

SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING

Maintain Batches & Transactions

INTRODUCTION

Maintain Batches & Transactions provides procedures for viewing the status of and/or editing transactions entered by your AKSAS input (sign-on) RD code. The DM - Maintain Batches function available on the AKSAS Main Menu allows an AKSAS user to edit transactions before processing, identify transactions needing authorization or certification, identify the persons(s) needing to authorize or certify a transaction, correct erred transactions, delete transactions, or change the processing date for a specific batch.

Batches on the TSF

Batches are groups of transactions entered online and submitted for processing by AKSAS users or interfaced by systems external to AKSAS. Batches are maintained in the Transaction Suspense File (TSF) until all transactions in the batch have processed successfully or are deleted. Batches on the TSF can be viewed and edited through DM - Maintain Batches if (1) a batch has not been selected for processing; (2) one or more transactions in the batch are waiting for authorization and/or certification; or (3) one or more transactions in the batch erred during processing.

The Maintain Batches - Selection List screen displays a list of batches on the TSF for the AKSAS sign-on RD code. Batches are listed in batch number sequence by BATCH STATUS; batches with a status of ERRORS are listed first, followed by batches with a status of READY. For each batch listed, the batch status and type; transaction and error counts; and the submit, effective, and process dates are displayed.

Erred Batches

A batch with a BATCH STATUS of ERRORS means the batch was processed but one or more transactions within the batch did not process successfully. The TRANS COUNT column indicates the total number of transactions in the batch currently on the TSF (total erred transactions plus any new transactions added to the batch since the last process date). The number of transactions in error status is displayed in the ERRORS COUNT column. The last date the batch processed is indicated in the PROCESS DATE column.

Each transaction in a batch may be corrected and resubmitted or an entire batch may be released for processing if individual transactions in the batch do not require correction. When a batch is released for processing or all erred transactions in the batch are resubmitted, the BATCH STATUS displays READY.

Ready Batches

A BATCH STATUS of READY indicates a batch has (1) not been selected for processing (no date in the PROCESS DATE column) or (2) has erred transactions and the entire batch was released for reprocessing or all erred transactions were resubmitted. Batches with a BATCH STATUS of READY are selected for processing during the next financial transaction run if the EFFECTIVE DATE is equal or prior to the current date.

Batch Transaction and Error Counts

The TRANS COUNT column displays the total number of transactions currently in the batch. This includes erred transactions and transactions added since the last date the batch processed.

The ERROR COUNT column displays the total number of transactions currently in error status. The ERROR COUNT is reduced by one each time a transaction is resubmitted for processing. When all transactions in a batch are resubmitted, the ERROR COUNT column is blank and the BATCH STATUS displays READY. If an

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entire batch is submitted for processing without resubmitting individual transactions, the BATCH STATUS displays READY. The ERROR COUNT column still displays the number of transactions in the batch in error status.

Batch Submit, Effective, and Process Dates

The batch SUBMIT DATE column displays the original date the batch was created. This date is displayed for all batches and never changes. The batch EFFECTIVE DATE column displays the most recent effective date of the batch. This date can be changed to a current or future date. The batch PROCESS DATE is the last date the batch was processed through overnight batch processing. This column will be blank if the batch has never been selected for processing.

Transactions on the TSF

The Maintain Batches - Transaction Selection List screen displays a list of transactions in a specific batch. Transactions are listed in numerical sequence by the transaction sequence number. All transactions in the batch that have not processed successfully are listed including erred transactions, transactions awaiting certification and/or authorization, or transactions added since the last process date. The PROCESS DATE will be blank for transactions awaiting certification and/or authorization and for new transactions in the batch.

Erred Transactions

Transactions with a STATUS of ERRORS were selected for processing but rejected due to one or more errors. Transactions in erred status will not be selected for reprocessing until the transaction is corrected and resubmitted or the batch is released for processing.

Ready Transactions

Transactions with a STATUS of READY are available for processing. Ready transactions will be selected for processing if the AWAITING AUTH and CERT columns are NO and the batch EFFECTIVE DATE is a prior or current date. When an erred transaction is resubmitted, the transaction status is changed to READY.

Transaction Submit and Process Dates

The SUBMIT DATE displays the original date the transaction was submitted for processing. All transactions have a SUBMIT DATE displayed. The PROCESS DATE displays the last date a transaction processed. This field will be blank for transactions submitted on or after the batch EFFECTIVE DATE.

Last RD Code to Update the Transaction

The RD LAST UPDATE field displays the last RD code to view and update the transaction. If <PF10> is pressed to edit a transaction, AKSAS considers the transaction to be updated even if no changes are made. AKSAS also considers a transaction to be updated if, from the Batch Created Errors screen, a user views more than one screen in the transaction or does not use <PF1> to exit the transaction.

Certification and/or Authorization

The AWAITING AUTH and CERT columns indicate if a transaction must be certified and/or authorized before it can be processed by AKSAS. If a transaction is not certified, YES is displayed in the CERT column. Once the transaction is certified or if certification is not required, NO is displayed. YES is displayed in the AUTH column for transactions requiring authorization. If a transaction requires authorization by more than one individual (up to three are allowed), YES will be displayed until all authorizers have approved the transaction. Once authorization is complete or if authorization is not required, NO is displayed. A transaction will not be selected for processing until both the AUTH and CERT columns display NO.

The AWAITING AUTH and CERT indicators are reset to YES if, from the Batch Created Errors screen, a user views more than one screen in the transaction or does not use <PF1> to exit the transaction. Certification and/or authorization is also reset to YES if a certifier or authorizer presses <PF10> to edit a transaction, even if the transaction is not changed.

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For transactions not yet authorized and/or certified, you can display a list of required authorizers and eligible certifiers in order to determine who needs to authorize/certify a transaction. The PF6-CHKRD key displays the name, RD code, and phone number of the person(s) required to authorize and/or eligible to certify the transaction.

AKSAS SCREENS

DM: Maintain Batches - Selection
DM: Maintain Batches - Batch Selection List
DM: Maintain Batches - Transaction Selection List
Auth/Cert RD Codes

PROCEDURES

I. **View a list of batches.**

DM - Maintain Batches allows transactions on the Transaction Suspense File (TSF) to be viewed, modified, or deleted by the input RD code. Batches may be accessed by an RD code other than the input RD through DO - Access Other Batches, if alternate access to the input RD code is authorized by the Division of Finance. Refer to *Access Other Batches* in this Section.

- A. On the AKSAS Main Menu, enter **DM** (Maintain Batches) in the **SELECTION** field. Press <Enter> to display the DM: Maintain Batches - Selection screen.
- B. On the Maintain Batches - Selection screen, enter data in the following fields:
 - 1. **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. Refer to the *Appendix* for a list of source system ID codes.
 - 2. **STARTING BATCH NUMBER** - Defaults to **1** (view a list of all pending transactions entered by your RD code). To view transactions beginning with a specific batch number, enter the seven-digit batch number.
 - 3. **CERTIFICATION** statement - Read the certification statement. 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.
- C. Press <Enter> to display the DM: Maintain Batches - Batch Selection List screen, which lists batches on the Transaction Suspense File (TSF) input by your RD code. The list will begin with the batch number specified in the STARTING BATCH NUMBER field.
 - 1. To release the entire batch for processing, go to Step II.
 - 2. To display a list of transactions in the batch, go to Step III.

***NOTE:** The batches are listed in numerical sequence by BATCH STATUS. Batches with erred transactions (BATCH STATUS = ERRORS) are listed first, followed by all other pending batches (BATCH STATUS = READY).*

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II. Release an erred batch for processing without changing or recertifying any transactions.

If the individual transactions in an erred batch (BATCH STATUS = ERRORS) do not require correction, the entire batch can be released for processing. Sometimes transactions in a batch are entered correctly but error due to other transactions not processing in AKSAS. For example, the transactions may have erred because a collocation code is not on file. Once the collocation code is successfully added in AKSAS, the erred batch may be released for processing without recertifying each individual transaction.

A. On the Maintain Batches - Batch Selection List screen (see Step I), enter data in the following fields:

1. **SELECTION** - Enter the line number of the batch you want to release.

NOTE: Up to fourteen batches can be listed on a screen. If more batches exist than can be displayed on one screen, press <PF3> to page forward.

2. **RELEASE BATCH (Y/N)** - Enter **Y** (yes, release this batch for processing).

3. **NEW EFFECTIVE DATE** - If you want to change the processing date for this batch, enter the new date as **MM DD CCYY**.

NOTE: If the NEW EFFECTIVE DATE is a future date, the batch will not be selected for processing until that date.

B. Press <Enter> to release the batch for processing. The BATCH STATUS column displays READY. If a new batch effective date was entered, the new date will display in the EFFECTIVE DATE column.

NOTE: The BATCH STATUS is changed to READY, but the ERROR COUNT column will still display the number of transactions in error status. On the Maintain Batches - Transaction Selection List screen, the individual transactions will display a STATUS of ERRORS.

III. Display a list of transactions in a batch.

A. On the Maintain Batches - Batch Selection List screen (see Step I), enter data as follows:

1. **SELECTION** - Enter the line number (1 - 14) identifying the batch you want to display. This field defaults to 1 indicating the first batch listed on the screen.

NOTE: Up to fourteen batches can be listed on a screen. If more batches exist than can be displayed on one screen, press <PF3> to page forward.

2. Press <Enter>. The DM: Maintain Batches - Transaction Selection List screen is displayed listing all transactions on the TSF for the batch number selected. From this screen:

- a. To view required authorizers and/or eligible certifiers for a transaction: Go to Step IV.
- b. To view, correct, or modify a transaction: Go to Step V.
- c. To delete a transaction: Go to Step VI.

IV. View required authorizers and/or eligible certifiers for a transaction.

The Auth/Cert RD Codes window accessed through the PF6-CHKRD key provides the name, RD code, and phone number of the person(s) required to authorize and/or eligible to certify a transaction.

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- A. On the Maintain Batches - Transaction Selection List screen (see Step III), enter the sequence number of the transaction you want to view (the number displayed in the SEQ NUM column) in the SEQUENCE NUMBER field. Leading zeros (0) do not need to be entered.

NOTE: The Maintain Batches - Transaction Selection List screen displays up to fourteen transactions. If the batch contains more transactions than can be listed on one screen, press <PF3> to page forward.

- B. Press <PF6> to display the Auth/Cert RD Codes for the transaction selected.

1. Authorization

- a. If a transaction requires authorization, the name, RD code, phone number, and authorized indicator displays for each authorizer listed. Indicators in the AUTHORIZED column are:

YES The transaction is authorized.
NO The transaction is rejected by the authorizer.
PENDING The transaction is waiting for review and authorization.

- b. If a transaction does not require authorization, the message NO AUTHORIZATION REQUIRED displays.

2. Certification

- a. Before the transaction is certified, the name, RD code, and phone number displays for each certifier listed. After the transaction is certified, the message TRANSACTION WAS CERTIFIED BY displays with the certifier's name, RD code, and phone number.

- C. To return to the Maintain Batches - Transaction Selection List screen, press <Enter>.

V. **View, correct, or modify a transaction.**

- A. On the Maintain Batches - Transaction Selection List screen (see Step III), enter the sequence number of the transaction you want to view (the number displayed in the SEQ NUM column) in the SEQUENCE NUMBER field. Leading zeros (0) do not need to be entered.

NOTE: The Maintain Batches - Transaction Selection List screen displays up to fourteen transactions. If the batch contains more transactions than can be listed on one screen, press <PF3> to page forward.

- B. Press <Enter> to display the Batch Created Errors screen for the transaction selected.

1. **Correct batch errors displayed:** If the transaction erred during processing (transaction STATUS is ERRORS on the Maintain Batches - Transaction Selection List screen), batch error messages are displayed. The error messages are displayed in numerical sequence by CODE number. If the error message relates to a reference or financial line, the line number of the line in error is displayed in the LINE column. The INDICATIVE DATA column contains information that further defines the error.

NOTE: Up to 19 error messages display on one screen. If more than 19 errors exist, the message OVER 19 BATCH CREATED ERRORS will be displayed at the top of the screen. To display additional batch errors, correct the errors displayed and resubmit the transaction for processing. The transaction will error again and additional batch errors will be displayed.

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- a. On the Batch Created Errors screen, press <PF5> to display the base screen or press the appropriate PF key to display financial or reference line screens or the remittance screen.
- b. Enter new data in appropriate fields to correct errors. Refer to the *Appendix* for a list of error messages and corrective actions.
- c. Press <Enter> to display the Online Created Errors screen. The Online Created Errors screen will display error messages for fields and data edited online. The error messages may be the same or similar to the batch errors.

***NOTE:** Transactions are edited online during data entry to ensure required fields are entered, field values are valid, and the transaction is in balance. Data entry edits are reapplied during batch processing along with additional batch edits to verify the transaction is in accordance with the authorized budgets and sufficient funds are available.*

- d. If necessary, press <PF4> to redisplay the Batch Created Errors screen. If there are many batch errors, making a screen print may be helpful.
- e. Repeat Steps a - d until all batch errors are corrected and no online errors are displayed.
- f. When all errors for the transaction are corrected, press <Enter> or <PF3> from the Online Created Errors screen to resubmit the transaction for certification and authorization. You are returned to the Maintain Batches - Transaction Selection List screen. The transaction just corrected and resubmitted is listed first and displays a STATUS of READY.

***NOTE:** Once a transaction is resubmitted, batch errors are no longer viewable on the Batch Created Errors screen.*

2. **No batch errors displayed:** If the transaction has not processed or all batch errors were previously corrected (transaction STATUS is READY on the Maintain Batches - Transaction Selection List screen), the message NO BATCH ERRORS TO DISPLAY is displayed.
 - a. To view data entry screens for the transaction, press <PF5> to display the Base screen or other appropriate PF key for the screen you want to view.
 - b. To exit the transaction, press <PF1> to return to the Maintain Batches - Transaction Selection List screen. The transaction just viewed is listed first.

***NOTE:** If a transaction is certified and/or authorized (AWAITING AUTH and CERT is NO on the Maintain Batches - Transaction Selection List screen), only one screen, other than the Batch Created Errors screen, may be viewed before exiting the transaction to avoid resetting the certification/authorization indicators to YES.*
 - c. To modify the transaction, enter new data as necessary. Press <Enter> or <PF3> to display online errors. When all online errors are corrected, press <Enter> or <PF3> to submit the transaction for certification.
- C. Repeat Steps A - B until all transactions in the batch are reviewed, corrected, and resubmitted as necessary.
- D. To return to the Maintain Batches - Batch Selection List screen, press <PF1> from the Transaction Selection List screen. The last batch displayed is listed first. If all erred transactions in the batch were resubmitted, the BATCH STATUS displays READY and the ERROR COUNT is blank.

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VI. Delete a transaction from a batch.

- A. On the Maintain Batches - Transaction Selection List screen (see Step III), enter the sequence number of the transaction you want to delete (the number displayed in the SEQ NUM column) in the **SEQUENCE NUMBER** field. Leading zeros (0) do not need to be entered.
1. Press <Enter> to display the Batch Created Errors screen for the transaction.
 2. From the Batch Created Errors screen, press <PF5> to display the Base screen for the transaction.
 3. From the Base screen, press <PF9> to display PF keys 13 - 24. Then press <PF22> to delete the transaction. The message CURRENT TRANSACTION WILL BE DELETED, PRESS PF22 AGAIN TO VERIFY is displayed.

***NOTE:** For keyboards that only have function keys 1 -12, press <Shift> and <F10> together to equal PF22.*

4. Verify the transaction you are about to delete is the correct transaction. Once deleted, the transaction is no longer available for viewing or processing.
 - a. **To delete the transaction:** Press <PF22> again. The Maintain Batches - Transaction Selection List screen is displayed and the deleted transaction is no longer listed.
 - b. **To exit the transaction without deleting:** Press <PF1>. The Maintain Batches - Transaction Selection List screen is displayed with the transaction just displayed listed first.

***NOTE:** Once PF keys 13 - 24 are displayed for a screen, they continue to display as the PF keys for all screens until PF21 is pressed to redisplay PF1 - PF12.*

5. To return to the Maintain Batches - Batch Selection List screen, press <PF1> on the Maintain Batches - Transaction Selection List screen. The last batch displayed is listed first.

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DM: Maintain Batches - Selection Screen

DM: Maintain Batches - Selection

STARTING SOURCE SYSTEM ID==> AA
STARTING BATCH 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 DM: Maintain Batches - Selection screen to list batches on the Transaction Suspense File (TSF) entered with your AKSAS input (sign-on) RD code.

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

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DM: Maintain Batches - Selection Field Entry Table		
Field Name	Field Value	Comments
STARTING SOURCE SYSTEM ID	<p>REQUIRED, defaults to AA (transactions entered online).</p> <p>If the default value is not correct, enter the 2-character source system ID for the transactions you want to view and/or edit. Refer to the <i>Appendix</i> for a list of values.</p>	A 2-character code used to identify the system from which the transaction originated.
STARTING BATCH NUMBER	<p>REQUIRED, defaults to 1 (view a list of all batches on the TSF entered with your input RD code).</p> <p>To view a list of batches beginning with a specific batch, enter the 7-digit batch number.</p>	Specifies whether you want to view a list of all batches or a list beginning with a specific batch number.
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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DM: Maintain Batches - Batch Selection List Screen								
MAINTAIN BATCHES - BATCH SELECTION LIST								
SELECTION====> 1	RELEASE BATCH (Y/N) N			NEW EFFECTIVE DATE==>				
BATCH NUM	BATCH STATUS	BATCH TYPE	TRANS COUNT	ERROR COUNT	SUBMIT DATE	EFFECTIVE DATE	PROCESS DATE	
-----	-----	-----	-----	-----	-----	-----	-----	
1	AA1132050	ERRORS	F	1	1	01/30/1998	01/30/1998	02/07/1998
2	AA1132374	ERRORS	F	3	1	03/04/1998	03/04/1998	03/13/1998
3	AA1132470	ERRORS	F	1	1	05/29/1998	05/29/1998	06/05/1998
4	AA1132475	ERRORS	F	1	1	05/29/1998	05/29/1998	06/05/1998
5	AA1132477	ERRORS	F	1	1	05/29/1998	05/29/1998	06/05/1998
6	AA1132540	ERRORS	F	1	1	06/22/1998	06/22/1998	06/23/1998
7	AA1132550	ERRORS	F	1	1	06/24/1998	06/24/1998	06/24/1998
8	AA1132569	ERRORS	F	1	1	07/15/1998	07/15/1998	07/15/1998
9	AA1132652	ERRORS	F	3	2	09/03/1998	09/03/1998	09/21/1998
10	AA1132044	READY	F	17	2	01/29/1998	01/29/1998	03/03/1998
11	AA1132051	READY	F	2		01/30/1998	01/30/1998	
12	AA1132155	READY	F	1		02/10/1998	02/10/1998	
13	AA1132156	READY	F	1		02/10/1998	02/10/1998	
14	AA1132157	READY	F	1		02/10/1998	02/10/1998	
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---								
CONT	QUIT	PGDN				PFKYS	HELP	

SCREEN ACCESS

Use the DM: Maintain Batches - Batch Selection List screen to release batches for processing or to access transactions for a specific batch.

1. On the DM: Maintain Batches - Batch Selection screen, enter data in the following fields:
 - a. **STARTING SOURCE SYSTEM ID** - Defaults to **AA** (transaction was entered through online data entry). To begin the list with transactions from another source, enter the two-character source system ID for the batches you want to view.
 - b. **STARTING BATCH NUMBER** - Defaults to **1** (view a list of all pending batches entered by your AKSAS input RD code). To view pending batches beginning with a specific batch, enter the seven-digit batch number.
2. Press <Enter> to display the DM: Maintain Batches - Batch Selection List screen.

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DM: Maintain Batches - Batch Selection List Field Entry Table		
Field Name	Field Value	Comments
SELECTION	REQUIRED, defaults to 1 (line number of the first batch displayed). Enter the line number of the batch to release, view, and/or edit. Line numbers are displayed in the column immediately preceding the BATCH NUM column.	The line number of the batch to be released, viewed, and/or edited.
RELEASE BATCH (Y/N)	REQUIRED, defaults to N . Enter Y (Yes, release this batch for processing) to resubmit an entire batch for processing.	Indicates whether the batch identified in the SELECTION field should be released for processing.
NEW EFFECTIVE DATE	OPTIONAL If the effective date for the batch should be changed, enter the new date as MM DD CCYY .	Specifies a new processing date for the batch identified in the SELECTION field. If a future date is entered, the batch will not be selected for processing until that date.
1 - 14	DISPLAY ONLY	Line number for a batch.
BATCH NUM	DISPLAY ONLY	The batch number associated with this batch.
BATCH STATUS	DISPLAY ONLY	Indicates whether the batch, as a whole, is available for processing. If the status is ERRORS , the batch is not ready for processing. The batch must be released or transactions in the batch corrected and resubmitted. If the status is READY , the batch is ready for processing.
BATCH TYPE	DISPLAY ONLY	Indicates whether the batch contains financial (F) or structural (S) transactions.
TRANS COUNT	DISPLAY ONLY	The total number of transactions currently in the batch.
ERROR COUNT	DISPLAY ONLY	The total number of transactions currently in error status in the batch.
SUBMIT DATE	DISPLAY ONLY	The date the batch was originally submitted for processing.
EFFECTIVE DATE	DISPLAY ONLY	The most recent effective date assigned to the batch.
PROCESS DATE	DISPLAY ONLY	The last date the batch was selected for processing.

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DM: Maintain Batches - Transaction Selection List Screen									
DM: MAINTAIN BATCHES - TRANSACTION SELECTION LIST						BATCH TYPE F			
SEQUENCE NUMBER==> 1____						BATCH NUMBER AA1298058			
						EFFECTIVE DATE 08/08/2000			
SEQ NUM	STATUS	SOURCE RD	TRAN CODE	SUBMIT DATE	PROCESS DATE	RD LAST UPDATE	AWAITING AUTH CERT		

1	READY	110	110-10	08/08/2000		110	NO	YES	
2	READY	110	115-10	08/08/2000		110	NO	NO	
3	READY	110	120-10	08/08/2000		110	NO	NO	
4	READY	110	120-10	08/08/2000		110	NO	NO	
5	READY	110	130-10	08/08/2000		110	NO	NO	
6	READY	110	140-10	08/08/2000		110	NO	NO	
7	READY	110	145-90	08/08/2000		110	NO	NO	
8	READY	110	145-90	08/08/2000		110	NO	NO	
9	READY	110	150-10	08/08/2000		110	NO	NO	
10	READY	110	210-10	08/08/2000		110	NO	NO	
11	READY	110	220-10	08/08/2000		110	NO	NO	
12	ERRORS	110	310-10	08/08/2000	09/06/2000	110	NO	NO	
13	ERRORS	110	310-10	08/08/2000	09/06/2000	110	NO	NO	
14	ERRORS	110	320-20	08/08/2000	12/18/2000	110	NO	NO	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---									
CONT QUIT		PGDN		CHKRD		PFKYS		HELP	

SCREEN ACCESS

Use the DM: Maintain Batches - Transaction Selection List screen to view, change, or delete unprocessed or erred transactions in a batch.

1. On the DM: Maintain Batches - Batch Selection List screen, enter the line number of the batch containing the transactions you want to view in the **SELECTION** field. This field defaults to **1** (line number of the first batch displayed).
2. Press <Enter> to display the DM: Maintain Batches - Transaction Selection List screen for the selected batch.

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DM: Maintain Batches - Transaction Selection List Field Entry Table		
Field Name	Field Value	Comments
SEQUENCE NUMBER	REQUIRED, defaults to the first SEQ NUM displayed on the screen. If the default sequence number is not correct, enter the SEQ NUM, up to 4 digits, for the transaction you want to display.	Identifies the sequence number of the transaction you want to view and/or edit or for which you want to view required authorizers and/or eligible certifiers.
SEQ NUM	DISPLAY ONLY	The sequence number of this transaction. Sequence numbers are listed in ascending numerical order but may not be consecutive if some transactions in the batch were processed successfully or were deleted.
STATUS	DISPLAY ONLY	Indicates whether the transaction is available for processing. If the status is ERRORS , the transaction is not ready for processing. The errors must be corrected and the transaction released for processing. If the status is READY , the transaction is available for processing.
SOURCE RD	DISPLAY ONLY	Identifies the source RD code for this transaction.
TRAN CODE	DISPLAY ONLY	Displays the transaction major and minor codes.
SUBMIT DATE	DISPLAY ONLY	The date the transaction was originally submitted for processing.
PROCESS DATE	DISPLAY ONLY	The most recent processing date for the transaction.
RD LAST UPDATE	DISPLAY ONLY	Identifies the RD code of the person who last reviewed, modified, or resubmitted the transaction.
AWAITING AUTH	DISPLAY ONLY	Specifies whether a transaction requiring dual authorization is currently awaiting approval (YES) or has been authorized (NO).
AWAITING CERT	DISPLAY ONLY	Specifies whether a transaction requiring certification is currently awaiting certification (YES) or has been certified (NO).

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Auth/Cert RD Codes Report Description Table	
Report Field	Description
TRANS	Transaction. Identifies the source system ID, batch number, and sequence number of the transaction for which you want to display authorization/certification RD codes.
IRD	Input RD. Identifies the Input RD code of the person who entered the transaction.
NAME	Name of the person(s) required to authorize the transaction. If authorization is not required, the message NO AUTHORIZATION REQUIRED displays.
AUTH RD	The RD code of the person(s) required to authorize the transaction.
PHONE	The phone number of the person(s) required to authorize the transaction.
AUTHORIZED?	Indicates whether a transaction requiring authorization has been authorized: YES The transaction is authorized. NO The transaction was reviewed by the authorizer and rejected. PENDING The transaction is waiting for review and authorization.
ELIG CERTIFIER NAME	Identifies the person(s) eligible to certify the transaction. Only one person listed must certify the transaction. If the transaction has been certified, the message TRANSACTION WAS CERTIFIED BY displays with the name of the person who certified the transaction.
CERT RD	The RD code of the person(s) eligible to certify the transaction.
PHONE	The phone number of the person(s) eligible to certify the transaction.