SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING
Authorize Transactions

INTRODUCTION

Authorize Transactions provides procedures for online authorization of financial transactions. The DA - Authorize Transactions function available on the AKSAS Main Menu allows you to display all transactions waiting for authorization by your AKSAS sign-on RD code.

An RD code may be designated as an Authorization RD code by (1) specifying the RD code on the SMF Authorized RD Code Table (SAU), or (2) entering the RD code in the ADDITIONAL AUTH RD field on a transaction during data entry. The SAU, maintained by the Division of Finance, specifies the authorization RD code(s) for a specific source RD code and transaction code combination. For example, to ensure all vendor numbers are assigned by the Division of Finance, RD code 00137 is identified in the SAU as an authorizer for all 505-10: Add Vendor transactions. When an add vendor transaction is completed and submitted, it is automatically routed to the authorization list for RD code 00137.

Up to three authorization RD codes can be specified for a transaction. The SAU allows for two authorization RD codes and one authorization RD code can be entered in the transaction. Transactions that have an authorization RD code specified on the SAU should not have the same RD code entered in the ADDITIONAL AUTH RD field during data entry, or the transaction will be listed twice on that RD code's authorization screen. Each authorization RD code identified for a transaction must authorize the transaction before it will process. When a transaction is authorized, it is removed from that individual's authorization list. When authorization is completed by all authorizers, the transaction will display NO in the AWAITING AUTH column on the input user's DM: Maintain Batches - Transaction Selection List screen.

Transactions requiring authorization are listed on the DA: Authorize Transactions - Transaction Selection List screen in batch number sequence by AUTH code. Transactions with an AUTH code of N (previously reviewed by the authorizer but authorization was rejected) are listed first followed by transactions with an AUTH code of Y (new to the authorization list and have not been reviewed by the authorizer).

A list of required authorizers for a transaction can be accessed through the PF6-CHKRD key on the DO - Access Other Batches - Selection and DM - Maintain Batches Transaction Selection List screens. The list provides the name, RD code, and phone number of the person(s) required to authorize the transaction.

AKSAS SCREENS

DA: Authorize Transactions - Selection List
DA: Authorize Transactions - Transaction Selection List

PROCEDURES

I. **View a list of transactions awaiting authorization.**

   A. On the AKSAS Main Menu, enter **DA** (Authorize Transactions) in the **SELECTION** field. Press <Enter> to display the DA: Authorize Transactions - Selection List.

   B. On the Authorize Transactions - Selection List screen, enter data in the following fields:

1. **STARTING AUTHORIZATION CODE** - Defaults to **N** (Authorization Rejected). May be changed to **Y** (Authorization Necessary).

   *NOTE: When **N** is entered, transactions with an AUTH code of N (Authorization Rejected) are listed first followed by Y (Authorization Necessary) transactions. If **Y** is entered, only transactions with an AUTH code of Y (Authorization Necessary) are displayed.*

2. **STARTING SOURCE SYSTEM ID** - Defaults to **AA** (display transactions entered online first). To begin the list with transactions for another source, enter the two-character source system ID for the transactions you want to authorize.

3. **STARTING BATCH NUMBER** - Defaults to **1** (view a list of all transactions awaiting authorization). To view transactions beginning with a specific batch number, enter the seven-digit batch number.

4. **STARTING SEQUENCE NUMBER** - Defaults to **1** (display the first transaction in the batch identified in the STARTING BATCH NUMBER field). If the default is not the transaction you want to view, enter the correct sequence number.

   NOTE: If the STARTING SEQUENCE NUMBER is entered, the STARTING BATCH NUMBER must also be entered or the list will start with batch number 1 and all transactions for all batches will be displayed.

5. Press <Enter> to display the DA: Authorize Transactions - Selection List screen.

II. **Select a transaction to authorize, modify, and/or reject.**

A. On the Authorize Transactions - Selection List screen, enter the line number of the transaction to be viewed in the **SELECTION** field.

   NOTE: The SELECTION field defaults to the line number of the first transaction with a "Y" indicator in the AUTH column. If all transactions listed on the screen have an AUTH code of N, the field will be blank.

1. If the transaction you want to authorize is not displayed, press <PF3> to page forward. Up to fourteen transactions can be displayed on the Authorize Transactions - Selection List screen. If you do not want to page through multiple screens to find a specific transaction, enter data in the following fields to display a new list beginning with a specific source system ID, batch number and/or sequence number.

   a. Delete the default value in the **SELECTION** field.

   b. **AUTH CODE** - Defaults to authorization code of the first transaction on the next screen or N if there are no additional screens. Enter **N** (Authorization Rejected) to display a list of pending transactions that have been reviewed but not approved. Enter **Y** (Authorization Necessary) to display a list of pending transactions that have not been reviewed.

   c. **SYS ID** - Defaults to the source system ID of the first transaction on the next screen or AA if there are no additional screens. If the default value is not correct, enter the two-character source system ID for the transactions you want to list. Refer to the *Appendix* for a list of values.

    d. **BATCH NUM** - Defaults to the beginning batch number of the first transaction on the next screen or 1 if there are no additional screens. If the default value is not correct, enter a seven-digit batch number.

    e. **SEQ NUM** - Defaults to the beginning sequence number of the first transaction on the next screen or 1 if there are no additional screens. If the default value is not correct, enter a sequence number.

    NOTE: If the SEQ NUM is entered, the BATCH NUM must also be entered or the list will start with batch number 1 and all transactions for all batches will be displayed.

B. Press <Enter> to display the base screen for the transaction selected. Once a transaction is displayed, you may (1) authorize the transaction without making changes, (2) modify and authorize the transaction, or (3) reject the transaction.

    1. Compare the Base screen and any other screens in the transaction to the source document verifying the transaction is correct and should be authorized.

        a. **Authorize the transaction:** If the transaction is correct and should be authorized, press <Enter> or <PF3> to display the Online Error screen. Press <Enter> or <PF3> again to authorize the transaction and return to the Authorize Transactions - Selection List screen. The transaction just authorized is removed from the Authorize Transactions - Selection list and can no longer be viewed or edited by the authorizing RD code.

        b. **Modify and authorize the transaction:** Press <PF10> to change the screen to data entry mode. Make appropriate changes to the transaction. Press <Enter> or <PF3> to display the Online Error screen. Press <Enter> or <PF3> again to authorize the transaction and return to the Authorize Transactions - Selection List screen. The transaction just authorized is removed from the Authorize Transactions - Selection list and can no longer be viewed or edited by the authorizing RD code.

        NOTE: When a previously certified transaction is modified, it must be recertified before it can process. If necessary, submit the transaction for certification following department procedures.

        c. **Reject a transaction:** If the transaction should not be authorized, press <PF1> to exit the transaction and return to the DA: Authorize Transactions - Selection List screen. The transaction just rejected displays an AUTH code of N and is listed in batch number sequence with other transactions that have an AUTH code of N.

C. Repeat Steps A - B until all transactions you want to authorize, modify, and/or reject are completed.

DA: Authorize Transactions - Selection Screen

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AUTHORIZE TRANSACTIONS - SELECTION

   STARTING AUTHORIZATION CODE==> N   N=Authorization Rejected
                                      Y=Awaiting Authorization
     STARTING SOURCE SYSTEM ID==> AA
          STARTING BATCH NUMBER==> 1
       STARTING SEQUENCE NUMBER==> 1


 CERTIFICATION:  I certify the facts herein and on supporting  documents
 are correct, this  transaction constitutes a legal charge against funds
 and/or  appropriations  cited, sufficient  funds are encumbered  to pay
 this obligation, or there is a sufficient  unencumbered  balance in the
 funds and/or appropriations cited to cover this obligation.  I am aware
 to  knowingly  make or allow  false  entries or alterations 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.

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

Use the DA: Authorize Transactions - Selection screen to access transactions awaiting dual authorization by your AKSAS sign-on RD code.

1. On the AKSAS Main Menu, enter **DA** (Authorize Transactions) in the **SELECTION** field.

2   Press <Enter> to display the DA: Authorize Transactions - Selection screen.

DA: Authorize Transactions - Selection Field Entry Table

Field Name	Field Value	Comments
STARTING AUTHORIZATION CODE	OPTIONAL, defaults to **N** (Authorization Rejected). The list begins with transactions that have been reviewed but not authorized. Enter **Y** (Awaiting Authorization) to begin the list with transactions that have not been reviewed.	The authorization code of the first transaction to display on the Authorize Transactions - Selection List screen.
STARTING SOURCE SYSTEM ID	OPTIONAL, defaults to **AA** (list transactions entered through online data entry first). To begin the list with transactions from another source, enter the 2-character source system ID for the transactions. Refer to the *Appendix* for a list of values.	The 2-character code identifying the source of the first transaction to display on the Authorize Transactions - Selection List screen.
STARTING BATCH NUMBER	OPTIONAL, defaults to **1** (view a list of all transactions to be authorized). To view a list of transactions beginning with a specific batch, enter the 7-digit batch number.	The batch number of the first transaction to display on the Authorize Transactions - Selection List screen.
STARTING SEQUENCE NUMBER	OPTIONAL, defaults to **1** (begin the list with the first transaction in the batch specified in the STARTING BATCH NUMBER field). To view a list of transactions beginning with a specific sequence number, enter a sequence number of up to 4 digits.	The sequence number of the first transaction to display on the Authorize Transactions - Selection List screen. The list cannot be limited by sequence number unless a specific batch number is entered in the STARTING BATCH NUMBER field.
CERTIFICATION	DISPLAY ONLY	Your AKSAS input (sign-on) RD code is your electronic signature verifying that this transaction is a legal obligation to the State of Alaska and contains accurate information.

DA: Authorize Transactions - Selection List Screen

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 DA:  AUTHORIZE TRANSACTIONS - SELECTION LIST

   SELECTION==> 4         AUTH CODE Y SYS ID AA BATCH NUM 1132044 SEQ NUM 16

             BATCH       SEQ     SOURCE   INPUT    TRANS
      AUTH   NUMBER      NUM      RD       RD      CODE     TRANS AMOUNT
      ----   ---------   ----    -----    -----    ------   ---------------
   1   N     AA1132044     2     2620     2620     110-10            257.00
   2   N     AA1132044     4     2620     2620     110-10         111365.12
   3   N     AA1132044    15     2620     2620     110-10           4982.38
   4   Y     AA1132044     3     2620     2620     110-10           3456.23
   5   Y     AA1132044     5     2620     2620     110-10          10000.00
   6   Y     AA1132044     6     2620     2620     110-10            259.99
   7   Y     AA1132044     7     2620     2620     110-10            875.00
   8   Y     AA1132044     8     2620     2620     110-10          14487.31
   9   Y     AA1132044     9     2620     2620     110-10           1000.00
  10   Y     AA1132044    10     2620     2620     110-10          11387.86
  11   Y     AA1132044    11     2620     2620     110-10           5000.00
  12   Y     AA1132044    12     2620     2620     110-10           1000.00
  13   Y     AA1132044    13     2620     2620     110-10           3478.69
  14   Y     AA1132044    14     2620     2620     110-10            305.98
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT       PGDN                                 PFKYS           HELP
```

SCREEN ACCESS

Use the DA: Authorize Transactions - Selection List screen to display transactions waiting authorization by your RD code.

1. On the DA: Authorize Transactions - Selection screen, enter data in the following fields:

   a. **STARTING AUTHORIZATION CODE** - Defaults to **N** (Authorization Rejected - list all pending transactions that have been reviewed but not approved). May be changed to **Y** (Awaiting Authorization - list only pending transactions that have not yet been reviewed).

   b. **STARTING SOURCE SYSTEM ID** - Defaults to **AA** (transactions entered through online data entry). To begin the list with transactions from another source, enter the two-character source system ID for the transactions you want to view and/or edit.

   c. **STARTING BATCH NUMBER** - Defaults to **1** (view a list of all transactions to be authorized). To view transactions beginning with a specific batch, enter the seven-digit batch number.

   d. **STARTING SEQUENCE NUMBER** - Defaults to **1** (list the first transaction in this batch that requires authorization and has not yet been reviewed). If the default is not the transaction you want to view, enter the sequence number.

2. Press <Enter> to display the DA: Authorize Transactions - Selection List screen.

DA: Authorize Transactions - Selection List Field Entry Table

Field Name	Field Value	Comments
SELECTION	REQUIRED, defaults to the line number of the first transaction with a "Y" indicator in the AUTH column. If the default value is not the line number of the transaction you want to review and/or authorize, enter the correct line number.	The line number of the first transaction with a Y (awaiting authorization) in the AUTH column. If all transactions listed on the screen display N (authorization rejected) in the AUTH column, this field will be blank.
AUTH CODE	OPTIONAL, defaults to N or the authorization code of the first transaction listed on the next screen. Enter **Y** (awaiting authorization) to display only transactions that have not been previously reviewed.	Indicates whether the transaction is waiting for authorization or has been previously reviewed and left unauthorized. If there are more transactions to display than can be listed on this screen, defaults to the authorization code of the first transaction on the next screen. If there are no more screens to display, defaults to N.
SYS ID	OPTIONAL, defaults to AA or the source system ID of the first transaction listed on the next screen. If the default value is incorrect, enter the 2-character source system ID for the transactions you want to list.	Identifies the Source System ID for the transaction list. If there are more transactions to display than can be listed on this screen, defaults to the source system ID of the first transaction on the next screen. If there are no more screens to display, defaults to AA.
BATCH NUM	OPTIONAL, defaults to 1 or the batch number of the first transaction listed on the next screen. To view a list of transactions beginning with a specific batch, enter the 7-digit batch number.	Identifies the beginning batch number for the transaction list. If there are more transactions to display than can be listed on this screen, defaults to the batch number of the first transaction on the next screen. If there are no more screens to display, defaults to 1.
SEQ NUM	OPTIONAL, defaults to 1 or the sequence number of the first transaction listed on the next screen. To view a list of transactions beginning with a specific sequence number, enter a sequence number of up to 4 digits.	Identifies the beginning sequence number for the transaction list. If there are more transactions to display than can be listed on this screen, defaults to the sequence number of the first transaction on the next screen. If there are no more screens to display, defaults to 1.
1 - 14	DISPLAY ONLY	Line number for a transaction.
AUTH	DISPLAY ONLY	Identifies whether the transaction requires authorization (**Y**) or was previously reviewed and was left unauthorized (**N**).
BATCH NUMBER	DISPLAY ONLY	The batch number assigned by AKSAS at data entry.
SEQ NUM	DISPLAY ONLY	The sequence number assigned by AKSAS at data entry.
SOURCE RD	DISPLAY ONLY	Identifies the source RD code of the person who submitted the transaction.
INPUT RD	DISPLAY ONLY	The RD code for the person who originally entered the transaction.
TRANS CODE	DISPLAY ONLY	Displays the transaction code for the transaction.
TRANS AMOUNT	DISPLAY ONLY	The total dollar amount of the transaction.