

SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING

Request Interface Processing

INTRODUCTION

Request Interface Processing provides procedures for adding, changing, and deleting online interface processing requests in AKSAS. An AKSAS interface is a Balanced Interface File (BIF) containing financial or structural transactions that are generated outside of AKSAS by an agency system. Requests to process an AKSAS interface are entered online by selecting the DI – Request AKSAS Interface option on the AKSAS Main Menu.

Online requests are processed every hour in the afternoon beginning at 1 p.m. and ending at 5 p.m. Requests not requiring authorization will be processed the same day if they are entered online before 5 p.m. Requests requiring authorization will be processed the same day if they are entered online before 4 p.m.

Online requests to process an AKSAS interface are validated to ensure the tape volume information entered is valid for the agency system. Email notification can be generated for interface requests that process and/or fail in the validation process. The notification is sent to recipients specified in a table maintained by the Division of Finance. The recipient can review the interface request, and change or delete the request.

Interface requests that successfully pass the validation process are loaded into the Transaction Suspense File (TSF). The TSF maintains all unprocessed or rejected transactions entered into AKSAS including online data entry and transactions that originate outside of AKSAS. Transactions on the TSF are processed into AKSAS during overnight processing. Email notification can be generated for interface processing requests that successfully process and/or fail to process into the TSF. The notification is sent to recipients specified in a table maintained by the Division of Finance. The recipient can review the interface request, and change or delete the request.

AKSAS SCREENS

SIR: AKSAS Interface Requests – Selection Menu

SIR: AKSAS Interface Requests

PROCEDURES

I. Enter an online request to process an AKSAS interface.

- A. On the AKSAS Main Menu, enter **DI** (Request AKSAS Interface) in the **SELECTION** field. Press <Enter> to display the SIR: AKSAS Interface Requests – Selection Menu.
- B. On the AKSAS Interface Requests – Selection Menu, enter an **X** immediately preceding the Source System ID/Description field identifying the agency system that generated the interface.

***NOTE:** If error code 4445 SSI NOT AVAILABLE FOR INTERFACE REQUEST displays, the source system ID has been temporarily disabled in order to process special interface requests (e.g. fiscal year-end processing). The source system ID will be enabled on the next business day.*

- C. Press <Enter> to display the SIR: AKSAS Interface Requests screen.
- D. On the SIR: AKSAS Interface Requests screen, enter data in the following fields:
 1. **Vol Ser Num** – Enter the 6-digit volume serial number.

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***NOTE:** To display a list of catalogued volumes, press <PF6-VLIST>. The Catalogued Volumes pop-up window displays. Note the appropriate Volser Number from the list displayed. Press <Enter> to remove the window.*

2. **Genr Num** – Enter the 4-digit generation number.

***NOTE:** To display a list of catalogued volumes, press <PF6-VLIST>. The Catalogued Volumes pop-up window displays. Note the appropriate Genr Num from the list displayed. Press <Enter> to remove the window.*

3. **Trans Count** – Enter the number of transactions, up to 6 digits.
4. **Trans Amount** – Enter the total dollar amount of the transactions, up to 11 digits (9 to the left of the decimal, 2 to the right).
5. Press <Enter> to add the request. The new processing request displays on the SIR: AKSAS Interface Requests screen with a YES or NO indicator in the AWAIT AUTH field.
6. Press <Enter> to return to the AKSAS Interface Requests – Selection Menu.
7. Press <PF1> to return to the AKSAS Menu.

II. View a request to process an AKSAS interface.

- A. On the AKSAS Main Menu, enter **DI** (Request AKSAS Interface) in the **SELECTION** field. Press <Enter> to display the SIR: AKSAS Interface Requests – Selection Menu.
- B. On the SIR: AKSAS Interface Requests – Selection Menu, enter an **X** immediately preceding the Source System ID/Description field identifying the agency system that generated the interface.

***NOTE:** If error code 4445 SSI NOT AVAILABLE FOR INTERFACE REQUEST displays, the source system ID has been temporarily disabled in order to process special interface requests (e.g. fiscal year-end processing). The source system ID will be enabled on the next business day.*

- C. Press <Enter> to display the SIR: AKSAS Interface Request screen.
- D. Press <Enter> to return to the AKSAS Interface Requests – Selection Menu.
- E. Press <PF1> to return to the AKSAS Main Menu.

III. Change a request to process an AKSAS interface.

- A. On the SIR: AKSAS Interface Requests – Selection Menu, enter **C** in the **CMD** (command) field immediately preceding the interface request you want to change.

***NOTE:** To display a list of valid commands for the CMD (command) field, enter a question mark (?) in the CMD field. Press <Enter> to display the Valid Command pop-up window. Press <Enter> again to remove the pop-up window.*

- B. Press <Enter> to display the MODIFY INTERFACE REQUEST window.
- C. Overwrite the incorrect information with the correct information.

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- D. Press <Enter> to accept the change. The changed request displays on the screen.
- E. Press <Enter> to return to the AKSAS Interface Requests – Selection Menu.
- F. Press <PF1> to return to the AKSAS Main Menu.

IV. Delete a request to process an AKSAS interface.

- A. On the SIR: AKSAS Interface Requests – Selection Menu, enter **D** in the **CMD** (command) field immediately preceding the interface request you want to change.

***NOTE:** To display a list of valid commands for the CMD (command) field, enter a question mark (?) in the CMD field. Press <Enter> to display the Valid Command pop-up window. Press <Enter> again to remove the pop-up window.*

- B. Press <Enter> to display the DELETE INTERFACE REQUEST window.
- C. Verify the information displayed is the interface request to be deleted.
- D. Press <Enter> to delete the interface request. The deleted request does not display on the screen.
- E. Press <Enter> to return to the AKSAS Interface Requests – Selection Menu.
- F. Press <PF1> to return to the AKSAS Main Menu.

V. Verify and change contact information.

- A. Verify the contact names with associated phone numbers and the email addresses for automated email notification.
 - 1. On the AKSAS Interface Requests screen, press <PF5-INFO>. The Contact Information window displays.
 - 2. Review the information to determine if a change is needed. If a change is needed, complete step V.B.
 - 3. Press <Enter> to return to the AKSAS Interface Requests screen.
- B. Change contact names, phone numbers or email notification list.

Contact Systems Administration by email. The contact name and email address is available on the Division of Finance Web site at http://fin.admin.state.ak.us/dof/services_contacts/dofserv.jsp under the Service Name *AKSAS Interfaces*.

In the email body text, include the following information:

- Source System ID (SSI)
- Current information that needs to be changed or deleted
- New information that needs to be added
- For email notification, the type of information the recipient is to receive:
 - Validation messages – (1) error messages only, or (2) all messages
 - Interface messages – (1) error messages only, or (2) all messages

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SIR: AKSAS Interface Requests - Selection Menu		
SIR: AKSAS Interface Requests - Selection Menu		02/28/2001
	Source System ID/Description	Await Auth
-	BB BANK RECONCILIATION	
-	BE STALEDATE TRXNS	
-	CE FINANCIAL EDI	Y
-	EP ACPE WARRANTS	
-	PA PAYROLL CHARGES LDF	
-	TT THIRD PARTY BILLING	
-	TY DOT PDA YEAR END ADJ	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT QUIT PFKYS HELP		

SCREEN ACCESS

Use the SIR: AKSAS Interface Requests - Selection Menu to add new interface processing requests, or to change or delete existing requests.

1. On the AKSAS Main Menu, enter **DI** (Request AKSAS Interface) in the **SELECTION** field.
2. Press <Enter> to display the AKSAS Interface Requests - Selection Menu screen.

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SIR: AKSAS Interface Request - Selection Menu Field Entry Table		
Field Name	Field Value	Comments
—	REQUIRED Enter an X immediately preceding the Source System ID/Description field.	Provides access to the Source System ID to view existing interface processing requests or to add new requests.
SOURCE SYSTEM ID	DISPLAY ONLY	The Source System IDs (SSIs) available to the Control RD Code used to sign on to AKSAS.
DESCRIPTION	DISPLAY ONLY	The description of the Source System ID (SSI).
AWAIT AUTH	DISPLAY ONLY	Indicates whether interface requests for the Source System ID are awaiting authorization by RD 110 (Division of Finance, Systems Administration) or RD 125 (Division of Finance, Accounting Control). Y Yes, there are interface requests awaiting authorization. Blank There are no interface requests waiting to be authorized.

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SIR: AKSAS Interface Requests Screen									
SIR: AKSAS Interface Requests							01/14/2004		
Control RD Code: 00110 Source System ID: AP - AP 430-55 JE INTERFC									
Job Name: AAPOBAPP Dataset Name: AFSN.AAP.PROD.AUTOPAY.ITFJE									
Cmd	Volume Serial Num	Genr Num	Trans Count	Trans Amount	Valid Date	Valid Time	Intf Date	Intf Time	Await Auth
_	005900	0001	19	400,213.41	07/03/03	13:00	07/03/03	13:01	NO
	008507	0001	34	310,874.54	07/07/03	16:00	07/07/03	16:00	NO
	003656	0001	29	332,836.88	07/08/03	17:00	07/08/03	17:00	NO
	023196	0001	41	451,231.56					NO
Add New Request-----									
Please Enter: Vol Ser Num _____ Genr Num _____									
Trans Count _____ Trans Amount _____									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
CONT QUIT			INFO VLIST			PFKYS		HELP	

SCREEN ACCESS

Use the SIR: AKSAS Interface Requests screen to add a new or change/delete an existing interface processing request.

1. On the AKSAS Interface Requests - Selection Menu screen, enter an **X** immediately preceding the Source System ID/Description line for which you want to view existing processing requests.
2. Press <Enter> to display the AKSAS Interface Requests screen.

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SIR: AKSAS Interface Requests Field Entry Table		
Field Name	Field Value	Comments
CONTROL RD CODE	DISPLAY ONLY	The RD code used to access the DI - Request AKSAS Interface option on the AKSAS Main Menu. All Source System IDs controlled by this RD code display on the AKSAS Interface Requests - Selection Menu.
SOURCE SYSTEM ID	DISPLAY ONLY	The Source System ID and description for the SSI selected on the SIR: AKSAS Interface Requests - Selection Menu.
JOB NAME	DISPLAY ONLY	The name of the batch job.
DATASET NAME	DISPLAY ONLY	The file name of the interface.
CMD	REQUIRED, to change or delete an existing interface request. Enter one of the following values: C Change information on an existing request. D Delete an existing request.	Command. When C (change) is entered, the MODIFY INTERFACE REQUEST window displays with existing values that can be overwritten. Pressing <Enter> changes the request. When D (delete) is entered, the DELETE INTERFACE REQUEST window displays with existing values. Pressing <Enter> deletes the request.
VOLUME SERIAL	DISPLAY ONLY	The identifying number of the physical tape containing the interface file.
GENR NUM	DISPLAY ONLY	The version of the dataset file.
TRANS COUNT	DISPLAY ONLY	The number of transactions in the interface.
TRANS AMOUNT	DISPLAY ONLY	The total dollar amount in the interface.
VALID DATE	DISPLAY ONLY	The date (MM/DD/YY) that the interface processed through edits verifying the tape volume information.
VALID TIME	DISPLAY ONLY	The time (hh:mm) that the interface processed through edits verifying the tape volume information.
INTF DATE	DISPLAY ONLY	The date (MM/DD/YY) that the interface processed into the AKSAS TSF file.
INTF TIME	DISPLAY ONLY	The time (hh:mm) that the interface processed into the AKSAS TSF file.
AWAIT AUTH	DISPLAY ONLY	Indicates whether the interface requires authorization. Yes The interface request is awaiting authorization by RD 110 (Division of Finance, Systems Administration) or RD 125 (Division of Finance, Accounting Control). No The interface request is not waiting for authorization.
ADD NEW REQUEST - The following fields are used to add a new request to interface.		
VOL SER NUM	REQUIRED Enter the 6-digit volume serial number of the file.	Identifies the physical tape containing the interface file. Press <PF6-VLIST> to view a list of volume serial numbers available to enter in this field.
GENR NUM	REQUIRED Enter the 4-digit generation number of the file.	Identifies the version of the dataset file. Press <PF6-VLIST> to view a list of generation numbers available to enter in this field.

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SIR: AKSAS Interface Requests Field Entry Table		
Field Name	Field Value	Comments
TRANS COUNT	<p>REQUIRED</p> <p>Enter the total number of transactions, up to 6 digits.</p>	Transaction count of the interface.
TRANS AMOUNT	<p>REQUIRED, if a financial batch interface file.</p> <p>Enter the total dollar amount of the transactions, up to 13 digits (11 to the left of the decimal, 2 to the right).</p>	Transaction amount of the interface.

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Field Name	Field Value	Comments
VOL SER NUM	<p>OPTIONAL</p> <p>To change the existing volume serial number, overwrite the existing number with the new 6-digit volume serial number.</p>	<p>Volume Serial Number. Identifies the physical tape containing the interface file.</p> <p>Press <PF6-VLIST> to view a list of volume serial numbers available to enter in this field.</p>
GENR NUM	<p>OPTIONAL</p> <p>To change the existing generation number, overwrite the existing number with the new 4-digit generation number.</p>	<p>Generation Number. Identifies the version of the dataset file.</p> <p>Press <PF6-VLIST> to view a list of generation numbers available to enter in this field.</p>
TRANS COUNT	<p>OPTIONAL</p> <p>To change the existing transaction count, overwrite the existing number with the new transaction count, up to 6 digits.</p>	<p>Transaction count of the interface.</p>
TRANS AMOUNT	<p>OPTIONAL</p> <p>To change the existing transaction amount, overwrite the existing number with the new transaction amount, up to 13 digits (11 to the left of the decimal, 2 to the right).</p>	<p>Transaction amount of the interface.</p>

Delete Interface Request Window

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SIR: AKSAS Interface Requests							03/08/2001				
Control RD Code: 00110 Source System ID: CE - FINANCIAL EDI											
Job Name: AAPOB1WP Dataset Name: AFSN.AAP.PROD.EDI.ITF.TRANS											
Cmd	Volume Serial Num	Genr Num	Trans Count	Trans Amount	Valid Date	Valid Time	Intf Date	Intf Time	Wait	Auth	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
018245	0001		2	2.00	02/23/01	15:12	02/23/01	15:13		NO	
DELETE INTERFACE REQUEST									26/01	14:03	NO
PLEASE VERIFY DELETE REQUEST									27/01	14:05	NO
VOL SER NUM: 053214 GENR NUM: 0001											
TRANS COUNT: 12 TRANS AMOUNT: 3251.72											
ENTER=DELETE REQUEST, PF1=QUIT											

Please Enter: Vol Ser Num _____ Genr Num _____											
Trans Count _____ Trans Amount _____											
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10--	PF11--PF12---	
CONT	QUIT		INFO	VLIST		PFKYS				HELP	

SCREEN ACCESS

Use the Delete Interface Request window to delete an existing interface request.

1. On the SIR: AKSAS Interface Requests screen, enter **D** in the **CMD** field immediately preceding the interface request you want to delete.
2. Press <Enter> to display the Delete Interface Request window.

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Delete Interface Request Field Entry Table		
Field Name	Field Value	Comments
VOL SER NUM	DISPLAY ONLY	Volume Serial Number. Identifies the physical tape containing the interface file.
GENR NUM	DISPLAY ONLY	Generation Number. Identifies the version of the dataset file.
TRANS COUNT	DISPLAY ONLY	Transaction count of the interface.
TRANS AMOUNT	DISPLAY ONLY	Transaction amount of the interface.