

SECTION 4: FINANCIAL TRANSACTIONS & BATCH PROCESSING

Start or Restart a Financial Batch

INTRODUCTION

Start or Restart a Financial Batch provides procedures for creating a new financial transaction batch or restarting an existing financial batch. For each new financial batch, AKSAS assigns a unique, seven-digit number to the batch. AKSAS also assigns a sequential four-digit sequence number to each transaction entered in the batch. As each transaction is completed, AKSAS performs online edits and displays messages online for any errors that occur. Errors are corrected online before submitting a transaction for certification and processing.

AKSAS SCREENS

DS: Start/Restart Batch - Selection
FDE: Financial Data Entry Menu

PROCEDURES

I. Create a new financial transaction batch.

- A. On the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the DS: Start/Restart Batch - Selection screen.
- B. On the Start/Restart Batch - Selection screen, enter data in the following fields:
 1. **BATCH TYPE** - Enter **F** (financial).
 2. **EFFECTIVE DATE** - Defaults to the current date. If the batch should not process until a future date, enter a future date as **MM DD CCYY**. The batch will not be selected for processing until the date entered.
 3. **CERTIFICATION** statement - Read the certification statement to acknowledge that 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 FDE: Financial Data Entry Menu. The batch number (B) assigned to the batch and transaction sequence number (S) 0001 are displayed in the upper right corner of the screen. Go to Step III to select a transaction for data entry.

II. Restart an existing financial batch.

- A. On the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the DS: Start/Restart Batch - Selection screen.
- B. On the Start/Restart Batch - Selection screen, leave the **BATCH TYPE** blank. In the **RESTART BATCH NUMBER** field, enter an existing batch number. The batch number must be on the Transaction Suspense File (TSF) and must be a batch input by your RD code.

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***NOTE:** A list of existing batches for your input RD code can be displayed through DM - Maintain Batches. Refer to Maintain Batches & Transactions in this Section for procedures.*

- C. Press <Enter> to restart the batch and display the FDE: Financial Data Entry Menu. The batch number (B) and the next sequential four-digit transaction sequence number (S) for the batch is displayed in the upper right corner. Go to Step III to select a transaction for data entry.

III. Select a transaction for data entry.

- A. On the Financial Data Entry Menu, enter data as follows:

1. **SELECTION** - Enter the two-character selection code for the transaction you want to enter. For more information on each transaction, refer to the *Financial Data Entry Menu Screen and Field Entry Table* following this procedure.
2. **ACTION** - Enter **A** (add), **C** (change or cancel), **S** (stop pay) or leave the field blank depending on the code entered in the SELECTION field.

***NOTE:** ACTION code field values for each transaction type are listed in the ACTION column. The value "N/A" indicates that no action is applicable to the transaction and the ACTION field is left blank.*

3. If your agency uses an easytran shell for the financial transaction selected, enter the easytran number in the **EASYTRAN NUM** field. The easytran number entered must be for the same transaction type entered in the SELECTION field.
4. **WRNT CLASS** – If the WS is entered in the SELECTION field, enter a two-letter warrant class code for the warrant you want to change.

***Note:** To display a list of valid warrant classes for the WRNT CLASS field, enter a question mark (?) in the WRNT CLASS field. Press <Enter> to display the Warrant Class pop-up window. Press <Enter> again to remove the pop-up window.*

5. Press <Enter> to display the data entry screen for the transaction type selected. The batch number and sequence number for the transaction is displayed in the upper right corner of the screen.

IV. Enter transaction data.

- A. Enter data in the transaction according to the procedure in this Manual specific to the selected transaction type. Also, refer to the *Financial Transaction Screens* and the *Common Fields* procedures in this Section for information on using financial transaction screens and entering data in fields common to most transactions.
- B. Display and correct online errors. Refer to the *Appendix* for a list of error messages and corrective action.
- C. Submit the transaction for certification and, if necessary, authorization. A new blank screen for the same transaction type is displayed. The sequence number in the upper right corner is incremented by one.

***NOTE:** If an easytran was used, the easytran data is displayed again with the new sequence number.*

- D. Enter data for the next transaction. To display a blank screen for another transaction type, press <PF1> to return to the Financial Data Entry Menu and repeat Step III to select a new transaction.

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V. Verify the batch balance is correct.

- A. When all transactions have been entered in the batch, press <PF1> from the last transaction screen to return to the Financial Data Entry Menu. On the Financial Data Entry Menu:
 - 1. The total of all transactions in the batch is displayed in the upper right corner of the screen in the BATCH CONTROL TOTAL \$ field.
 - 2. Calculate the total amount of all source documents used to enter the transactions. Verify the source document total is equal to the **BATCH CONTROL TOTAL \$** field. If the amounts do not agree, verify amount fields were entered correctly for all transactions in the batch and make corrections as necessary.

VI. Submit the transactions for certification.

- A. All financial transactions (except management budgets) require certification. Submit the transactions to the appropriate certifying officer in your agency following department procedures and the procedures in this Manual specific to the transaction. Refer to *Certify Transactions* in this Section for more information.
- B. If a transaction requires dual authorization, submit the transaction for authorization according to department procedures and the procedures in this Manual specific to the transaction. Refer to *Authorize Transactions* in this Section for more information.

VII. Verify the transactions processed successfully.

Refer to the *Maintain Batches & Transactions* procedure in this Section for information on verifying and monitoring financial transactions.

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DS: Start/Restart Batch - Selection Screen

DS: START/RESTART BATCH - SELECTION

BATCH TYPE==> (F=Financial, S=Structural)

-OR-

RESTART BATCH NUMBER==>

EFFECTIVE DATE==>

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 DS: Start/Restart Batch - Selection screen to create a new financial transaction batch or restart an existing financial batch.

1. On the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field.
2. Press <Enter> to display the DS: Start/Restart Batch - Selection screen.

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DS: Start/Restart Batch - Selection Field Entry Table		
Field Name	Field Value	Comments
BATCH TYPE	<p>REQUIRED, to create a new batch.</p> <p>Enter F (financial) to create a new financial transaction batch.</p> <p>Leave blank if restarting an existing batch.</p>	Identifies the type of transactions to be entered in the batch.
RESTART BATCH NUMBER	<p>REQUIRED, to restart an existing batch.</p> <p>Enter the 7-digit batch number of the batch to restart.</p> <p>Leave blank if creating a new financial batch.</p>	Identifies the batch number of the batch to restart. A batch must be on the Transaction Suspense File (TSF) to be restarted and may be restarted only by the original input RD code.
EFFECTIVE DATE	<p>REQUIRED, defaults to the current date.</p> <p>Enter a future date as MM DD CCYY if the batch should be selected for processing on a date after the current date.</p>	Identifies the date when the batch will be selected for processing.
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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FDE: Financial Data Entry Menu Screen			
FDE: FINANCIAL DATA ENTRY MENU			B 1566600 S 0001
SELECTION=> __	ACTION=====> _	BATCH EFFECTIVE DATE: 06/24/2003	
EASYTRAN NUM=> _____	WRNT CLASS=> __	BATCH CONTROL TOTAL \$	
-----SELECTIONS-----ACTION			
EN ENCUMBERED EXPENDITURE	A,C	WR ADD WARRANT REQUEST	N/A
ER ENCUMBERED REVENUE	A,C	WA CHANGE WARRANT - AGENCY	N/A
PY PAYABLE	A,C	WB WARRANT REDEMPTIONS	N/A
RC RECEIVABLE	A,C	WS WARRANT STATUS CHANGE	C,D,S
RS RSA	A,C	WP CHANGE WARRANT - FINANCE	N/A
EX EXECUTE RSA	N/A		
SP SCHEDULED PAYMENT	A,C	AJ AGENCY JOURNAL ENTRY	N/A
		FJ FINANCE JOURNAL ENTRY	N/A
AG AGENCY RECEIPTS	A,C	TJ TREASURY JOURNAL ENTRY	N/A
AM AGENCY RECEIPTS - MISC	A,C		
TR TREASURY RECEIPTS	A,C	TE TIME AND EQUIPMENT	N/A
VN VENDOR	A,C,E	AB AUTH BGT AND RESTR REV EST	N/A
		MB MANAGEMENT BUDGETS	N/A
-----SELECTIONS-----ACTION			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---			
CONT QUIT		PFKYS	HELP

SCREEN ACCESS

Use the FDE: Financial Data Entry Menu screen to access data entry screens for financial transactions.

Create a new batch:

1. On the DS: Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Leave the **RESTART BATCH NUMBER** field blank.
2. The **EFFECTIVE DATE** field defaults to the current date. If you want the batch to process tonight, use the default date. If you want the batch to process on a future date, enter the date as **MM DD CCYY**.
3. Press <Enter> to display the FDE: Financial Data Entry Menu.

Restart an existing batch:

1. On the DS: Start/Restart Batch - Selection screen, tab to the **RESTART BATCH NUMBER** field and enter the seven-digit number of the batch to restart.
2. The **EFFECTIVE DATE** field defaults to the current date. If you want the batch to process tonight, use the default date. If you want the batch to process on a future date, enter the date as **MM DD CCYY**.
3. Press <Enter> to display the FDE: Financial Data Entry Menu.

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FDE: Financial Data Entry Menu Field Entry Table		
Field Name	Field Value	Comments
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
SELECTION	<p>REQUIRED</p> <p>Enter the 2-character code for the transaction you want to enter. Values for each type of transaction are listed in the SELECTIONS column, immediately preceding the transaction description.</p>	Identifies the type of transaction to be entered in this batch.
ACTION	<p>REQUIRED, if a value is displayed in the ACTION column.</p> <p>Enter a 1-character action code for the type of transaction you want to enter.</p> <p>A Add a transaction. C Change an existing transaction or cancel a warrant. D Delete a general warrant. S Stop pay a warrant.</p> <p>If N/A is displayed, the action code is not applicable to this transaction. Leave this field blank.</p>	Identifies the action to be taken for a selected transaction.
EASYTRAN NUM	<p>REQUIRED, if using an easytran to enter the transaction.</p> <p>Enter the easytran number (1 - 4 digits) for the transaction. The easytran must be for the same transaction type entered in the SELECTION field.</p>	Identifies the easytran containing standard data for the transaction.
WRNT CLASS	<p>REQUIRED, if WS is entered in the SELECTION field.</p> <p>Enter a 2-letter warrant class code for the warrant you want to change.</p> <p>CW – Court Warrant FW – Field Warrant GN – General Warrant HW – Handwrite Warrant LB – Longevity Bonus Warrant MA – Medical Assistance Warrant PF – Permanent Fund Dividend PR – Payroll Warrant PS – Postsecondary Warrant RB – Retirement & Benefits Warrant WL – Welfare Warrant</p>	Identifies the warrant class of the warrant to be changed.
BATCH EFFECTIVE DATE:	DISPLAY ONLY	Identifies the processing date for this batch.
BATCH CONTROL TOTAL \$	DISPLAY ONLY	Specifies the current total dollar amount of transactions entered in this batch.
<p>The SELECTIONS and ACTION columns identify the types of financial transactions available for data entry in this batch.</p>		

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FDE: Financial Data Entry Menu Field Entry Table		
Field Name	Field Value	Comments
EN ENCUMBERED EXPENDITURE	SELECTION - Enter EN . In the ACTION field, enter: A Display the 110-10: Add Encumbered Expenditure screen. C Display the 110-20: Change Encumbered Expenditure screen.	Use to add or change an encumbered expenditure open item. Refer to <i>Section 7: Expenditure Open Items, Add Encumbered Expenditure or Change Encumbered Expenditure</i> for procedures.
ER ENCUMBERED REVENUE	SELECTION - Enter ER . In the ACTION field, enter: A Display the 115-10: Add Encumbered Revenue screen. C Display the 115-20: Change Encumbered Revenue screen.	Use to add or change an encumbered revenue open item. Refer to <i>Section 6: Revenue, Add Encumbered Revenue or Change Encumbered Revenue</i> for procedures.
PY PAYABLE	SELECTION - Enter PY . In the ACTION field, enter: A Display the 120-10: Add Payable screen. C Display the 120-20: Change Payable screen.	Use to add or change an accounts payable open item. Refer to <i>Section 7: Expenditure Open Items, Add Accounts Payable or Change Accounts Payable</i> for procedures.
RC RECEIVABLE	SELECTION - Enter RC . In the ACTION field, enter: A Display the 130-10: Add Receivable screen. C Display the 130-20: Change Receivable screen.	Use to add or change an accounts receivable open item. Refer to <i>Section 6: Revenue, Add Accounts Receivable or Change Accounts Receivable</i> for procedures.
RS RSA	SELECTION - Enter RS . In the ACTION field, enter: A Display the 140-10: Add RSA screen. C Display the 140-20: Change RSA screen.	Use to add or change a reimbursable services open item. Refer to <i>Section 12: Reimbursable Services Agreements, Establish a Reimbursable Services Agreement or RSA Amendment or Closeout</i> for procedures.
EX EXECUTE RSA	SELECTION - Enter EX to display the 145-xx: Execute RSA screen. Leave the ACTION field blank.	Use to execute payment for a reimbursable services open item. Refer to <i>Section 12: Reimbursable Services Agreements, Execute Payment</i> for procedures.
SP SCHEDULED PAYMENT	SELECTION - Enter SP . In the ACTION field, enter: A Display the 150-10: Add Scheduled Payment screen. C Display the 150-20: Change Scheduled Payment screen.	Use to add or change a scheduled payment open item. Refer to <i>Section 8: Payments, Add Scheduled Payment or Change Scheduled Payment</i> for procedures.

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Field Name	Field Value	Comments
AG AGENCY RECEIPTS	SELECTION - Enter AG . In the ACTION field, enter: A Display the 210-10: Add Agency Receipts screen. C Display the 210-20: Change Agency Receipts screen.	Use to add or change an agency receipt open item using only revenue account codes. Refer to <i>Section 6: Revenue, Add Agency Receipts or Change Agency Receipts</i> for procedures.
AM AGENCY RECEIPTS - MISC	SELECTION - Enter AM . In the ACTION field, enter: A Display the 210-11: Add Agency Receipts - Miscellaneous Accounts screen. C Display the 210-21: Change Agency Receipts - Miscellaneous Accounts screen.	Use to add or change an agency receipt open item using any account code. Refer to <i>Section 6: Revenue, Add Agency Receipts or Change Agency Receipts</i> for procedures.
TR TREASURY RECEIPTS	SELECTION - Enter TR . In the ACTION field, enter: A Display the 220-10: Add Treasury Receipts screen. C Display the 220-20: Change Treasury Receipts screen.	Used by the Treasury Division to add or change a treasury receipts open item. Refer to <i>Section 6: Revenue, Add Treasury Receipts or Change Treasury Receipts</i> for procedures.
VN VENDOR	SELECTION - Enter VN . In the ACTION field, enter: A Display the 505-10: Add Vendor Screen. C Display the 505-20: Change Vendor screen.	Use to add or change a vendor record. Refer to <i>Section 10: Vendors, Add Vendor or Change Vendor</i> for procedures. Action code E is used by the Division of Finance to establish vendors capable of receiving EDI payments.
WR ADD WARRANT REQUEST	SELECTION field - Enter WR to display the 310-xx: Add Warrant Request screen. Leave the ACTION field blank.	Use to request a general warrant, to record a manually prepared warrant or to record a warrant issued by another system. Refer to <i>Section 8: Payments, Add General Warrant, Issue Field Warrant, or Handwrite Warrant Request</i> for procedures.
WA CHANGE WARRANT - AGENCY	SELECTION - Enter WA to display the 330-xx: Change Warrant Request screen. Leave the ACTION field blank.	Use to change an unprinted and/or unredeemed general warrant. Also used to change an unredeemed manually prepared warrant or a warrant issued by another system. Refer to <i>Section 8: Payments, Change General Warrant or Change Field Warrant</i> for procedures.
WB WARRANT REDEMPTIONS	Used by the Division of Finance only.	Used by the Division of Finance to correct warrant redemption errors.
WS WARRANT STATUS CHANGE	SELECTION - Enter WS to display the 340-xx: Warrant Status Change screen.	Use to stop pay, cancel, or delete an unredeemed warrant. Refer to <i>Section 8: Payments, Warrant Status Change</i> for procedures.
WP CHANGE WARRANT - FINANCE	Used by the Division of Finance only	Used by the Division of Finance to cancel/reissue warrants destroyed before distribution.

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FDE: Financial Data Entry Menu Field Entry Table		
Field Name	Field Value	Comments
AJ AGENCY JOURNAL ENTRY	SELECTION - Enter AJ to display the 430-xx: Agency Journal Entry screen. Leave the ACTION field blank.	Use to record balanced debit and credit entries to increase and decrease the balances of fund assets, liabilities, and equities; to correct entries for revenue and expenditure transactions; and to liquidate or adjust open items. Refer to <i>Section 9: Journal Entries</i> for procedures.
FJ FINANCE JOURNAL ENTRY	SELECTION - Enter FJ to display the 410-xx: Finance Journal Entry screen. Leave the ACTION field blank.	Use to record adjustments for all account types and posting types in any posting month. Refer to <i>Section 9: Journal Entries, Agency Finance Journal Entry</i> .
TJ TREASURY JOURNAL ENTRY	SELECTION - Enter TJ to display the 420-xx: Treasury Journal Entry screen. Leave the ACTION field blank.	Used by agencies to record wire transfers. Refer to <i>Section 8: Payments, Wire Transfer</i> for procedures. Also used by the Treasury Division to record cash and investment management activities. Refer to <i>Section 6: Revenue, Treasury Journal Entry</i> for procedures.
TE TIME AND EQUIPMENT	SELECTION - Enter TE to display the 450-xx: Time & Equipment screen. Leave the ACTION field blank.	Currently used by the Department of Transportation and Public Facilities to distribute time and equipment costs to reporting structures. Refer to <i>Section 9: Journal Entries, Time & Equipment</i> for procedures.
AB AUTH BGT AND RESTR REV EST	SELECTION - Enter AB to display the 520-xx: Authorized Budgets screen. Leave the ACTION field blank.	Use to record authorized budgets for appropriations and funds. Refer to <i>Section 5: Budgets</i> for procedures.
MB MANAGEMENT BUDGETS	SELECTION - Enter MB to display the 510-90: Management Budget screen. Leave the ACTION field blank.	Use to record alternate revenue and expenditure budgets according to agency management reporting requirements. Refer to <i>Section 5: Budgets, Management Budgets</i> for procedures.