

SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING

Easytran Record Maintenance

INTRODUCTION

Easytran Record Maintenance provides procedures for creating a new easytran, or modifying or deleting an existing easytran. An easytran is a template used to facilitate entry of repetitive information in a transaction. When an easytran is used to enter a transaction, AKSAS automatically fills the fields with the information set up in the easytran. The user needs only to enter data in the appropriate blank fields to complete entry of the transaction.

Easytranas are identified by four-digit numbers. Each agency is assigned an easytran number range by the Division of Finance to use when creating easytranas. Easytranas within the same department may be used by individuals other than the original creator of the easytran. Department procedures should be established for tracking, creating, modifying, and deleting easytranas to ensure easytranas are appropriately used and maintained.

AKSAS SCREENS

SE: Easytran Records Maintenance

PROCEDURES

- I. **Determine the easytran number range assigned to your department by the Division of Finance.**
 - A. On the AKSAS Main Menu, enter **IE** (Entity and CC/LC Inquiry) in the **SELECTION** field. Press <Enter> to display the Entity and CC/LC Inquiry - Selection screen.
 - B. On the CC/LC Inquiry - Selection screen, tab to the **OTHER INQUIRY** section at the bottom of the screen and enter data in the following fields:
 1. Enter **X** in the space preceding **DEPT/DIV INQUIRY**.
 2. Enter your two-digit department number in the **DEPT** field.
 3. Press <Enter> to display the Department/Division Listing screen.
 4. Your department number and department name are displayed in line 1 of the DEPT/DIV and TITLE columns. In the **SELECTION** field at the bottom of the screen, enter **1**.
 5. Press <Enter> to display the Department/Division Inquiry screen for your department.
 - C. On the Department/Division Inquiry screen, press <PF5> to display the CC/LC/OPEN ITEM/EASYTRAN RANGES screen for your department. Easytran ranges are identified in the CODE column as ET. Only easytran numbers from this range should be used to establish easytranas for your department. Refer to *Exhibit 4.A: Department/Division Listing* for an example of the screen.

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II. Create an easytran.

- A. On the AKSAS Main Menu, enter **SE** (Easytran Records Maintenance) in the **SELECTION** field. Press <Enter> to display the Easytran Records Maintenance screen.
- B. On the Easytran Records Maintenance screen, enter data in the following fields:
 - 1. **ACTION** - Enter **A** (add).
 - 2. **EASYTRAN NUMBER** - Enter the easytran number assigned from your easytran log. The number must be within the easytran number range assigned to your department by the Division of Finance. See Step I.
 - 3. **TRANS CODE** - Enter the five-digit transaction code (major and minor) of the transaction for which you want to establish an easytran.
- C. Press <Enter> to display the easytran data entry screen for the transaction specified in the **TRANS CODE** field.
- D. On the easytran data entry screen, enter data in fields that have the same information for all transactions of this type. For example, if setting up an easytran for a warrant request for repeated payments to a specific vendor, you might enter data in the following fields: trans code minor, warrant class, routing code, routing RD code, and reference line fields.
- E. Press <Enter> to display online errors. Review errors to ensure they are due to blank fields, rather than incorrectly entered data. Make changes to data entered as necessary. When all data is entered correctly, press <PF3> to force submit the easytran and redisplay a blank Easytran Records Maintenance screen.

III. Change an existing easytran.

- A. On the AKSAS Main Menu, enter **SE** (Easytran Records Maintenance) in the **SELECTION** field. Press <Enter> to display the Easytran Records Maintenance screen.
- B. On the Easytran Records Maintenance screen, enter data in the following fields:
 - 1. **ACTION** - Enter **C** (change).
 - 2. **EASYTRAN NUMBER** - Enter the easytran number of the easytran you want to modify.
 - 3. **TRANS CODE** - Leave blank. This field is not used to change an existing easytran.
- C. Press <Enter> to display the easytran specified.
- D. On the easytran data entry screen, enter additional data and/or change data in the fields as necessary.
- E. Press <Enter> to display online errors. Review errors to ensure they are due to blank fields, rather than incorrectly entered data. Make changes to data entered as necessary. When all data is entered correctly, press <PF3> to force submit the modified easytran and return to the Easytran Records Maintenance screen.

IV. Delete an easytran.

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A. On the AKSAS Main Menu, enter **SE** (Easytran Records Maintenance) in the **SELECTION** field. Press <Enter> to display the Easytran Records Maintenance screen.

B. On the Easytran Records Maintenance screen, enter data in the following fields:

1. **ACTION** - Enter **D** (delete).
2. **EASYTRAN NUMBER** - Enter the easytran number you want to delete.
3. **TRANS CODE** - Leave blank. This field is not used to delete an easytran.

C. Press <Enter>. The message **PRESS ENTER TO CONFIRM DELETE** is displayed at the top of the screen. Verify the easytran number displayed is the one you want to delete.

1. **To delete the easytran:** Press <Enter> again. A blank Easytran Records Maintenance screen is displayed and the easytran is no longer available.

***NOTE:** Make a note in the easytran log that the easytran was deleted. The easytran number may be reused to add a new easytran.*

2. If the easytran number displayed should not be deleted, press <PF1> to return to the AKSAS Main Menu.

V. Use an easytran record to process a financial transaction.

A. On the AKSAS Main Menu, enter **DS** (Start/Restart Batch). Press <Enter> to display the Start/Restart Batch - Selection screen.

B. At the Start/Restart Batch - Selection screen, enter **F** (Financial). Press <Enter> to display the Financial Data Entry Menu.

C. At the Financial Data Entry Menu, enter the two-character code in the **SELECTION** field for the transaction you want to process.

D. Enter **A** (add) or **C** (Change) in the **ACTION** code field if applicable to the transaction type entered in the **SELECTION** field.

E. In the **EASYTRAN NUM** field, enter the easytran number for the transaction. The easytran number entered must be for the same transaction type as entered in the **SELECTION** field.

F. Press <Enter> to display the data entry screen for the transaction.

G. Enter additional data in the transaction and submit the transaction as you would any other transaction of this type. For data entry instructions, refer to the specific procedure for the transaction type.

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SE: Easytran Record Maintenance Screen

SE: EASYTRAN RECORD MAINTENANCE

ACTION==> _

EASYTRAN NUMBER==> _____ TRANS CODE==> ____ _ (For Action = 'A' Only)

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

SCREEN ACCESS

Use the SE: Easytran Records Maintenance screen to add, change, or delete an easytran.

1. On the AKSAS Main Menu, enter **SE** (Easytran Records Maintenance) in the **SELECTION** field.
2. Press <Enter> to display the Easytran Records Maintenance screen.

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DE: Easytran Records Maintenance Field Entry Table		
Field Name	Field Value	Comments
ACTION	<p>REQUIRED</p> <p>A Add a new easytran. C Change an existing easytran. D Delete an existing easytran.</p>	Identifies the action to be taken on an easytran.
EASYTRAN NUMBER	<p>REQUIRED</p> <p>Enter the number of the easytran you want to add, change, or delete. Up to 4 digits.</p>	Number assigned to this easytran. Easytran number ranges are issued to each department by the Division of Finance.
TRANS CODE	<p>REQUIRED, to add an easytran.</p> <p>Enter the 5-digit transaction code (major and minor) for the type of transaction you want to add.</p> <p>To change or delete an easytran, leave blank.</p>	Identifies the type of transaction.