

SECTION 6: REVENUE

Add Agency Receipts

INTRODUCTION

Add Agency Receipts provides procedures for establishing agency receipt open items in AKSAS to record cash collections of restricted revenue, unrestricted revenue, abatements, and any other types of collections received by the agency. Agency receipt open items also liquidate encumbered revenue and accounts receivable open items. All cash collections must be processed in accordance with the policies set forth in the *Alaska Administrative Manual (AAM) 50.010 - 50.190 - Cash*.

Recording Cash Deposits in AKSAS

When cash collections are deposited by agencies, the funds are not available for agency spending until the deposit is received and posted by the Department of Revenue, Treasury Division. To record a deposit, three transactions are processed in AKSAS: a treasury receipt recorded by the Treasury Division, an agency receipt recorded by the agency, and a treasury finance journal entry generated by the TR/AG Match program. Generally, it takes five business days from the time a deposit is made until the funds are available for agency spending.

- Day 1:** Agency deposits monies in financial institution.
- Day 2:** Treasury receives deposit data from financial institution and creates Treasury Receipt transaction.
- Day 3:** Treasury Receipt available online in AKSAS. Agency enters Agency Receipt transaction.
- Day 4:** Agency Receipt available online in AKSAS. TR/AG Match is run and Treasury Finance Journal Entry generated.
- Day 5:** Agency Receipt is cleared and agency appropriation/fund balance increased by deposit amount.

Treasury Receipt Transactions

The Treasury Division processes treasury receipt transactions to record the receipt of cash deposits, ACH deposits, wire transfers, credit card deposits, and federal drawdowns. Agencies deposit monies in the state's depository banking system, which transmits deposit information to Treasury on a daily basis. Treasury uses the bank deposit information to create treasury receipt transactions, which, when interfaced in AKSAS each night, record the deposits to the appropriate Treasury Pool Funds in an asset account and offsetting entry in the unallocated fund balance account. Refer to the procedure for *Treasury Receipts* in this Section for more information.

Agency Receipt Transactions

Agencies process agency receipt transactions to record the transmittal of monies to Treasury. After deposit information is received by the Treasury Division and treasury receipt transactions are successfully processed in AKSAS, the agencies record corresponding agency receipt transactions. Each agency receipt open item is referenced to an existing treasury receipt open item and provides the financial coding necessary to allocate the revenue to the appropriate funds/appropriations. Agency receipts post only to the Open Item File and have no effect on available fund/appropriation balances.

Two types of agency receipt transactions are used to record cash collections. The 210-10: Add Agency Receipts transaction is used to record receipts to restricted and unrestricted revenue accounts only. The 210-11: Add Agency Receipts - Miscellaneous Accounts transaction is used to record receipts to any account type: asset, liability, fund equity, restricted revenue, unrestricted revenue, and/or expenditure. Data entry procedures are the same for both types of transactions. Procedures for entering agency receipt transactions follow this Introduction.

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Treasury Finance Journal Entry Transactions

Each night, after financial transaction processing is complete, the Division of Finance runs the TR/AG Match program to match agency receipt open items to referenced treasury receipt open items. The TR/AG Match program creates an AKSAS interface file of 410-95: Treasury Finance Journal Entry transactions, which, when processed in AKSAS the following night, clear associated treasury and agency receipts and allocate the deposits to appropriate agency funds/appropriations. Deposits are available for agency spending only after treasury journal entries are posted. Refer to *Treasury Journal Entry* in this Section for more information.

Treasury finance journal entry transactions generated by the TR/AG Match program during the first seven days of the month will post to the prior month if the associated treasury receipt is for the immediate prior month. All other treasury finance journal entry transactions post to the current month.

Agency Receipt Detail Inquiry

Agency receipts are maintained on the Open Item File and can be viewed online through IO - Open Item Detail (enter AG in the OPEN ITEM TYPE field, select DETAIL, and enter the OPEN ITEM NUMBER on the Open Item Inquiry - Selection screen). All reference, financial, and other information from the processed add agency receipts transaction is displayed on the Agency Receipts Detail Inquiry screen. The TOTAL AMOUNT from the add transaction is recorded as the ORIGINAL PLACED and initial CURRENT BALANCE of the agency receipt in the Open Item File. When the agency receipt and corresponding treasury receipt are matched and the treasury finance journal entry processed, the TOTAL LIQUIDATIONS of the agency receipt is increased and the CURRENT BALANCE decreased by the amount of the treasury finance journal entry.

AKSAS TRANSACTIONS

210-10: Add Agency Receipts - Use to record receipts to restricted or unrestricted revenue accounts.

210-11: Add Agency Receipts - Miscellaneous Accounts - Use to record receipts to any account group.

The screens listed above are identical, but the account types entered in each transaction differ. One screen image and one Field Entry Table are included at the end of this procedure. The *210-10/11: Add Agency Receipts Screen* and *Field Entry Table* contain detailed information for fields on both screens.

PROCEDURES

I. Receive and process cash collections.

All cash collections must be processed in accordance with the policies set forth in *AAM 50.010 - 50.190 - Cash* and include the following activities:

- Restrictively endorse checks, money orders, and other negotiable instruments.
- Issue a receipt for collections of coin or currency, unless a prenumbered document of fixed value, such as a license or permit, is issued.
- Balance daily cash collections according to department procedures. Use supporting detail (copy of bank deposit slip, adding machine tape, etc.) to enter the add agency receipts transaction.
- Prepare the deposit according to department procedures and deposit the funds in the appropriate banking institution as designated by Treasury.

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- If applicable, identify the encumbered revenue or accounts receivable open item number to be used in completing the financial coding on the 210-10/11: Add Agency Receipts transaction. Open item numbers can be determined from the remittance advice sent by the payer or through IO - Open Item Inquiry.

II. Identify the Treasury Receipt open item number for the deposit.

Each night, during Financial Transaction Processing, treasury receipt open items are recorded for the previous day's deposits. The treasury receipt (TR) open item number for a deposit must be referenced in the agency receipt open item.

- A. Two days after the cash deposit, sign on AKSAS and select **IO - Open Item Inquiry** on the AKSAS Main Menu screen.

***NOTE:** Generally, treasury receipt open items are recorded two days after the date of deposit. See the timeline in the Introduction, Recording Cash Deposits in AKSAS at the beginning of this procedure.*

- B. On the Open Item Inquiry - Selection screen, enter data in the following fields:

1. **OPEN ITEM TYPE** - Enter **TR** (Treasury Receipt).
2. **BY REFERENCE** - Enter X.
 - a. **REF TYPE** - Enter **SUB** (subaccount number).
 - b. **REF NUMBER** - Enter your agency's bank subaccount number. This number can be obtained from the deposit slip.
3. Press <Enter> to display the INQ-OI: Reference Open Item Report screen, listing all outstanding treasury receipts for your subaccount number.

- C. Find the deposit date in the DESCRIPTION column.

1. In the **ENTER SELECTION** field at the bottom of the screen, enter the line number of the treasury receipt number with a date in the DESCRIPTION column that matches your agency deposit date. Press <Enter> to display the Treasury Receipts Detail Inquiry screen for the treasury receipt open item selected.

***NOTE:** The line selected should have an amount in the CURRENT BALANCE column. If no amount is displayed, the TR has a zero balance and no further liquidations can be processed.*

2. On the Treasury Receipts Detail Inquiry screen, find your subaccount number in the reference lines displayed.
 - a. If the reference AMOUNT, DATE, and COMMENTS correspond to your deposit, note the TREAS RECEIPTS NUM displayed at the top right of the screen. Press <PF1> to return to the AKSAS Main Menu.
 - b. If the reference line does not correspond to your deposit, repeat Step II.C until the correct treasury receipt open item number is found. If a treasury receipt open item is not found, contact the Treasury Division.

III. Process a 210-10 or 210-11: Add Agency Receipts transaction.

For more information on entering this transaction, refer to the *210-10/11: Add Agency Receipts Screen and Field Entry Table* following this procedure.

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

1. Enter **AG** (Agency Receipts) in the **SELECTION** field to enter agency receipts using only revenue accounts or enter **AM** (Agency Receipts - Misc) to enter agency receipts using any account type. Then enter **A** (add) in the **ACTION** field.
2. If your agency uses an easytran shell for adding an agency receipt open item, enter the easytran number for the transaction in the **EASYTRAN NUM** field.
3. Press <Enter> to display the 210-10: Add Agency Receipts or 210-11: Add Agency Receipts - Miscellaneous transaction screen.

***NOTE:** The 210-10 and 210-11 transaction screens are identical. Only the types of accounts used in each transaction differ.*

B. Enter data in the following fields. For more detailed information on these fields, refer to *Section 4: Financial Transactions & Batch Processing*.

1. **AGY RECEIPT NUMBER** - Enter a seven-digit agency receipt number from your department's open item number log.
2. **ADDITIONAL AUTH RD** - If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.
3. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
4. **DEPOSIT DATE** - Enter the date the funds were received as **MM DD CCYY**.
5. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add agency receipt transactions, enter a **SOURCE RD CODE** as authorized according to department procedures.
6. **DATE ESTABLISHED** - Defaults to the current date. If adding an agency receipt for a date prior to the current date, enter the date as **MM DD CCYY**.
7. **TOTAL AMOUNT** - Enter the total deposit amount for this open item as a positive number.
8. **SPREAD AMT (Y/N)** - Defaults to **N** (enter dollar amounts by financial line). Enter **Y** to spread the **TOTAL AMOUNT** across all financial lines.
9. **DESCRIPTION SHORT** - Enter **TR** followed by the seven-digit treasury receipt open item number determined in Step II. For example, if the treasury receipt number is 9901732, enter **TR 9901732**.
10. **DESCRIPTION LONG** - Enter detailed descriptive information, up to 120 characters, for the transaction.

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11. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If the transaction is not for the current year, enter the FISCAL PERIOD CODE as defined in the *AKSAS Handy Guide*.
 12. **LIQ RULE** - Defaults to **NB** (net balance). May be changed to **LN** (line number), **FR** (fractional), or **PL** (placed).
 13. **DENOMINATOR** - If SPREAD AMT = Y and/or LIQ RULE = FR, enter the sum of the NMR fields as a positive number.
 14. **RETENTION (Y/N)** - Defaults to **N** (no, do not retain this record on the Open Item File after all activity is complete). May be changed to **Y** (yes, retain this record).
- C. Enter data in the **REFERENCE** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.
1. **TYPE** - Enter a reference line for each required reference type as follows:
 - a. Enter **TR** (Treasury Receipt Number).
 - b. Enter at least one of the following mandatory reference TYPES as appropriate for this transaction:

LCN Letter of Credit Number
SUB Agency Subaccount Number
WTN Wire Transfer (or Automated Clearing House Payment) Number

NOTE: Reference type LCN is a lone reference type meaning this reference type may be entered only once in the transaction.
 - c. Reference type **CHK** (Check Number), although not required, is recommended to track checks returned due to insufficient funds. Enter the check number, dollar amount, and issue date in the appropriate fields of the reference line.

NOTE: For a list of reference types, press <PF12-Help> on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/MANDATORY REFERENCES and press <Enter>. In the OPEN ITEM TYPE field, enter AG and press <Enter> to display valid reference types.
 2. **REFERENCE NUMBER** - Enter the identifier associated with the reference TYPE as follows:
 - a. **TR** (Treasury Receipt Number) - Enter the seven-digit treasury receipt open item number as determined in Step II.
 - b. **WTN** (Wire Transfer (or Automated Clearing House Payment) Number) - Enter your agency identifier (usually the department number followed by three zeros).
 - c. For all other reference types, enter the associated reference number.
 3. **AMOUNT** - Enter the deposit amount associated with the reference TYPE.
 4. **DATE** - Enter the date of the actual deposit as **MM DD CCYY**.
 5. **COMMENTS** - Enter additional descriptive information for the reference line.

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6. Repeat Steps 1-5 for each reference line to be entered.
- D. Enter data in the **FINANCIAL** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
1. **AMOUNT** - If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the dollar amount for this financial line as a positive number.
 2. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.
 3. **CC** - Enter the eight-digit collocation code for this financial line.
 4. **PGM** - Enter a five-digit program code if required by your agency for this financial line.
 5. **LC** - Enter an eight-digit ledger code if required by your agency for this financial line.
 6. **ACCT** - Enter a five-digit account authorized for the transaction code:
 - a. **TRANS CODE MINOR = 10:** Enter a restricted revenue (50000 and LLS) or unrestricted revenue (60000 and LLS) account.
 - b. **TRANS CODE MINOR = 11:** Enter an account from any account group.
 7. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter the two-digit federal fiscal year.
 8. **NMR** - If SPREAD AMT = N, leave blank. If SPREAD AMT = Y and/or LIQ RULE = FR, enter the percentage or portion of the TOTAL AMOUNT to be distributed to or liquidated from this financial line.
 9. If this agency receipt transaction liquidates an encumbered revenue or accounts receivable open item, enter data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the open item and records the agency receipt using the financial coding in the open item.

***NOTE:** Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.*

 - a. **TYPE** - Enter the open item type to be liquidated by this financial line.
EN Encumbered Revenue
RC Accounts Receivable
 - b. **NUM** - Enter the open item number of the encumbered revenue or accounts receivable to be liquidated by this financial line.
 - c. **LINE** - Enter the financial line number of the open item to be liquidated by this financial line. To liquidate all financial lines in the open item by the amount of this financial line, enter 999.
 10. **LINE DESC** - If necessary, press <PF6> and enter additional descriptive information for the financial line.

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11. Repeat Steps 1-10 for each financial line to be entered.

- E. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

NOTE: Review any WARNING messages displayed. If these messages do not require correction, press <PF3> to override.

IV. Submit the transaction for certification.

Add agency receipts transactions require certification. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

V. Verify the transaction processed.

For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

- A. The next morning, check DM - Maintain Batches to determine if the add agency receipts transaction processed successfully. If the transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for certification and processing. Refer to the *Appendix* for a list of error messages and corrective actions.
- B. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information for the transaction is correct. If the results of the processed transaction are not as intended, correct the error using a 210-20: Change Agency Receipts or a 210-21: Change Agency Receipts - Miscellaneous Accounts transaction. Refer to the procedure for *Change Agency Receipts* in this Section.

VI. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

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ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 210-10: Add Agency Receipts or 210-11: Add Agency Receipts - Miscellaneous Accounts transaction. Accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. Posting type 00 indicates the 210-10 and 210-11 transactions have no financial effect in AKSAS.

Add agency receipts post only to the Open Item File and have no financial effect until matched to corresponding treasury receipt open items and liquidated with treasury journal entry transactions. When the treasury journal entry processes, the agency receipt open item is liquidated and the fund/appropriation associated with the financial coding entered in the agency receipt transaction is increased. For accounting entries resulting from a treasury journal entry transaction, refer to *Treasury Journal Entry* in this Section.

210-10: Add Agency Receipts

	Collocation Code	Account	Posting Type	Financial Source
No financial effect	Entered by user	Restricted or Unrestricted Revenue	00	UD

210-11: Add Agency Receipts – Miscellaneous Accounts

	Collocation Code	Account	Posting Type	Financial Source
No financial effect	Entered by user	Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure	00	UD

NOTE: Agency receipts are recorded as posting type 00. GENEVA views can use this posting type to report on agency receipts. Refer to Accounting Procedures Manual, GENEVA Reporting.

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210-10/11: Add Agency Receipts Screen											
FDE 210-10: ADD AGENCY RECEIPTS ①										B 1298859 S 0001	
AGY RECEIPT NUMBER _____				ADDITIONAL AUTH RD _____							
DOCUMENT NUMBER _____				DEPOSIT DATE ____ ____ ____							
SOURCE RD CODE _____				DATE ESTABLISHED 6_ 1_ 2001							
TOTAL AMOUNT _____				SPREAD AMT(Y/N) N							
DESCRIPTION SHORT _____											
DESCRIPTION LONG _____											
FISCAL PERIOD CODE C _____				LIQ RULE NB _____				DENOMINATOR _____		RETENTION(Y/N) N	
REF	TYPE	REFERENCE	NUMBER	AMOUNT	DATE	MORE	REFS	N			
1		_____	_____	_____	_____	_____	_____				
		COMMENTS _____									
2		_____	_____	_____	_____	_____	_____				
		COMMENTS _____									
3		_____	_____	_____	_____	_____	_____				
		COMMENTS _____									
								MORE FINS N			
----OPEN ITEM----											
FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	NMR	TYPE	NUM	LINE
1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
UPDAT QUIT		SUBMT ERRS		BASE	FINS	REFS	PFKYS		HELP		

① The 210-10 and 210-11 screens are identical, with the exception of the FDE line, which displays the transaction code. The 210-11 screen displays FDE 210-11: Add Agency Receipts - Miscellaneous Accounts.

SCREEN ACCESS

Use the 210-10: Add Agency Receipts transaction screen to establish an agency receipt open item using only restricted or unrestricted revenue accounts in AKSAS. Use the 210-11: Add Agency Receipts - Miscellaneous Accounts transaction screen to establish an agency receipt open item for reductions of expenditure and other types of collections using any account type in AKSAS.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.
2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.
3. At the Financial Data Entry Menu, enter **AG** (Agency Receipts) or **AM** (Agency Receipts - Misc) in the **SELECTION** field.
4. Enter **A** (Add) in the **ACTION** field. Press <Enter> to display the 210-10: Add Agency Receipts or 210-11: Add Agency Receipts - Miscellaneous Accounts transaction screen.

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210-10/11: Add Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this open item.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
AGY RECEIPT NUMBER	<p>REQUIRED</p> <p>Enter a 7-digit agency receipt open item number from your department's open item log as DDYNNNN, where</p> <p>DD Department number Y Last digit of chart of accounts year NNNN Number assigned by agency</p>	Identifying number used to change, liquidate, and report on an agency receipt open item.
ADDITIONAL AUTH RD	<p>OPTIONAL</p> <p>If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.</p>	Identifies an approval authority associated with this add agency receipts transaction.
DOCUMENT NUMBER	<p>REQUIRED, defaults to the batch and sequence number assigned by AKSAS if left blank.</p> <p>An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.</p>	Processed document identifier.
DEPOSIT DATE	<p>REQUIRED</p> <p>Enter the date the revenue was received as MM DD CCYY.</p>	Date the revenue was received.
SOURCE RD CODE	<p>REQUIRED, defaults to the AKSAS input (sign-on) RD code.</p> <p>If the default RD code is not authorized to record add agency receipts transactions, enter a SOURCE RD CODE as authorized according to department procedures.</p>	Identifies the person authorized to record this transaction.
DATE ESTABLISHED	<p>REQUIRED, defaults to the current date.</p> <p>If the default value is not correct, a prior date may be entered as MM DD CCYY.</p>	Date the open item is created.
TOTAL AMOUNT	<p>REQUIRED</p> <p>Enter the total dollar amount of this open item as a positive number. Up to 13 digits (11 to the left of the decimal, 2 to the right).</p>	This field must equal the sum of the financial line AMOUNT fields.
SPREAD AMT (Y/N)	<p>REQUIRED, defaults to N.</p> <p>N No, do not spread the TOTAL AMOUNT. Enter dollar amounts by financial line. Y Yes, spread the TOTAL AMOUNT across all financial lines.</p>	Indicates whether the TOTAL AMOUNT should be entered by financial line (N) or automatically spread across all financial lines (Y). Values entered in the DENOMINATOR and NMR fields determine how the amount is distributed.

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210-10/11: Add Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
DESCRIPTION SHORT	REQUIRED Enter TR followed by the 7-digit treasury receipt open item number that corresponds to this agency receipt transaction.	A description of the open item as it should appear on reports.
DESCRIPTION LONG	REQUIRED Enter descriptive information, up to 120 characters, for this open item.	Additional descriptive information for the transaction.
FISCAL PERIOD CODE	REQUIRED, defaults to C . C Current fiscal year P Prior fiscal year If the default value is not correct for this transaction, refer to the <i>AKSAS Handy Guide</i> to determine the code.	Identifies the state fiscal year (chart of accounts year) associated with this transaction. The fiscal period code must be the same as the fiscal period code in the treasury receipts open item.
LIQ RULE	REQUIRED, defaults to NB . LN Line number FR Fractional NB Net balance PL Placed Refer to <i>Section 4: Financial Transactions & Batch Processing</i> for additional information.	Identifies how liquidations of this open item are distributed across financial lines.
DENOMINATOR	REQUIRED, if SPREAD AMT = Y and/or LIQ RULE = FR. Enter the sum of the NMR fields, up to 5 digits, as a positive number.	With the NMR, defines the percentage or portion of the TOTAL AMOUNT to be distributed to or liquidated from this financial line.
RETENTION (Y/N)	REQUIRED, defaults to N. N No, do not retain this open item on the Open Item File. Y Yes, retain this open item.	If this indicator is set to N, the open item is deleted from the Open Item File once the balance is zero. The open item is deleted based on the number of days from the date of last activity as specified on the SMF Open Item Purge Parameters Table (SPO).
Reference Line Fields - The following fields contain reporting cross-reference information. Reference fields allow access to open item information by identifiers other than the open item number such as check, bank account, wire transfer, or treasury receipt number. Reference type TR (treasury receipt number) is required to identify the treasury receipt open item recorded by the Treasury Division that corresponds to this agency receipt transaction. For additional information about reference fields, refer to Section 4: Financial Transactions & Batch Processing.		
REF	DISPLAY ONLY	Reference line number.
TYPE	REQUIRED Enter TR (Treasury Receipt Number) on reference line 1 or line 2. Also, enter at least one of the following required reference types: LCN Letter of Credit Number SUB Agency Subaccount Number WTN Wire Transfer (or Automated Clearing House Payment) Number	Identifies a reporting reference such as subaccount, wire transfer, or treasury receipt number. For a list of reference types, press <PF12-Help> on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/MANDATORY REFERENCE TYPES and press <Enter>. In the ENTER OPEN ITEM TYPE field, enter AG and press <Enter> to display valid reference types.

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210-10/11: Add Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
REFERENCE NUMBER	<p>REQUIRED</p> <p>Enter reference numbers as follows:</p> <p>TR Enter the 7-digit treasury receipt open item number that corresponds to this agency receipt transaction.</p> <p>WTN Enter your agency identifier (usually the department number followed by three zeros).</p> <p>All other reference TYPES: Enter the reference number associated with the reference type.</p>	The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (such as RD code, vendor number, etc.), AKSAS verifies the REFERENCE NUMBER entered is valid.
AMOUNT	<p>REQUIRED</p> <p>Enter the deposit amount associated with the reference TYPE. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p>	Dollar amount associated with the reference line.
DATE	<p>OPTIONAL</p> <p>Enter the actual deposit date as MM DD CCYY.</p>	The date of the deposit.
COMMENTS	<p>OPTIONAL</p> <p>Enter additional descriptive information, up to 30 characters, for the reference.</p>	Additional descriptive information for the reference.
<p>Financial Line Fields - The following fields define the accounting structures to which receipts are recorded when deposited by Treasury. The agency receipt open item is matched to the referenced treasury receipt and liquidated by a treasury journal entry making the funds available for agency spending. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		
FIN	<p>DISPLAY ONLY</p>	Financial line number.
AMOUNT	<p>REQUIRED</p> <p>If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the deposit amount for this financial line as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p>	The dollar amount associated with this financial line.
SY	<p>REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made.</p> <p>If the default value is not correct, enter the 2-digit set-up year associated with the collocation code.</p>	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	<p>REQUIRED</p> <p>Enter the 8-digit collocation code for this financial line.</p>	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	<p>OPTIONAL</p> <p>Enter a 5-digit program code if required by your agency for this financial line.</p>	Identifies the external program for this financial line.

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210-10/11: Add Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
LC	OPTIONAL Enter an 8-digit ledger code if required by your agency for this financial line.	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	REQUIRED Enter a 5-digit account for the transaction code: TRANS CODE MINOR = 10: Enter a restricted revenue (50000 and LLs) or unrestricted revenue (60000 and LLs) account. TRANS CODE MINOR = 11: Enter an account from any account group.	Identifies the account to which this financial line will be recorded.
FY	REQUIRED, defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter the 2-digit federal fiscal year.	Identifies the federal fiscal year if a federal program is associated with this financial line.
NMR	REQUIRED, if SPREAD AMT = Y and/or LIQ RULE = FR. Enter the percentage or portion of the TOTAL AMOUNT to be distributed to or liquidated from this financial line.	With the DENOMINATOR, defines the percentage or portion of the TOTAL AMOUNT to be distributed to or liquidated from this financial line.
<p>Open Item Fields - Data is entered in the OPEN ITEM fields if this agency receipt transaction liquidates an encumbered revenue or accounts receivable. When this transaction is processed, AKSAS liquidates the open item and records the agency receipt using the financial coding in the open item. For additional information about open item fields, refer to Section 4: Financial Transactions & Batch Processing.</p> <p>Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.</p>		
TYPE	REQUIRED, for financial lines liquidating open items. EN Encumbered Revenue RC Accounts Receivable	Identifies the type of open item to be liquidated by this financial line.
NUM	REQUIRED, for financial lines liquidating open items. Enter the 7-digit open item number of the open item to be liquidated by this financial line.	Identifies the specific open item to be liquidated by this financial line.
LINE	REQUIRED, for financial lines liquidating open items. Enter the financial line number of the open item to be liquidated by this financial line. To liquidate all financial lines in the open item by the amount of this financial line, enter 999.	Identifies the financial line number being liquidated.

SECTION 6: REVENUE, ADD AGENCY RECEIPTS

210-10/11: Add Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
LINE DESC	<p>OPTIONAL</p> <p>Press <PF6> and enter additional descriptive information, up to 40 characters, for the financial line.</p>	<p>Additional descriptive information for the financial line.</p>