SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING
Access Other Batches

INTRODUCTION

Access Other Batches provides procedures for viewing the status of and/or modifying transactions entered by an RD code other than yours. The DO - Access Other Batches function available on the AKSAS Main Menu allows authorized users to view batches and transactions input by other RD codes. Individuals authorized alternate access to a batch can verify the batch/transaction status, correct erred transactions, modify or delete a transaction, release an erred batch for processing, change the batch effective date, or view required authorizers and eligible certifiers for a transaction.

Pending transactions (those waiting to be processed and those rejected due to errors during previous processing cycles) should be accessible by individuals other than the person who entered them. For example, it may be necessary for supervisors to review and/or modify transactions for individuals reporting to them. In these situations, the supervisor is identified as an alternate access RD code on the SMF Alternate Access Table (SAA). The SAA, maintained by the Division of Finance, identifies the alternate access RD code(s) for a specified input RD code.

Alternate access RD codes can change transactions entered by other users. Requests for alternate access should be carefully considered. Refer to *Section 2: AKSAS Security & Authorities, Alternate Access Authority* for more information.

AKSAS SCREENS

DO: Access Other Batches

PROCEDURES

I. **Access batches and transactions input by another user.**

A. On the AKSAS Main Menu, enter **DO** (Access Other Batches) in the **SELECTION** field. Press <Enter> to display the DO: Access Other Batches screen.

NOTE: This menu option is not displayed unless the AKSAS sign-on RD code is specified on the SMF Alternate Access Table (SAA) maintained by the Division of Finance.

B. In the **ALTERNATE ACCESS INPUT RD CODE** field, enter the five-digit RD code of the person whose transactions you are authorized to view.

C. Press <Enter> to display the DM: Maintain Batches - Selection screen.

NOTE: The RD code entered must be specified on the SAA for your sign-on RD code or the message 8068 USER NOT AUTHORIZED FOR SELECTED RD CODE is displayed.

D. To release a batch for processing, change the batch effective date, and/or select a specific transaction to view and/or edit, refer to the *Maintain Batches & Transactions* procedures in this Section.

DO: Access Other Batches - Selection Screen

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 DO:  ACCESS OTHER BATCHES - SELECTION



    ALTERNATE ACCESS INPUT RD CODE==>
















 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 CONT  QUIT                                                            HELP
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SCREEN ACCESS

Use the DO: Access Other Batches - Selection screen to view pending batches and transactions entered under another input RD code.

1. On the AKSAS Main Menu, enter **DO** (Access Other Batches) in the **SELECTION** field.

    NOTE: This menu option is not displayed unless the AKSAS sign-on RD code is specified on the SMF Alternate Access Table (SAA) maintained by the Division of Finance.

2. Press <Enter> to display the DO: Access Other Batches - Selection screen.

3. On the DO: Access Other Batches - Selection screen, enter the RD code of the individual whose batches you want to view in the **ALTERNATE ACCESS INPUT RD CODE** field.

4. Press <Enter> to display the DM: Maintain Batches - Selection screen. Refer to *Maintain Batches & Transactions* in this Section for procedures on viewing and/or modifying batches and transactions.