

SECTION 6: REVENUE

Change Treasury Receipts

INTRODUCTION

Change Treasury Receipts provides procedures for changing information in established treasury receipt open items. If a treasury receipt is on the Open Item File, a 220-20: Change Treasury Receipts transaction can be recorded to add or change descriptive data and references; increase or decrease the original placed amount; and add, change, or delete financial lines.

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

Treasury receipt open items remain outstanding until matched to an agency receipt open item and liquidated by a treasury journal entry. If a treasury receipt is liquidated in error (an agency receipt referenced the wrong open item), an agency journal entry and/or treasury journal entry transaction is recorded to reverse the liquidation and record the liquidation for the correct open item. It may also be necessary to reestablish the agency and/or treasury receipt open item that was liquidated in error. For more information refer to *Treasury Journal Entry* and *Add Agency Receipts* in this Section and *Section 9: Journal Entries*.

Change treasury receipts transactions modify treasury receipts on the Open Item File. The changes can be viewed online 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). If the change transaction affects a current year treasury receipt, financial activity is recorded as an increase or decrease to the ADJUST TO PLACED and to the CURRENT BALANCE of the treasury receipt open item. For change transactions affecting prior year treasury receipts, all financial activity is posted to TOTAL LIQUIDATIONS.

For more information regarding treasury receipt open items, refer to *Add Treasury Receipts* in this Section.

AKSAS TRANSACTIONS

220-20: Change Treasury Receipts

FORMS

Bank deposit back-up documents for the Treasury Receipt open item in error
Error reports from the Treasury Division subsystem or TR/AG Match program

PROCEDURES

I. Determine a change to a Treasury Receipt open item is necessary.

Change treasury receipts transactions are processed when determined necessary by the Treasury Division for:

- Errors occurring during the treasury subsystem interface process.
- Errors occurring during the TR/AG Match process.
- Changes to the descriptive or reference information in the open item.
- Changes to the financial line in the open item.

II. Verify the treasury receipt data on the Open Item File.

- A. From the AKSAS Main Menu, access **IO** - Open Item Inquiry to display the treasury receipt open item in error. Verify the information on the screen with the bank deposit back-up documents.
- **If the treasury receipt open item information agrees with the bank deposit document information:** Notify the agency that treasury receipt and bank information agree and that the agency receipt may be incorrect. It is the agency's responsibility to correct the error. Refer to *Change Agency Receipts* in this Section.
 - **If the treasury receipt open item information is not correct:** Make a screen print as a reference for entering changes and continue with Step III.

III. Process a 220-20: Change Treasury Receipts transaction.

All change 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 *220-20: Change 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 **C** (change) in the **ACTION** field.
 2. If your agency uses an easytran shell for changing a treasury receipt open item, enter the easytran number for the transaction in the **EASYTRAN NUM** field.
 3. Press <Enter> to display the 220-20: Change Treasury Receipts transaction screen.
- B. Enter data in the following fields as required to modify the treasury receipt open item. **Do not enter data in an optional field if you are not changing or overwriting data shown on the screen print.** For more detailed information on these fields, refer to *Section 4: Financial Transactions & Batch Processing*.
1. **TR NUMBER** - Enter the seven-digit treasury receipt number of the open item you want to modify. The TR NUMBER of the open item cannot be changed.

NOTE: If an incorrect treasury receipt number was used, reduce the incorrect open item to zero and process a new 220-10: Add Treasury Receipts transaction with the correct TR NUMBER. Refer to Add Treasury Receipts in this Section.
 2. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 3. **DEPOSIT DATE** - Leave blank unless the original deposit date for the treasury receipt was not correct. To correct the deposit date, enter the date 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 change treasury receipts transactions, enter a SOURCE RD CODE as authorized according to department procedures.
 5. **DATE ESTABLISHED** - Leave blank unless the original date established for the treasury receipt was not correct. To correct the date established, enter the date as **MM DD CCYY**.

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6. **CHANGE AMOUNT** - Enter an increase or decrease to the current balance of the treasury receipt. For an **increase**, enter the amount as a positive number. For a **decrease**, enter the amount with a leading minus (-) sign.
7. **SPREAD AMT (Y/N)** - Leave blank. This field defaults to **N** (enter change amounts by financial line). No other value should be used for this transaction.
8. **DESCRIPTION SHORT** - Leave blank unless the original short description for the treasury receipt is not correct. Enter the correct short description as follows:

[MMDDYY] **ACHI** Automated Clearing House Payment
[MMDDYY] **SUB** Agency Subaccount Deposit
[MMDDYY] **WTN1** Wire Transfer Deposit

9. **DESCRIPTION LONG** - To overwrite the existing long description of the treasury receipt, enter the new description as follows, where MMDDYY is the actual deposit date.

[MMDDYY] **ACHI** Automated Clearing House Payment
[MMDDYY] **SUB** Agency Subaccount Deposit
[MMDDYY] **WTN1** Wire Transfer Deposit

NOTE: In the original open item, Treasury procedures require line 1 of the DESCRIPTION LONG to default to the DESCRIPTION SHORT field. If the original DESCRIPTION SHORT is changed with this transaction, then the DESCRIPTION LONG should be changed also.

10. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If changing a treasury receipt for a deposit received prior to July 1, enter **P** (prior fiscal year).
 11. **LIQ RULE** - If the LIQ RULE for the treasury receipt is other than **NB** (net balance), enter **NB**.
 12. **DENOMINATOR** - If the DENOMINATOR for the treasury receipt contains a value, reduce the value to zero by entering the value with a leading minus (-) sign.
 13. **RETENTION (Y/N)** - If the retention indicator for the treasury receipt is other than **N** (no, do not retain this record on the Open Item File after all activity is complete), enter **N**.
- C. Add, change, or delete **REFERENCE** lines for the open item. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.
1. **To add a new reference line:** Use the open item screen print to determine the next available unused reference line number. In the first blank reference line displayed on the screen, enter **A** (add) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number on which this reference line should be added. Enter new reference line information in the remaining fields. Refer to the *Add Treasury Receipts* procedure in this Section for information on adding reference line fields.
 2. **To change an existing reference line:** Use the open item screen print to determine the line number of the reference to be changed. In the next blank reference line displayed on the screen, enter **C** (change) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the new line number of the reference line to be changed. Tab to the fields requiring change and enter new data. **Do not enter data in fields you do not want to change.**
 - a. To delete data from numeric fields, enter all **9s** to completely fill the field.

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- b. To delete data from text fields, enter an * (asterisk) in the first space of each text field to be deleted.
 3. **To delete an existing reference line:** Use the open item screen print to determine the line number of the reference to be deleted. In the next blank reference line displayed on the screen, enter **D** (delete) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number of the reference line to be deleted. No further entries are required to delete a line.
- D. Add, change, or delete **FINANCIAL** lines on the open item. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
1. **To add a new financial line:** Enter the new financial information in the financial line fields. If the new financial line should be added on a specific line number, enter the line number in the **LINE** field. Refer to the *Add Treasury Receipts* procedure in this Section for information on adding financial line fields.
 2. **To change the AMOUNT of the existing financial line:** Tab to the LINE field and enter the line number of the line to be changed. In the AMOUNT field, enter the increase or decrease to the current balance of the financial line. For an **increase**, enter the amount as a positive number. For a **decrease**, enter the amount with a leading minus (-) sign.

NOTE: If the SY, CC, PGM, LC, ACCT, and/or FY fields need to be changed: Reduce the financial line AMOUNT field to zero by entering the amount shown on the screen print for the line with a leading minus (-) sign. Then add a new financial line with the correct financial coding. Refer to the Add Treasury Receipts procedure in this Section for information on adding financial lines.
 3. **To delete the existing financial line:** Enter **D** (delete) in the unlabeled column immediately following the FIN line number. In the **LINE** field, enter the line number of the financial line to be deleted.

NOTE: To delete a line, the financial line AMOUNT must be zero (see Step D.2 above).
- 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.

Change 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.

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 change treasury receipts transaction processed successfully. If the transaction did not process, view the transaction and

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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.

VI. Archive/file processed documents.

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 220-20: Change Treasury Receipts transaction. Accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. The EX (exploded) accounting entries are 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.

A change treasury receipts transaction with a financial effect records an increase or decrease in invested or uninvested cash and an increase or decrease in 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 is cleared by a treasury journal entry transaction. For accounting entries resulting from a treasury journal entry, refer to *Treasury Journal Entry* in this Section.

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	Collocation Code	Account	Posting Type	Financial Source
Add a Financial Line				
Debit (increase)	Entered by user	10590 (Invested Cash) or 10595 (Uninvested Cash)	01	UD
Credit (increase)	900xxxxx	32514 (Unallotted Fund Balance)	01	EX
Increase a financial line				
Debit (increase)	Entered by user	10590 (Invested Cash) or 10595 (Uninvested Cash)	01	UD
Credit (increase)	900xxxxx	32514 (Unallotted Fund Balance)	01	EX
Decrease a financial line				
Debit (decrease)	900xxxxx	32514 (Unallotted Fund Balance)	01	EX
Credit (decrease)	Entered by user	10590 (Invested Cash) or 10595 (Uninvested Cash)	01	UD

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220-20: Change Treasury Receipts Screen											
FDE 220-20: CHANGE TREASURY RECEIPTS						B 1298799 S 0001					
TR NUMBER _____ DOCUMENT NUMBER _____ DEPOSIT DATE __ __ __ SOURCE RD CODE _____ DATE ESTABLISHED __ __ __ CHANGE AMOUNT _____ SPREAD AMT(Y/N) N DESCRIPTION SHORT _____ DESCRIPTION LONG _____ _____ _____											
FISCAL PERIOD CODE C LIQ RULE __ DENOMINATOR _____ RETENTION(Y/N) __ REF LINE TYPE REFERENCE NUMBER AMOUNT DATE MORE REFS N 1 _____ COMMENTS _____ 2 _____ COMMENTS _____ 3 _____ COMMENTS _____ FIN LINE 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 220-20: Change Treasury Receipts transaction screen to change 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 **C** (Change) in the **ACTION** field. Press <Enter> to display the 220-20: Change Treasury Receipts transaction screen.

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220-20: Change 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	REQUIRED Enter the 7-digit treasury receipt number of the open item you want to modify.	Identifying number used to change, liquidate, and report on a treasury receipt open item.
DOCUMENT NUMBER	NOT ENTERED FOR THIS TRANSACTION Leave blank. This field defaults to the batch and sequence number assigned by AKSAS if left blank. The Treasury Division always uses the default.	Processed document identifier.
DEPOSIT DATE	OPTIONAL, if original deposit date was not correct. To correct the original deposit date, enter the date as MM DD CCYY .	The original deposit date for the treasury receipt open item.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record change treasury receipts transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
DATE ESTABLISHED	OPTIONAL, if original date established was not correct. To correct the original date established, enter the date as MM DD CCYY .	The original date established for the treasury receipt open item. Leave blank if the original date established for the open item is correct.
CHANGE AMOUNT	OPTIONAL Enter an increase or decrease to the current balance of this open item. For an increase , enter the amount as a positive number. For a decrease , enter the amount with a leading minus (-) sign. Up to 13 digits (11 to the left of the decimal, 2 to the right).	This field must equal the financial line AMOUNT.
SPREAD AMT (Y/N)	REQUIRED, defaults to N. If this field is other than N, enter N. The Treasury Division always uses N (do not spread the CHANGE AMOUNT).	Indicates whether the CHANGE 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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220-20: Change Treasury Receipts Field Entry Table		
Field Name	Field Value	Comments
DESCRIPTION SHORT	<p>OPTIONAL, if the original short description is not correct.</p> <p>To overwrite the existing short description, enter a new description as follows, where MMDDYY is the actual deposit date.</p> <p>[MMDDYY] ACHI Automated Clearing House Payment [MMDDYY] SUB Agency Subaccount Deposit [MMDDYY] WTN1 Wire Transfer</p>	<p>A description of the transaction as it should appear on reports.</p>
DESCRIPTION LONG	<p>OPTIONAL</p> <p>To overwrite the existing long description, enter a new description as follows, where MMDDYY is the actual deposit date.</p> <p>[MMDDYY] ACHI Automated Clearing House Payment [MMDDYY] SUB Agency Subaccount Deposit [MMDDYY] WTN1 Wire Transfer</p>	<p>Additional descriptive information for the transaction.</p> <p>In the original open item transaction, line 1 of this field defaulted to the DESCRIPTION SHORT field. If line 1 is changed with this transaction, the DESCRIPTION SHORT should also be changed.</p>
FISCAL PERIOD CODE	<p>REQUIRED, defaults to C.</p> <p>C Current fiscal year. P Prior fiscal year. Use if changing a treasury receipt established prior to July 1.</p>	<p>Identifies the state fiscal year (chart of accounts year) associated with this transaction.</p> <p>If the fiscal period code is set to 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>OPTIONAL</p> <p>If the value is other than NB, enter NB. The Treasury Division always uses NB (net balance).</p>	<p>Identifies how liquidations of the open item will be distributed across financial lines.</p>
DENOMINATOR	<p>OPTIONAL</p> <p>If this field contains a value, reduce the value to zero by entering the value with a leading minus (-) sign.</p>	<p>Used with the NMR in other open item types to define the percentage or portion of the CHANGE AMOUNT to be distributed to or liquidated from this financial line.</p>
RETENTION (Y/N)	<p>OPTIONAL</p> <p>If this field is other than N, enter N. The Treasury Division always uses N (no, do not retain this open item on the Open Item File).</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> <p>To delete data from a numeric field, enter all 9s to completely fill the field. To delete data from a text field, enter an * (asterisk) in the first space of each text field to be deleted.</p>		
REF	SYSTEM-ASSIGNED	Reference line number.

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220-20: Change Treasury Receipts Field Entry Table		
Field Name	Field Value	Comments
—	<p>REQUIRED, to add, change, or delete a line.</p> <p>Enter the appropriate action code on the reference line being added, changed, or deleted.</p> <p>A Add a new line. C Change information in an existing line. D Delete an existing line.</p>	Identifies the action to be taken on the reference line.
LINE	<p>REQUIRED, to add, change, or delete a line.</p> <p>Enter the line number of the reference line being added, changed, or deleted. Must be an unused reference line in the existing open item for an add.</p>	Identifies the unused reference line on which to add a new reference or the existing line number of the reference line to be changed or deleted.
TYPE	<p>REQUIRED, to add a reference line.</p> <p>Add or change a reference TYPE for this open item as follows:</p> <p>SUB Agency Subaccount Deposit 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 ENTER OPEN ITEM field, enter TR and press <Enter>.</p>	Identifies a reporting reference such as wire transfer or agency subaccount deposit.
REFERENCE NUMBER	<p>REQUIRED, to add a reference line.</p> <p>Add or change the identifier, up to 22 alphanumeric characters, associated with the reference TYPE as follows:</p> <p>SUB Agency subaccount number received from the bank. WTN Agency identifier (usually the department number followed by 3 zeros).</p>	The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (RD code, vendor number, etc.), AKSAS verifies the REFERENCE NUMBER entered is valid.
AMOUNT	<p>REQUIRED, to add a reference line.</p> <p>Add or change 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 TYPE.
DATE	<p>REQUIRED, to add a reference line.</p> <p>Add or change 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>Add or change 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 asset account to which deposits are recorded. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		

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220-20: Change Treasury Receipts Field Entry Table		
Field Name	Field Value	Comments
FIN	DISPLAY ONLY	Financial line number.
—	REQUIRED, to delete a financial line. Enter D to delete an existing financial line. To delete a financial line, the current balance must be zero.	Identifies the action to be taken on the financial line indicated in the LINE field. No entry is made to add or change an existing financial line.
LINE	REQUIRED, to change or delete a financial line. Enter the number of the line to be added, changed, or deleted.	Identifies the financial line number being added, changed, or deleted. When adding a new financial line, this field may be left blank if the new line does not need to be recorded on a specific line number.
AMOUNT	REQUIRED, to add a financial line. Add a line: 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). Change a line: Enter the increase or decrease to the current balance for this financial line. For an increase , enter the amount as a positive number. For a decrease , enter the amount with a leading minus (-) sign.	The increase or decrease to the current balance of this financial line.
If the SY, CC, PGM, LC, ACCT, and/or FY fields in a financial line need to be changed: Reduce the financial line AMOUNT field to zero by entering the current line amount with a leading minus (-) sign. Then add a new financial line with the correct financial coding.		
SY	REQUIRED, to add a financial line. 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 2-digit set-up year associated with the collocation code.	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	REQUIRED, to add a financial line. Enter the 8-digit collocation code for this financial line. Refer to the current Treasury Division chart of accounts for the appropriate collocation code.	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.
ACCT	REQUIRED, to add a financial line. Enter one of the following account codes: 10590 Invested Cash 10595 Uninvested Cash	Identifies the account to which this financial line will be recorded.
FY	NOT ENTERED FOR THIS TRANSACTION Leave blank. This field defaults to the current federal fiscal year if left blank. The Treasury Division always uses the default value.	For other open item types, identifies the federal fiscal year if a federal program is associated with this financial line.

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220-20: Change Treasury Receipts Field Entry Table		
Field Name	Field Value	Comments
NMR	NOT USED FOR THIS TRANSACTION	Used with the DENOMINATOR in other open item types to define the percentage or portion of the CHANGE AMOUNT to be distributed to or liquidated from this financial line.
LINE DESC	<p>OPTIONAL</p> <p>Press <PF6> and add or change descriptive information, up to 40 characters, for this financial line.</p> <p>To delete a line description, enter an * (asterisk) in the first space of the field.</p>	Additional descriptive information for the financial line.