adding, changing, or deleting transaction authority for a source RD code. AKSAS uses source RD codes to identify individuals as having the authority to record transactions in AKSAS. Each transaction an individual is authorized to record must be specifically identified by transaction major and minor code.

To establish specific transaction capability for an RD code, the RD code must be specified on the SMF Authorized RD Code Transaction Table (SAU) maintained by the Division of Finance. The SAU identifies the specific transactions that a source RD code is authorized to record. It also identifies the certifying RD codes, open item types, and/or warrant classes applicable to the transaction and, if required, the dual authorization RD code.

Requests to add, change, or delete source RD code transaction authority on the SAU are initiated by Agency Security Contacts and forwarded to the Division of Finance. All requests must be in writing and may be made with a Source RD Code Request or a marked up copy of an SAU report. Agencies complete the Source RD Code Request form to add new records to the SAU. Marked up copies of the SAU report are acceptable to change or delete existing records on the SAU. Source RD Code Request forms are available on the Division of Finance Web site.

The SAU Report (Report ID B08001) is available to agencies to verify information contained on the SAU. The report is requested through RR - Report Request Maintenance and is available in three different sorts:

SMF Auth RD Code Table (SAU): Lists data in source RD code sequence and identifies all transaction codes for which an RD code is authorized as a source.

SMF Auth RD Code Table (SAU) - By Trans Code: Lists data in transaction code sequence and identifies the RD codes authorized as a source for each transaction code.

Certification/Authorization Report: Lists data in certifying RD code sequence and identifies all source RD codes and transaction codes for which an RD is authorized to certify or dual authorize.

FORMS

Source RD Code Request

PROCEDURES

I. Determine if source RD code transaction authority should be added, changed, or deleted.

Agency security contacts are responsible for determining when source RD code transaction authority should be added, changed, or deleted. Typically, RD code transaction authority changes when staff changes, or when functions or responsibilities change. Agencies should periodically review SAU Reports to ensure all authorized transactions, certifying RD codes, and dual authorization RD codes are correct for each source RD code on the SAU.

A. To add a new source RD code to the SAU, go to Step II.

SECTION 2: AKSAS SECURITY & AUTHORITIES, SOURCE RD CODE TRANSACTION AUTHORITY

- B. To add, change, or delete transactions, certifying RD codes, and/or dual authorization RD codes for an existing source RD code on the SAU, go to Step III.

II. Add transaction capability for a source RD code.

- A. Complete the Source RD Code Request form as follows:

1. **Department** - Enter your department name.
2. **RD Code Name** - Enter the name of the individual associated with the AKSAS RD code.
3. **RD Code** - Enter the AKSAS RD code to which transaction authority should be added.
4. **Department Approval** - Obtain the signature of an Agency Security Contact in your agency.

NOTE: The form must be signed by an authorized Agency Security Contact. Refer to Agency Security Contact in this Section for more information.

5. **Date** - Enter the current date.
6. Complete the **FINANCIAL TRANSACTIONS** portion of the form. Place an **X** in the blank space immediately preceding each transaction code this RD code is authorized to record in AKSAS. In the **Certifying RD Codes** fields, enter the RD codes of the certifying officers responsible for certifying transactions for this source RD. Up to ten certifying RD codes can be listed for each transaction group. Refer to the *AKSAS Handy Guide* for a complete list of transaction codes and descriptions.

NOTE: Each certifying RD code must be a valid certifying officer and have a current Certifying Officer's Affidavit on file with the Division of Finance to perform certification of the specified transaction.

- a. **Budget Transactions** - Check the appropriate transaction codes in this section to authorize the user to record, distribute, or restrict budgets, or record management budgets.
- b. **Warrant Status Change Transactions** - Check the appropriate transaction codes in this section to authorize the user to record cancellations or stop payments for general, field, or handwritten warrants.
- c. **Agency Journal Entry Transactions** - Check the appropriate transaction codes in this section to authorize the user to record agency journal entries.
- d. **Add/Change Warrant Transactions** - Check the appropriate transaction codes in this section to authorize the user to add and change general, field, and handwritten warrant transactions.
- e. **Revenue Transactions** - Check the appropriate transaction codes in this section to authorize the user to record revenue open items or wire transfers.
- f. **Encumbrance/RSA Transactions** - Check the appropriate transaction codes in this section to authorize the user to record expenditure open items or RSA open items.
- g. **Vendor Transactions** - Check the appropriate transaction codes in this section to authorize the user to add or change vendor transactions or to access the 1099 Tax Reporting System.

SECTION 2: AKSAS SECURITY & AUTHORITIES, SOURCE RD CODE TRANSACTION AUTHORITY

- h. **Automated Payment System Transactions** - Check the appropriate transaction code in this section to authorize the user to access the Automated Payment System.
- i. **Other Transactions Not Listed** - Enter any transaction codes not listed in the other sections on this form that this user should be authorized to record.

III. Change or delete transaction authority, certifying RD codes, and/or dual authorization RD codes for an existing source RD code on the SAU.

- A. Transaction authority, certifying RD codes, and/or dual authorization RD codes for existing source RD codes on the SAU may be changed or deleted. All requests to update the SAU must be in writing. Any of the following methods may be used:
 - 1. Indicate changes on a copy of an SAU Report (Report ID B08001) for your agency. The Agency Security Contact must sign and date the report as authorization for the changes.

NOTE: SAU reports are requested through your agency report request coordinator as described in Step V.B below. Use the Source RD Code/Transaction Code report to submit SAU changes.
 - 2. Complete a Source RD Code Request form and submit to the Division of Finance, System Administration.
 - 3. Submit a memorandum identifying the necessary changes. The memorandum must be signed by the Agency Security Contact.

IV. Submit SAU update requests to the Division of Finance.

- A. Submit the Source RD Code Request form, marked up copy of the SAU Report, or memorandum to the Division of Finance, Systems Administration. Be sure the request is signed by the agency security contact. If the Source RD Code Request form is completed online, it may be e-mailed to the Division of Finance, Systems Administration by the agency security contact.
- B. The Division of Finance updates the SAU. Generally, SAU changes are made within one or two days of receipt.

V. Verify the SAU was updated correctly.

- A. Review the SAU Report (B08001) and verify updates were recorded correctly. Notify the Division of Finance in writing if changes are necessary.
- B. To request a hard copy of the SAU Report, set up a report request through your report coordinator for Report ID B08001 (SAU Report) with the following criteria:
 - 1. **SOURCE RD CODE** - Enter the source RD code on which to select the data. A specific RD code or a top level RD code can be specified as determined by the indicator entered in the LOWER LEVEL (Y/N) field.
 - 2. **LOWER LEVELS (Y/N)** - Enter **Y** if the report should include all lower levels of the RD code entered in the SOURCE RD CODE field. Enter **N** if the report should be only for the RD code entered in the SOURCE RD CODE field.
 - 3. The report is available in three sorts. Place an **X** by one or more of the following report types.

SECTION 2: AKSAS SECURITY & AUTHORITIES, SOURCE RD CODE TRANSACTION AUTHORITY

- a. **SOURCE RD CODE/TRANSACTION CODE** - Data is sorted in source RD code sequence listing all transaction codes for each source RD code listed. **Use this version of the report to submit changes to the SAU.**
- b. **TRANSACTION CODE/SOURCE RD CODE** - Data is sorted in transaction code sequence and identifies the RD codes authorized as a source for each transaction code.
- c. **CERT/AUTH/SOURCE/TRANS** - Data is sorted in certifying RD code sequence and identifies all source RD codes and transaction codes the RD code is authorized to certify or dual authorize.