

# SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING

## Financial Transaction Screens

### INTRODUCTION

*Financial Transaction Screens* provides general information and procedures for using online data entry screens to process financial transactions in AKSAS. Online data entry screens, accessed through the DS - Start/Restart Batch function available on the AKSAS Main Menu, are used to enter descriptive, reference, and financial data for the transaction.

#### Financial Data Entry Menu

When a financial batch is created or restarted, the FDE: Financial Data Entry Menu screen is displayed. The menu screen provides access to financial transaction data entry screens by entering the transaction type, the action (add or change), and the easytran number, if applicable, in the selection fields. The batch number, the sequence number assigned to the next transaction in the batch, and the BATCH EFFECTIVE DATE are displayed in the upper right portion of the menu screen. The BATCH EFFECTIVE DATE defaults to the current date or is the date specified by the user on the DS: Start/Restart Batch screen when the batch was created or restarted.

The BATCH CONTROL TOTAL \$ field displays the sum of all transaction amounts in the batch. Transaction amounts from data entry source documents should be totaled and verified with the amount displayed in this field to ensure transaction amounts are entered correctly.

The bottom portion of the Financial Data Entry Menu screen displays transaction selection and action codes. Refer to *AKSAS Financial Transaction Screens* following this Introduction for a description of each screen. Also refer to the *Financial Data Entry Menu Screen* and *Field Entry Table* in the *Start or Restart a Financial Batch* procedure in this Section.

#### Screen Format

Except for vendor and management budget transactions, all financial transaction data entry screens have a similar format. Each transaction contains a base screen and additional financial line screens. Open item and warrant transactions also have additional reference line screens. Vendor and management budget transactions use a base screen only. On all transactions, function (PF) keys are used to move between screens.

#### **Base Screen**

The base screen is the first screen displayed when a transaction is selected on the Financial Data Entry Menu. The base screen includes all required fields for the transaction. The transaction major and minor code and the transaction description is displayed in the top left corner of the screen. The batch-sequence number is displayed in the top right corner. The top section of the base screen includes fields for the source RD code, document number, transaction amount, additional authorization RD code, fiscal period code, and other fields for entering descriptive information necessary to the transaction. For open item and warrant transactions, the middle of the screen contains fields for three lines of reference data. The bottom area of the base screen is the financial area and provides fields for two lines of financial data.

Some fields on the base screen are required and have default values associated with the field. Default values are displayed the first time a screen is updated or when the base screen is redisplayed from another screen in the transaction.

### **Additional Financial Line Screens**

The financial line fields define the accounting structures (fund, appropriation, account, etc.) affected by the transactions. Up to 180 financial lines can be entered for one transaction. Twenty screens containing nine lines each are available. The financial lines are consecutively numbered beginning with Line 1 on the first screen and ending with Line 180 on the last screen. The first four financial lines are also displayed on the base screen. The batch and sequence number, document number, and open item or warrant number entered on the base screen are redisplayed at the top of each additional financial line screen.

The OVERFLOW field displays Y (Yes) or N (No) to indicate if additional financial screens have been used for the transaction. The OVERFLOW indicator is N the first time an additional financial screen is displayed. When the screen is redisplayed from another screen in the transaction, the OVERFLOW indicator displays Y. The last additional financial line screen for the transaction will always have an OVERFLOW indicator of N.

### **Additional Reference Line Screens (open item and warrant transactions only)**

Reference lines are used in open item and warrant transactions to provide required information for the transaction such as treasury receipt number or pay vendor number and to provide reporting cross-reference information such as invoice or account number. Up to 180 reference lines can be entered for one transaction. Twenty screens containing nine lines each are available. The reference lines are consecutively numbered beginning with Line 1 on the first screen and ending with Line 180 on the last screen. The first two reference lines are also displayed on the base screen. The batch and sequence number, document number, and open item or warrant number entered on the base screen are redisplayed at the top of each additional reference line screen.

The OVERFLOW field displays Y (Yes) or N (No) to indicate if additional reference line screens have been used for the transaction. Additional reference line screens that begin with an even reference line number (i.e., Line 10, Line 28, Line 46, etc.) display an OVERFLOW indicator of N the first time the screen is displayed. When the screen is redisplayed from another screen in the transaction, the OVERFLOW indicator field displays Y. The last additional reference line screen for the transaction will always have an OVERFLOW indicator of N.

### **Remittance Advice Screen (warrant transactions only)**

Add and change warrant transactions have a remittance advice screen on which additional information about the warrant is entered for printing on the warrant stub. Eighteen lines of up to 76 characters each are available. Refer to *Section 8: Payments, Add General Warrant Request* for more information about using the remittance screen.

### **Data Entry Fields**

Data entry fields are used to enter required and optional data in the transaction. Required fields may have default values and do not require data entry if the default value is correct. Default values are displayed the first time a screen is updated or redisplayed.

Data entry fields are formatted as numeric (enter only numbers) or alphanumeric (enter alpha and/or numeric data). For numeric fields, an error is displayed at the top of the data entry screen if a non-numeric value is entered. The field value must be deleted or entered correctly to update or exit the screen.

### **Moving from Field to Field**

When a transaction data entry screen is displayed, the cursor is located in the first data entry field on the screen. The cursor automatically moves to the next field across the screen from left to right when a field is completely filled with data. The Tab and Arrow keys can also be used to move from field to field. A personal computer mouse can move the cursor to a new field by placing the mouse pointer in the field and right or left clicking depending on the setup of your mouse.

### **Common Fields**

Financial transaction screens use common data entry fields. For example, all financial data entry screens

## SECTION 4: FINANCIAL TRANSACTIONS AND BATCH PROCESSING, FINANCIAL TRANSACTION SCREENS

contain a DOCUMENT NUMBER field and a SOURCE RD CODE field. Definitions, data entry, and processing rules for these fields are the same regardless of the transaction being entered. Data entry requirements for common fields are briefly described in each individual procedure and explained in more depth in the *Common Fields* procedure in this Section.

### Function Keys

Function keys, called PF keys, are used to move between data entry screens, to display online errors, and to submit transactions for certification and/or authorization. As a rule, function keys perform the same function on all financial transaction screens.

Twenty-four PF keys are available for each screen. The PF keys are displayed in two groups of twelve, PF01 - PF12 and PF13 - PF24. When an AKSAS session is started, PF keys 01 - 12 are displayed. To display PF keys 13 - 24, press <PF9>. When PF keys 13 - 24 are displayed, press <PF21> to redisplay PF keys 01 - 12. Once PF13 - PF24 are displayed for a screen, they remain displayed when moving between screens until PF21 is pressed to redisplay PF01 - PF12.

#### **Financial Transaction PF Keys**

**Enter (UPDATE)** - From the Base, Financial, Reference, and Remittance screens, updates the screen and displays the Online Created Errors screen. From the Online Created Errors screen, submits the transaction if there are no online errors or redisplay the Base screen if there are online errors.

**PF1 (QUIT)** - From any screen in the transaction, returns you to the Financial Data Entry Menu. Any data entered on the screen will be lost.

**PF3 (SUBMT)** - From the Base, Financial, Reference, Remittance, and Batch Created Errors screens, displays the Online Created Errors screen. From the Online Created Errors screen, submits the transaction for certification and/or authorization regardless of whether or not errors are displayed.

**PF4 (ERRS)** - From any screen in the transaction, displays the Batch Created Errors screen.

**PF5 (BASE)** - From the Financial, Reference, Remittance, Online Created Errors, and Batch Created Errors screens, displays the Base screen for the transaction. From the Base screen, this key refreshes the screen and displays default values in applicable fields.

**PF6 (FINS)** - From an additional financial line screen, displays the next nine consecutive financial lines. From all other screens in the transaction, displays financial lines 1 - 9.

**PF7 (REFS)** - From an additional reference line screen, displays the next nine consecutive reference lines. From all other screens in the transaction, displays reference lines 1 - 9.

**PF8 (REMTS)** - For add and change warrant transactions, displays the Remittance screen from any screen in the transaction.

**PF9 (PFKYS)** - Used on all screens to display PF keys 13 - 24 at the bottom of the screen.

**PF12 (HELP)** - Not currently used for financial transactions.

**PF13 - PF20** - These PF keys are unlabeled and are not currently used for financial transaction data entry.

**PF21 (PFKYS)** - Used on all screens to display PF keys 01 - 12 at the bottom of the screen.

## SECTION 4: FINANCIAL TRANSACTIONS AND BATCH PROCESSING, FINANCIAL TRANSACTION SCREENS

**PF22 - PF24** - These PF keys are unlabeled and are not currently used for financial transaction data entry.

### AKSAS FINANCIAL TRANSACTION SCREENS

Financial transaction data entry screens are accessed from the FDE: Financial Data Entry Menu screen. Selection and action codes are entered on the menu screen to specify the type of transaction. The following lists all financial transaction screens available.

**110-10: Add Encumbered Expenditure** - Enter EN and ACTION code A. Used to add an open item for an encumbered expenditure. This transaction defines the accounting structures to which planned expenditures are recorded when disbursed.

**110-20: Change Encumbered Expenditure** - Enter EN and ACTION code C. Used to modify existing encumbered expenditure open items to reflect changes to the current balance, descriptive data, references, and/or financial coding.

**115-10: Add Encumbered Revenue** - Enter ER and ACTION code A. Used to add an open item for an encumbered revenue. This transaction defines the accounting structures to which planned revenue is recorded when collected.

**115-20: Change Encumbered Revenue** - Enter ER and ACTION code C. Used to modify an existing encumbered revenue open item to reflect changes to the current balance, descriptive data, references, and/or financial coding.

**120-10: Add Payable** - Enter PY and ACTION code A. Used to add an open item for an accounts payable. This transaction creates a shell containing descriptive data and references. A corresponding agency journal entry records the financial coding for an accounts payable open item.

**120-20: Change Payable** - Enter PY and ACTION code C. Used to change descriptive and reference data and delete financial lines with zero balances for an existing accounts payable open item. An agency journal entry transaction is used to add or change accounts payable financial lines.

**130-10: Add Receivable** - Enter RC and ACTION code A. Used to add an open item for an accounts receivable. This transaction creates a shell containing descriptive data and references. A corresponding agency journal entry records the financial coding for an accounts receivable open item.

**130-20: Change Receivable** - Enter RC and ACTION code C. Used to change descriptive and reference data for an existing accounts receivable open item. Also used to delete accounts receivable financial lines with zero balances. An agency journal entry is used to add or change accounts receivable financial lines.

**140-10: Add RSA** - Enter RS and ACTION code A. Used to establish an open item for a Reimbursable Services Agreement (RSA). This transaction encumbers the expected expenditure for the requesting agency and the planned revenue for the servicing agency.

**140-20: Change RSA** - Enter RS and ACTION code C. Used to change an existing RSA open item to reflect an amendment or closeout to the original agreement.

**145-xx: Execute RSA** - Enter EX and leave the ACTION code blank. Used to process a payment for an RSA. This transaction records an expenditure for the requesting agency and a receipt for the servicing agency. The minor code is entered on the data entry screen to indicate the specific type of execute RSA transaction.

**150-10: Add Scheduled Payment** - Enter SP and ACTION code A. Used to add an open item for a scheduled payment. This transaction records automatic monthly installment payments for equal amounts issued on a preestablished monthly payment date. A corresponding encumbered expenditure records the financial coding

SECTION 4: FINANCIAL TRANSACTIONS AND BATCH PROCESSING, FINANCIAL TRANSACTION SCREENS

for a scheduled payment.

**150-20: Change Scheduled Payment** - Enter SP and ACTION code C. Used to change descriptive, reference, and installment payment data for an existing scheduled payment open item. A change encumbered expenditure is used to add, change, or delete the financial coding associated with a scheduled payment open item.

**210-10: Add Agency Receipts** - Enter AG and ACTION code A. Used to add an open item for agency collections of restricted or unrestricted revenue. This transaction defines the accounting structures to which receipts are recorded when deposited by Treasury. Only restricted and unrestricted revenue account codes may be used in this transaction.

**210-20: Change Agency Receipts** - Enter AG and ACTION code C. Used to modify an existing agency receipt open item to reflect changes to the current balance, descriptive data, references, and/or financial coding. Only restricted and unrestricted revenue account codes may be used in this transaction.

**210-11: Add Agency Receipts - Miscellaneous Accounts** - Enter AM and ACTION code A. Used to add an open item for agency collections of revenue, abatements, and other types of receipts. This transaction defines the accounting structures to which receipts are recorded when deposited by Treasury. Account codes from any account group may be used in this transaction.

**210-21: Change Agency Receipts - Miscellaneous Accounts** - Enter AM and ACTION code C. Used to modify an existing agency receipt open item to reflect changes to the current balance, descriptive data, references, and/or financial coding. Account codes from any account group may be used in this transaction.

**220-10: Add Treasury Receipts** - Enter TR and ACTION code A. Used by the Treasury Division to record deposits of agency receipts in appropriate Treasury Pool Funds. Treasury receipt transactions are generated during treasury subsystem processing and interfaced into AKSAS. Treasury receipt transactions can be manually entered by the Treasury Division when necessary.

**220-20: Change Treasury Receipts** - Enter TR and ACTION code C. Used by the Treasury Division to modify an existing treasury receipt open item to reflect changes to the current balance, descriptive data, references, and/or financial coding.

**310-xx: Add Warrant Request** - Enter WR and leave the ACTION code blank. Used to issue general warrants or electronic payments (EDI) to vendors. Also used to record field warrants, handwritten warrants, and warrants issued by systems outside of AKSAS. The minor code is entered on the data entry screen to indicate the specific type of add warrant transaction.

**320-xx: Add Bank Data** - Enter WB and leave the ACTION code blank. Used by the Division of Finance to add bank data not recorded through the daily bank redemption interface. The minor code is entered on the data entry screen to indicate the specific type of add bank data transaction.

**330-xx: Change Warrant - Agency** - Enter WA and leave the ACTION code blank. Used to record changes to descriptive data and references and/or financial coding for active, unredeemed general, field, or handwritten warrants. This transaction is also used to change certain data on active, unredeemed warrants issued by other systems. The minor code is entered on the data entry screen to indicate the specific type of change warrant transaction.

**340-xx: Warrant Status Change - Accounting Control** - Enter WP and leave the ACTION code blank. Used to record stop payments or cancellations for all warrant types and to cancel/reissue or delete general warrants. The minor code is entered on the data entry screen to indicate the specific type of warrant status change transaction.

**410-xx: Finance Journal Entry** - Enter FJ and leave the ACTION code blank. Used by the Division of

## SECTION 4: FINANCIAL TRANSACTIONS AND BATCH PROCESSING, FINANCIAL TRANSACTION SCREENS

Finance and authorized agencies to make certain types of financial adjustments. The minor code is entered on the data entry screen to indicate the specific type of finance journal entry transaction.

**420-xx: Treasury Journal Entry** - Enter TJ and leave the ACTION code blank. Used by agencies to record wire transfers. Used by the Treasury Division to record balanced debit and credit entries reflecting cash management, investment, and other fund management activities affecting Treasury Pool Funds and other funds managed by the Treasury Division. The minor code is entered on the data entry screen to indicate the specific type of treasury journal entry transaction.

**430-xx: Agency Journal Entry** - Enter AJ and leave the ACTION code blank. Used by agencies to record balanced debit and credit entries to adjust or correct account balances. Agency journal entry transactions are also used to record financial coding for accounts payable and accounts receivable open items. The minor code is entered on the data entry screen to indicate the specific type of agency journal entry transaction.

**450-xx: Time & Equipment** - Enter TE and leave the ACTION code blank. Used to record time sheet data in AKSAS in order to calculate costs related to hours worked, equipment usage and other work units, and to distribute the costs through reporting structures according to the financial coding recorded on the time sheet.

**505-10: Add Vendor** - Enter VN and ACTION code A. Used to establish a vendor number for a vendor of the state. This transaction creates a new vendor record on the Vendor Master File (VMF).

**505-20: Change Vendor** - Enter VN and ACTION code C. Used to change, activate, or inactivate vendor information in an existing vendor record.

**505-25: Vendor Payment Method** - Enter VN and ACTION code E. Used by the Division of Finance to add a vendor record specifically to make EDI (Electronic Data Interchange) payments to that vendor.

**510-90: Management Budget** - Enter MB and leave the ACTION code blank. Used to record user-defined budgets for appropriations, projects, and other financial reporting structures according to agency-specific management reporting requirements.

**520-xx: Appropriation Budget** - Enter AB and leave the ACTION code blank. Used to record or adjust budget authorizations for original, revised program, and supplemental budgets, budgeted RSAs, and unbudgeted RSAs. Also used to record restrictions of authorized expenditures and deferrals of estimated restricted revenues. The minor code is entered on the data entry screen to indicate the specific type of budget transaction.

### PROCEDURES

#### I. Access a financial transaction screen.

For detailed procedures on creating a new batch or restarting an existing batch and accessing financial transaction data entry screens, refer to the *Start or Restart a Batch* procedure in this Section. Also, refer to the procedure in this Manual specific to the transaction.

A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:

1. Enter the two-character code of the financial transaction screen you want to display in the **SELECTION** field. Enter **A** (add) or **C** (change) in the ACTION field if appropriate for the transaction.
2. If your agency uses an easytran shell for entering the transaction selected, enter the easytran number in the **EASYTRAN NUM** field.
3. Press <Enter> to display a blank data entry screen for the financial transaction selected.

**II. Enter data and move around on the screen.**

- A. Enter data in required and optional fields. Refer to the procedure in this Manual specific to the transaction you are entering for detailed data entry procedures.
- B. **To move from field to field:** The cursor automatically advances to the next field on the screen from left to right if a field is completely filled with data. To move to another field, you can also:
  - 1. Press <Tab> to move to the next field from left to right across the screen.
  - 2. Press <Shift> and <Tab> together to move back to the previous field from right to left across the screen. If the cursor is in the first field on the screen, pressing <Shift> and <Tab> together moves the cursor to the last field on the screen.
  - 3. Use the <Arrow> keys to move up, down, and across the screen.
  - 4. Press the <Home> key to move to the first field on the screen.
  - 5. Use a personal computer mouse to move to a specific field. Place the mouse pointer in the field and left or right click the mouse depending on the setup of your mouse.
- C. To access additional screens for the transaction, press the appropriate function (PF) key.
  - 1. Press <PF6> to display additional financial line screens.
  - 2. Press <PF7> to display additional reference line screens for warrant and open item transactions.
  - 3. Press <PF8> to display the remittance screen for add or change warrant transactions.

**III. Display and correct online errors.**

- A. When data entry is complete, press <Enter> to display the Online Created Errors screen.
- B. Online error messages are displayed in numerical sequence by error CODE number. If the error message relates to a reference or financial line, the line number in error is displayed in the LINE column. The INDICATIVE DATA column is not used for online error messages.

***NOTE:** Up to 19 online error messages can be displayed at a time. If there are more than 19 errors, the message OVER 19 ONLINE CREATED ERRORS is displayed at the top of the screen. One or more of the errors must be corrected to display additional error messages.*

- 1. To correct an online error, press the appropriate <PF> key to redisplay the screen containing the error. If necessary, page through additional reference and financial line screens until the line in error is displayed. Refer to the *Appendix* for a list of error messages and corrective actions.
- 2. Add, change, or delete data as necessary to correct the error(s). Press <Enter> to display the Online Created Errors screen.
- 3. Repeat Steps 1 - 2 until all online errors are corrected.

***NOTE:** Some online errors are corrected when the transaction is authorized. For example, add vendor transactions display error message 0154 VENDOR NUMBER MUST BE PROVIDED. This*

*error is corrected when the transaction is dual authorized by the Division of Finance. Refer to the specific procedure in this Manual for the transaction you are entering for details.*

**IV. Submit the transaction for certification and authorization.**

- A. When the message NO ONLINE ERRORS is displayed on the Online Created Errors screen or only valid online errors remain, press <PF3> to submit the transaction for certification and authorization.

*NOTE: If there are no online errors, the <Enter> key can be used to submit a transaction from the Online Created Errors screen. If online errors exist, pressing the <Enter> key redisplay the base screen.*

- B. Submit the transaction and related backup to the appropriate individual in your agency for certification and authorization following department procedures.
- C. Refer to *Certify Transactions* and *Authorize Transactions* in this Section for procedures on certifying and authorizing transactions.

**V. Verify the transaction processed successfully.**

Refer to *Maintain Batches & Transactions* in this Section for procedures on monitoring transactions to ensure processing is successful.