

# SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING

## Certify Transactions

### INTRODUCTION

*Certify Transactions* provides procedures for online certification of financial transactions. All financial transactions require certification by an authorized certifying officer before the transaction can process in AKSAS. The DC - Certify Transactions function available on the AKSAS Main Menu allows you to display all transactions ready for certification by your AKSAS sign-on RD code.

To be authorized as a certifying officer, a Certifying Officer Affidavit form must be completed and forwarded to the Division of Finance. Refer to *Section 2: AKSAS Security and Authorities, Certifying Officer Authority* for procedures. Once a Certifying Officer Affidavit is on file, the certifier's RD code is designated as a certification RD code on the SMF Authorized RD Code Table (SAU). The SAU, maintained by the Division of Finance, specifies the certification RD code(s) for a specific combination of source RD code and transaction code.

Every certifying officer has the responsibility to review and certify transactions on a daily basis. Certifying officers use the original or source document to certify financial transactions. Transaction source documents are verified with online transactions to ensure that required and/or departmental references are used, financial coding and dollar amounts are correct, the payee name is correct for warrant transactions, and appropriate approval signatures exist on the documentation.

The SAU allows for ten certification RD codes for each source RD code and transaction code combination. When a transaction is submitted, it is listed in batch number sequence on the DC: Certification Transactions - Selection List screen for all certifiers identified in the SAU. However, it only requires certification by one certifier. Once certified, the transaction is removed from the Certification Transactions - Selection List screen for all certifiers. A certified transaction can no longer be viewed through DC - Certify Transactions. To view the transaction, it must be accessed through DM - Maintain Batches by the transaction input RD code.

A list of eligible certifiers 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) eligible to certify the transaction. After the transaction is certified, the message TRANSACTION WAS CERTIFIED BY displays with the certifier's name, RD code, and phone number.

### AKSAS SCREENS

- DC: Certify Transactions - Selection
- DC: Certify Transactions - Selection List

### PROCEDURES

- I. **View a list of transactions requiring certification.**
  - A. On the AKSAS Main Menu, enter **DC** (Certify Transactions) in the **SELECTION** field. Press <Enter> to display the DC: Certify Transactions - Selection screen.
  - B. On the Certify Transactions - Selection screen, enter data in the following fields:

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1. **STARTING SOURCE SYSTEM ID** - Defaults to **AA** (list transactions entered through online data entry first). To begin the list with transactions from another source, enter the two-character source system ID. Refer to the *Appendix* for a list of values.
2. **STARTING BATCH NUMBER** - Defaults to **1** (view a list of all transactions to be certified). To view a list of transactions beginning with a specific batch, enter the seven-digit batch number.
3. **STARTING SEQUENCE NUMBER** - Defaults to **1** (list the first transaction in this batch that requires certification). If the default is not the first transaction you want listed, enter a 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.*

4. Press <Enter> to display the DC: Certify Transactions - Selection List screen.

**II. Certify a transaction.**

- A. On the Certification Transaction Selection List screen, enter the line number of the transaction you want to certify in the **SELECTION** field. This field defaults to **1** (line number of the first transaction in the display list).
  1. Up to fourteen transactions can be listed on one screen. If the transaction you want to certify is not listed, press <PF3> to page forward. 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 of transactions beginning with a specific source system ID, batch number and/or sequence number.
    - a. Delete the **SELECTION** field default value.
    - b. **SYS ID** - Defaults to the source system ID of the first transaction on the next screen or AA if there are no more screens to display. 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.
    - c. **BATCH NUM** - Defaults to the beginning batch number of the first transaction on the next screen or 1 if there are no more screens to display. If the default value is not correct, enter a seven-digit batch number.
    - d. **SEQ NUM** - Defaults to the beginning sequence number of the first transaction on the next screen or 1 if there are no more screens to display. If the default value is not correct, enter the sequence number.
    - e. Press <Enter> to display a new list of transactions.
- B. Press <Enter> to display the Base screen for the selected transaction. Once a transaction is displayed, you may (1) certify the transaction or (2) exit the transaction without certifying it.
  1. Compare the Base screen and any other screens in the transaction to the source document verifying the transaction is correct and should be certified.
    - a. **Certify the transaction:** If the transaction is correct, press <Enter> or <PF3> to display the Online Created Errors screen. Verify there are no errors or only errors that will be corrected during processing are displayed. Press <Enter> or <PF3> again to certify the transaction and return to the Certify Transactions - Selection List screen. The transaction just certified is

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removed from the Certify Transactions - Selection List screen for all certifiers and can no longer be viewed by a certifying RD code.

***NOTE:** If a transaction was erroneously certified, notify the input RD code immediately. A certified transaction can still be accessed by the input RD code before it processes. A certified transaction can also be accessed through DO - Access Alternate Batches. Refer to the procedure for Access Alternate Batches in this Section.*

- b. **Modify and certify the transaction:** If the transaction requires modification, press <PF10> to display the screen in data entry mode and make changes as necessary. Note the changes on a screen print of the transaction or other backup associated with the transaction.

To certify the transaction, press <Enter> or <PF3> to display the Online Created Errors screen. Press <Enter> or <PF3> again to certify the transaction and display the Certify Transactions - Selection List. The transaction is removed from the Certify Transactions - Selection List screen for all certifiers and can no longer be viewed by a certifying RD code.

***NOTE:** When a previously authorized transaction is modified, it must be reauthorized before it can process. If necessary, submit the transaction for authorization following department procedures.*

- c. **Exit the transaction without certifying:** If the transaction is not correct, needs clarification, or should not be certified at this time, press <PF1> to exit the transaction and return to the Certify Transactions - Selection List screen. The transaction just viewed is listed first and remains on the Certify Transactions - Selection List screen for all authorized certifiers. If necessary, contact the person who entered the transaction for clarification or correction.

- C. Repeat Steps A - B until all transactions you want to review and certify are completed.

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DC: Certify Transactions - Selection Screen

DC: CERTIFY TRANSACTIONS - SELECTION

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

SCREEN ACCESS

Use the DC: Certify Transactions - Selection screen to access transactions requiring certification.

1. On the AKSAS Main Menu, enter **DC** (Certify Transactions) in the **SELECTION** field.
2. Press <Enter> to display the DC: Certify Transactions - Selection screen.

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DC: Certify Transactions - Selection Field Entry Table		
Field Name	Field Value	Comments
STARTING SOURCE SYSTEM ID	<p>OPTIONAL, defaults to <b>AA</b> (list transactions entered through online data entry first).</p> <p>To begin the list with transactions from another source, enter the 2-character source system ID for the transactions you want to certify.</p>	The 2-character code identifying the source system of the first transaction to list on the Certify Transactions - Selection List screen.
STARTING BATCH NUMBER	<p>OPTIONAL, defaults to <b>1</b> (view a list of all transactions to be certified).</p> <p>To view transactions beginning with a specific batch, enter the 7-digit batch number.</p>	The batch number of the first transaction to display on the Certify Transactions - Selection List screen.
STARTING SEQUENCE NUMBER	<p>OPTIONAL, defaults to <b>1</b> (begin the list with the first transaction in the batch specified in the STARTING BATCH NUMBER field).</p> <p>If the default value is not the transaction you want to view, enter a sequence number of up to 4 digits.</p>	<p>The sequence number of the first transaction to display on the Certify Transactions - Selection List screen.</p> <p>The list cannot be limited by sequence number unless a specific batch number is entered in the STARTING BATCH NUMBER field.</p>
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.

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DC: Certify Transactions - Selection List Screen							
DC: CERTIFY TRANSACTIONS - SELECTION LIST							
<b>SELECTION</b> ==> 1		SYS ID AA BATCH NUM 1132285 SEQ NUM 2					
BATCH NUMBER	SEQ NUM	SOURCE RD	INPUT RD	TRANS CODE	TRANS AMOUNT		
-----	----	-----	-----	-----	-----		
1	AA1131862	3	2141	2372	330-12		
2	AA1132053	19	2141	2372	310-10	200.00	
3	AA1132053	20	2141	2372	310-10	300.00	
4	AA1132053	21	2141	2372	310-10	25000.00	
5	AA1132053	22	2141	2372	310-10	150000.00	
6	AA1132278	1	2620	2620	310-10	180.00	
7	AA1132278	2	2620	2620	310-10	1.00	
8	AA1132278	3	2620	2620	310-10	1.00	
9	AA1132278	4	2620	2620	310-10	1.00	
10	AA1132278	5	2620	2620	310-10	1.00	
11	AA1132278	6	2620	2620	310-10	1.00	
12	AA1132278	7	2620	2620	310-10	180.00	
13	AA1132278	8	2620	2620	310-10	1.00	
14	AA1132285	1	2620	2620	330-10		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
CONT	QUIT	PGDN				PFKYS	HELP

SCREEN ACCESS

Use the DC: Certify Transactions - Selection List screen to select a transaction to review and certify.

1. On the DC: Certify Transactions - Selection screen, enter the line number of the transaction to be certified in the **SELECTION** field. This field defaults to **1** (line number of the first transaction listed).
2. Press <Enter> to display the DC: Certify Transactions - Selection List screen.

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DC: Certify Transactions - Selection List Field Entry Table		
Field Name	Field Value	Comments
<b>SELECTION</b>	<p>REQUIRED, to display a specific transaction. Defaults to <b>1</b> (line number of the first transaction listed).</p> <p>If the default value is not the line number of the transaction you want to certify, enter the correct line number.</p>	The line number of the transaction you want to certify.
<b>SYS ID</b>	<p>OPTIONAL, defaults to <b>AA</b> or the source system ID of the first transaction on the next screen.</p> <p>To view transactions from another source, enter the 2-character source system ID for the transactions you want to list.</p>	<p>Identifies the source system ID for the transaction list.</p> <p>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 transactions to display, defaults to AA.</p>
<b>BATCH NUM</b>	<p>OPTIONAL, defaults to <b>1</b> or the batch number of the first transaction on the next screen.</p> <p>To view a list of transactions beginning with a specific batch, enter the 7-digit batch number.</p>	<p>Identifies the beginning batch number for the transaction list.</p> <p>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 transactions to display, defaults to 1.</p>
<b>SEQ NUM</b>	<p>OPTIONAL, defaults to <b>1</b> or the sequence number of the first transaction on the next screen.</p> <p>To view a list of transactions beginning with a specific sequence number, enter a sequence number of up to 4 digits.</p>	<p>Identifies the beginning sequence number for the transaction list.</p> <p>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 transactions to display, defaults to 1.</p>
1 - 14	DISPLAY ONLY	Line number for a transaction.
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 RD code of the person authorized to record this 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 this transaction.
TRANS AMOUNT	DISPLAY ONLY	The total dollar amount of the transaction.