

SECTION 6: REVENUE

Add Treasury Receipts

INTRODUCTION

Add Treasury Receipts provides procedures for manually entering treasury receipt open items to record cash deposits received by the Treasury Division. Receipts are accounted for as cash deposits in Treasury Pool Funds and, according to source, in operating funds. Two types of receipts are identified by source: general receipts (i.e., resulting from the state's taxing authority) and appropriated receipts (reserved for the financing of specific agency activities). Appropriated receipts are accounted for by appropriation and operating fund. The 220-10: Add Treasury Receipts transaction posts the revenue to the appropriate Treasury Pool Fund in an asset account, and generates an offsetting entry to the unallocated fund balance account.

Only the Department of Revenue, Treasury Division is authorized to record treasury receipt transactions in AKSAS.

Treasury Receipt Transactions

Treasury receipt transactions record the receipt of cash deposits by the Treasury Division. Agencies forward cash collections to the Department of Revenue, Treasury Division through the state's depository banking system, which transmits a deposit information data file to Treasury on a daily basis. The bank data files are interfaced with Treasury's financial system creating an interface file of 220-10: Add Treasury Receipts transactions. The treasury receipt transactions are interfaced with AKSAS each night to record treasury receipt open items posting the deposits to the appropriate Treasury Pool Funds in asset accounts and offsetting unallocated fund balance accounts.

Processing Errors

The Treasury Division performs daily reconciliation between transmitted bank data, data produced by the Treasury subsystem, and the treasury receipt transactions interfaced to AKSAS. Errors are corrected by the Treasury Division and treasury receipt transactions manually entered if necessary.

Corresponding Agency Receipt Transactions

Agency receipt transactions record the transmittal of cash deposits to the Treasury Division. For each treasury receipt open item recorded in AKSAS, a corresponding agency receipt open item is entered by the depositing agency. Each agency receipt includes a reference to the treasury receipt open item that recorded the deposit and includes the financial coding necessary to allocate revenue to the appropriate funds/appropriations. The agency receipt has no financial effect until matched to the corresponding treasury receipt and liquidated with a treasury or finance journal entry transaction. Refer to *Add Agency Receipts* in this Section for more information.

TR/AG Match Program

Each night, after financial transaction processing is complete, the Division of Finance runs the TR/AG Match program to match treasury receipt (TR) open items to the corresponding agency receipt (AG) open item containing the TR reference. An AKSAS interface file of 410-95: Treasury Finance Journal Entry transactions is created for TR and AG open items that match. The treasury finance journal entry transactions, which are interfaced in AKSAS each night, liquidate the matched treasury and agency receipt open items and record the deposits to the financial coding provided in the agency receipts. Deposits are available for agency spending only after the treasury finance journal entries are processed in AKSAS.

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Treasury 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 journal entry transactions post to the current month.

Processing Errors

The TR/AG Match program may produce errors. The Division of Finance forwards an error listing to the Treasury Division. Treasury notifies the depositing agencies of any errors in the matching process due to inaccuracies in the original agency receipt. An incorrect agency receipt open item is corrected by the agency with a 210-10/11: Change Agency Receipts transaction. Refer to *Change Agency Receipts* in this Section.

Erroneous treasury receipt open items are corrected by the Treasury Division with 220-20: Change Treasury Receipts transactions. Refer to *Change Treasury Receipts* in this Section.

Treasury Receipts Detail Inquiry

Treasury receipts are maintained on the Open Item File and can be viewed through IO - Open Item Inquiry (enter TR 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 treasury receipts transaction is displayed on the Treasury Receipts Detail Inquiry screen. The TOTAL AMOUNT from the add transaction is recorded as the ORIGINAL PLACED and initial CURRENT BALANCE of the treasury receipt in the Open Item File. When the corresponding agency receipt is matched to the treasury receipt and a treasury journal entry processed, the TOTAL LIQUIDATIONS is increased and the CURRENT BALANCE of the treasury receipt decreased by the amount of the treasury journal entry.

AKSAS TRANSACTIONS

220-10: Add Treasury Receipts

PROCEDURES

I. Determine the need to manually enter a Treasury Receipt open item.

Treasury receipt transactions are manually entered as determined necessary by the Treasury Division.

II. Process a 220-10: Add Treasury Receipts transaction.

Add treasury receipts transactions are recorded in AKSAS by the Treasury Division. The following procedures provide general field entry guidelines for Treasury staff to use along with department procedures. For more information on entering this transaction, refer to the *220-10: Add Treasury 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 **TR** (Treasury Receipts) in the **SELECTION** field and **A** (add) in the **ACTION** field.
 2. If your agency uses an easytran shell for adding a treasury receipt open item, enter the easytran number for the transaction in the **EASYTRAN NUM** field.
 3. Press <Enter> to display the 220-10: Add Treasury Receipts transaction screen.
- B. Enter data in the following fields. For more detailed information on these fields, refer to *Section 4: Financial Transactions & Batch Processing*.

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1. **TR NUMBER** - Enter a seven-digit treasury receipt open item number from your department's open item number log as follows:
 - 1-2nd digits** Two-digit fiscal year in which funds are received.
 - 3-7th digits** Assigned in sequence of receipt by fiscal year beginning with 00001.
 2. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 3. **DEPOSIT DATE** - Enter the date the funds were received as **MM DD CCYY**.
 4. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add treasury receipts transactions, enter a **SOURCE RD CODE** as authorized according to department procedures.
 5. **DATE ESTABLISHED** - Defaults to the current date. If adding a treasury receipt for a prior date, enter the date as **MM DD CCYY**.
 6. **TOTAL AMOUNT** - Enter the total deposit received as a positive number.
 7. **SPREAD AMT (Y/N)** - Defaults to **N** (enter dollar amounts by financial line). No other value is used for this transaction.
 8. **DESCRIPTION SHORT** - Leave blank. Treasury Division procedures require this field to default to the first 20 characters of line 1 of the **DESCRIPTION LONG** field.
 9. **DESCRIPTION LONG** - Enter the actual deposit date as MM/DD/YY followed by the deposit type. The first 20 characters of the first line default to the **DESCRIPTION SHORT**. For example:
 - For an Automated Clearing House Payment, enter **[MM/DD/YY] ACHI**.
 - For an Agency Subaccount Deposit, enter **[MM/DD/YY] SUB** or **SUB1**.
 - For a Wire Transfer Deposit, enter **[MM/DD/YY] WTN1**.
 10. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If adding a treasury receipt during the reappropriation period (July and August) for funds received prior to July 1, enter **P** (prior fiscal year).

NOTE: When the FISCAL PERIOD CODE is P, the deposit is recorded in a prior year Treasury Pool Fund. The collocation code entered in the financial line must be associated with prior year funds.
 11. **LIQ RULE** - Enter **NB** (net balance).
 12. **DENOMINATOR** - Leave blank. This field is not used for this transaction.
 13. **RETENTION (Y/N)** - Defaults to **N** (no, do not retain this record on the Open Item File after all activity is complete). No other value is used for this transaction.
- C. Enter data in the **REFERENCE** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.

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1. **TYPE** - Determine the type of deposit from the information provided by the bank and enter appropriate reference types as follows:

SUB Subaccount Number
WTN Wire Transfer (or Automated Clearing House Payment) Number

***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 TR and press <Enter>.*

2. **REFERENCE NUMBER** - Enter an identifier associated with the reference TYPE as follows:

- a. **SUB** (Subaccount Number) - Enter the subaccount number received from the bank. This information is obtained by the bank from the actual deposit slip. If an agency incorrectly uses an over-the-counter deposit slip, enter the reference NUMBER as 000.

***NOTE:** When reference NUMBER 000 is used, it is the agency's responsibility to contact the Treasury Division with the correct subaccount number for any outstanding deposits.*

- b. **WTN** (Wire Transfer or Automated Clearing House Payment Number) - Enter the agency identifier (usually the department number followed by three zeros).

3. **AMOUNT** - Enter the deposit amount associated with the reference TYPE as follows:

- a. **SUB** (Subaccount Number) - Enter the total deposit amount for **each** subaccount. One treasury receipt open item may contain many subaccount reference lines.

- b. **WTN** (Automated Clearing House (ACH) Payment or Wire Transfer Deposit) - Enter the total ACH payment or wire transfer amount. One treasury receipt open item is created for each individual ACH payment or wire transfer deposit.

4. **DATE** - Enter the date of the actual deposit as **MM DD CCYY**.

5. **COMMENTS** - For each subaccount number, enter "[Subaccount Number] Total = [Total Deposit Amount]."

***NOTE:** If the same subaccount number is referenced in multiple lines, enter this comment on the last line. For example, if lines 1 through 7 reference subaccount 428 and total to \$100.00, enter "428 Total = \$100.00" in the COMMENTS field of line 7.*

6. Repeat Steps 1-5 for each reference line to be entered.

- D. Enter data in the **FINANCIAL** line fields. **A treasury receipt open item contains only one financial line.** Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

1. **AMOUNT** - Enter the total deposit amount for this treasury receipt open item 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 fiscal year associated with the collocation code.

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3. **CC** - Enter the eight-digit collocation code of the Treasury Pool Fund to which the deposit is allocated.
 4. **PGM** - Leave blank. This field is not used for this transaction.
 5. **LC** - Leave blank. This field is not used for this transaction.
 6. **ACCT** - Enter **10590** (invested cash) or **10595** (uninvested cash).
 7. **FY** - Defaults to the current federal fiscal year. No entry necessary.
 8. **NMR** - Leave blank. This field is not used for this transaction.
 9. **LINE DESC** - If necessary, press <PF6> and enter additional descriptive information for the financial line.
- 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.*

III. Submit the transaction for certification.

Add treasury 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.

IV. 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 treasury 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 220-20: Change Treasury Receipts transaction. Refer to the procedure for *Change Treasury Receipts* in this Section.

V. 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 220-10: Add Treasury Receipts transaction. The accounting entry with a financial source code of UD (user-defined) is entered in the transaction by the user. The EX (exploded) accounting entry is generated from the SMF Offset Account Table (SOA). The 900xxxxx (where xxxxx = treasury pool fund number) collocation code (CC) in the EX line is a “fund-only CC” and is determined from the user-defined collocation code. The financial effect of each entry is indicated in parentheses () after the debit or credit indicator in the first column.

An add treasury receipts transaction records an increase to invested or uninvested cash and an increase to the unallotted fund balance account in Treasury Pool Funds. Treasury receipt transactions have no impact on agency funds until the treasury receipt is matched to an agency receipt open item and cleared by a treasury journal entry transaction. For accounting entries resulting from a treasury journal entry transaction, refer to *Treasury Journal Entry* in this Section.

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	Collocation Code	Account	Posting Type	Financial Source
Debit (increase)	Entered by user	10590 (Invested Cash) or 10595 (Uninvested Cash)	01	UD
Credit (increase)	900xxxxx	32514 (Unallotted Fund Balance)	01	EX

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220-10: Add Treasury Receipts Screen									
FDE 220-10: ADD TREASURY RECEIPTS					B 1298799 S 0001				
TR NUMBER _____									
DOCUMENT NUMBER _____					DEPOSIT DATE __ __ ____				
SOURCE RD CODE _____					DATE ESTABLISHED 5_ 22 2001				
TOTAL AMOUNT _____					SPREAD AMT(Y/N) N				
DESCRIPTION SHORT _____									
DESCRIPTION LONG _____									
FISCAL PERIOD CODE C		LIQ RULE LN		DENOMINATOR _____		RETENTION(Y/N) N			
REF	TYPE	REFERENCE NUMBER		AMOUNT		DATE		MORE REFS N	
1		_____		_____		_____			
COMMENTS _____									
2		_____		_____		_____			
COMMENTS _____									
3		_____		_____		_____			
COMMENTS _____									
FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	NMR	MORE FINS N
1	_____	_____	_____	_____	_____	_____	_____	_____	
2	_____	_____	_____	_____	_____	_____	_____	_____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---									
UPDAT QUIT		SUBMT ERRS		BASE FINS		REFS		PFKYS	
								HELP	

SCREEN ACCESS

Use the 220-10: Add Treasury Receipts transaction screen to establish a treasury receipt open item 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 **TR** (Treasury Receipts) in the **SELECTION** field.
4. Enter **A** (Add) in the **ACTION** field. Press <Enter> to display the 220-10: Add Treasury Receipts transaction screen.

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220-10: Add Treasury 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.
TR NUMBER	<p>REQUIRED</p> <p>Enter a 7-digit treasury receipt open item number as follows:</p> <p>1-2nd digits 2-digit fiscal year in which funds are received.</p> <p>3-7th digits Assigned in sequence of receipt by fiscal year beginning with 00001.</p>	Identifying number used to change, liquidate, and report on a treasury receipt open item. Treasury receipt open item numbers are assigned by the Treasury Division.
DOCUMENT NUMBER	<p>NOT ENTERED FOR THIS TRANSACTION</p> <p>Leave blank. This field defaults to the batch and sequence number assigned by AKSAS if left blank.</p>	<p>Processed document identifier.</p> <p>The Treasury Division always uses the default for this field.</p>
DEPOSIT DATE	<p>REQUIRED</p> <p>Enter the date the funds were received as MM DD CCYY.</p>	Date the funds were 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 treasury 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 deposit received 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 financial line AMOUNT field.
SPREAD AMT (Y/N)	<p>NOT ENTERED FOR THIS TRANSACTION</p> <p>Leave blank. This field defaults to N. The Treasury Division always uses the default value.</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.
DESCRIPTION SHORT	<p>NOT ENTERED FOR THIS TRANSACTION</p> <p>Leave blank. The first 20 characters of line 1 of the DESCRIPTION LONG defaults to this field.</p>	A description of the transaction as it should appear on reports. The Treasury Division always uses the default for this field, entering descriptive information in the DESCRIPTION LONG field.

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220-10: Add Treasury Receipts Field Entry Table		
Field Name	Field Value	Comments
DESCRIPTION LONG	<p>REQUIRED</p> <p>Enter descriptive information for the deposit, wire transfer, or other transmittal as follows, where MMDDYY is the actual deposit date:</p> <p>[MMDDYY] ACH1 Automated Clearinghouse Payment [MMDDYY] SUB Agency Subaccount Deposit [MMDDYY] SUB1 Agency Subaccount Deposit [MMDDYY] WTN1 Wire Transfer Deposit</p>	<p>Additional descriptive information for the transaction.</p> <p>The Treasury Division always enters descriptive information in this field rather than the DESCRIPTION SHORT field.</p>
FISCAL PERIOD CODE	<p>REQUIRED, defaults to C.</p> <p>C Current fiscal year. P Prior fiscal year. Use if adding a treasury receipt during the reappropriation period (July & August) for funds received prior to July 1.</p>	<p>Identifies the state fiscal year (chart of accounts year) associated with the deposit.</p> <p>If the fiscal period code is P, the deposit is recorded in a prior year Treasury Pool Fund. The collocation code entered in the financial line must be associated with prior year funds.</p>
LIQ RULE	<p>REQUIRED, defaults to LN.</p> <p>Enter NB (net balance).</p>	<p>Identifies how liquidations of this open item are distributed across financial lines. The Treasury Division always uses NB for treasury receipt transactions.</p>
DENOMINATOR	<p>NOT USED FOR THIS TRANSACTION</p>	<p>The Treasury Division does not use this field for treasury receipts transactions.</p> <p>Used with the NMR in other open item types to define the percentage or portion of the TOTAL AMOUNT to be distributed to or liquidated from each financial line.</p>
RETENTION (Y/N)	<p>NOT ENTERED FOR THIS TRANSACTION</p> <p>Leave blank. This field defaults to N. The Treasury Division always uses the default value for this field.</p>	<p>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).</p>
<p>Reference Line Fields - The following fields are required by the Treasury Division and contain reporting cross-reference information. Reference fields allow access to open item information by identifiers other than the open item number, such as agency subaccount or wire transfer number. For additional information about reference fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		
REF	<p>DISPLAY ONLY</p>	<p>Reference line number.</p>
TYPE	<p>REQUIRED</p> <p>Enter reference types as required according to Treasury Division procedures.</p> <p>SUB Subaccount Number WTN Wire Transfer (or Automated Clearing House Payment) Number</p> <p>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 TR and press <Enter>.</p>	<p>Identifies a reporting reference such as wire transfer or agency subaccount number.</p> <p>One treasury receipt open item is created for each individual wire transfer deposit or Automated Clearing House payment (WTN). However, a single treasury receipt open item may contain multiple subaccount (SUB) references.</p>

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220-10: Add Treasury Receipts Field Entry Table		
Field Name	Field Value	Comments
REFERENCE NUMBER	<p>REQUIRED</p> <p>Enter an identifier, up to 22 alphanumeric characters, associated with the reference TYPE.</p> <p>SUB Agency subaccount number received from the bank.</p> <p>WTN 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.
AMOUNT	<p>REQUIRED</p> <p>Enter a dollar 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>REQUIRED</p> <p>Enter the actual deposit date as MM DD CCYY.</p>	The deposit, bank statement or wire transfer date associated with the reference AMOUNT.
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 - A treasury receipt open item contains only one financial line. The following fields define the Treasury Pool Fund and cash asset account to which deposits are recorded. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	<p>REQUIRED</p> <p>Enter the total deposit amount for this open item 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. The amount entered here must equal the TOTAL AMOUNT field.
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. Refer to the current Treasury Division chart of accounts for the appropriate collocation code.</p>	With the set-up year, identifies the Treasury Pool Fund for this financial line.
PGM	NOT USED FOR THIS TRANSACTION	For other open item types, identifies the external program for this financial line.
LC	NOT USED FOR THIS TRANSACTION	For other open item types, identifies a combination of project, contract, and/or grant for this financial line.

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220-10: Add Treasury Receipts Field Entry Table		
Field Name	Field Value	Comments
ACCT	<p>REQUIRED</p> <p>Enter one of the following account codes:</p> <p>10590 Invested Cash 10595 Uninvested Cash</p>	Identifies the account to which this financial line will be recorded.
FY	<p>NOT ENTERED FOR THIS TRANSACTION</p> <p>Leave blank. This field defaults to the current federal fiscal year. The Treasury Division always uses the default.</p>	Identifies the federal fiscal year if a federal program is associated with this financial line.
NMR	<p>NOT USED FOR THIS TRANSACTION</p>	<p>The Treasury Division does not use this field for treasury receipts transactions.</p> <p>Used with the DENOMINATOR in other open item types to define the percentage or portion of the TOTAL AMOUNT to be distributed to or liquidated from this financial line.</p>
LINE DESC	<p>OPTIONAL</p> <p>Press <PF6> and enter additional descriptive information, up to 40 characters, for the financial line.</p>	Additional descriptive information for the financial line.