

# SECTION 8: PAYMENTS

## Electronic Payments (EDI)

### INTRODUCTION

Electronic Payments (EDI) provides detailed procedures for making a vendor payment through an electronic payment process instead of issuing a paper warrant. Electronic payments are deposited directly into the vendor's bank account. From the agency perspective, the EDI process is very similar to the paper warrant payment process. EDI payment requests are processed with the same 310-xx: Add Warrant Request transactions used to issue paper warrants. The transaction is identified as an EDI payment by its ROUTING CODE.

EDI payments can also be generated for Scheduled Payments (SP) by using an EDI capable or EDI required vendor record (PVN) and EDI required reference types. Refer to *Section 7: Expenditure Open Items, Add Scheduled Payment*, for more information.

The EDI status of a vendor record can be viewed online through IV - Vendor Inquiry. Vendor records on the Vendor Master File (VMF) are identified as EDI capable, EDI required, in progress of becoming EDI capable, or not EDI capable in the EDI STATUS field shown on the Vendor Detail screen.

### Payment Schedule

Electronic payments are processed and transmitted daily with the exception of holidays, weekends, and special AKSAS (Alaska Statewide Accounting System) processing. The following is an example of how the process works:

|              |                       |                                                                                                                                                                                                                                                 |
|--------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DAY 1</b> | Agency Cutoff         | Agencies have through the end of business every day to process an electronic payment request in AKSAS.                                                                                                                                          |
|              | FEDI Process          | After the nightly AKSAS processing, the FEDI (Financial Electronic Data Interchange) process is run to convert electronic payment data into a standard electronic format.                                                                       |
| <b>DAY 2</b> | EDI File Transmission | The Division of Finance transmits an EDI file to the state's banking institution by 10:00 a.m. and requests the Department of Revenue, Treasury Division to make funds available on settlement date for the electronic vendor payment transfer. |
| <b>DAY 3</b> | Settlement Day        | Funds are transferred to the vendor's bank account. The Division of Finance processes an AKSAS transaction (similar to a warrant redemption) to clear the EDI outstanding account.                                                              |

Processed EDI payments are included in the FEDI process based on the scheduled print dates.

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### Addenda

Electronic Payment remittance information (addenda) is transmitted to the vendor by use of the required reference type GEN. Only information on a GEN reference line is transmitted to the vendor as addenda. The number of addenda a vendor may receive per warrant depends upon their banking arrangements, and, for businesses, the option they choose when signing up for electronic payments from the State.

- Larger companies expecting multiple payments per day from the State often choose an EDI format that allows multiple addenda records. Information for different contracts or invoices can be transmitted as one warrant. These companies generally pay a monthly bank charge for the multiple addenda translation services they receive from their bank.

It is in the State's best interest to encourage vendors that receive a large volume of payments from the state to set up an EDI format that allows multiple addenda.

- Smaller companies generally choose an EDI format that is restricted to one addenda record per warrant.
- Individuals with personal (non-business) bank accounts may only receive one addenda record per warrant.

The Vendor Detail screen of a vendor record shows whether the vendor can receive multiple or single addenda. Refer to *Section 10: Vendors, Vendor Search* for procedures on accessing the Vendor Detail screen.

- If MULTIPLE ADDENDA ALLOWED: YES appears on the Vendor Detail screen, the vendor has chosen to receive multiple addenda per warrant. Use as many GEN reference lines as needed per warrant.
- If MULTIPLE ADDENDA ALLOWED: NO appears on the Vendor Detail screen, the vendor has chosen to receive only one addenda record per warrant. Use only one GEN reference line per warrant.

### Required Reference Types and Amounts

EDI payment transactions require a PVN reference type and vendor record number. The vendor record must be on the Vendor Master File as EDI capable. EDI payment transactions also require at least one reference type GEN to electronically transmit payment data to the vendor. The information entered in the REFERENCE NUMBER, AMOUNT, DATE and COMMENT fields on the GEN reference line is transmitted in the EDI transaction. The three-character reference type itself is not transmitted to the vendor. GEN reference lines may be used to transmit any type of information to a vendor (invoice number, project name, etc.).

Although amounts need not be entered on each GEN reference line, the sum of the AMOUNT fields on GEN reference lines must equal the total WARRANT AMOUNT of the transaction.

Additional reference types such as INV, STM, GRT may be used for warrant inquiry and reporting purposes according to department procedures. Information on these reference lines is not transmitted to the vendor.

### Credits

For those vendors that have chosen the EDI format that allows multiple addenda (MULTIPLE ADDENDA ALLOWED: YES), credit amounts may be taken on EDI payments if each credit is clearly identified in a separate GEN reference line. The credit is entered as a negative amount in the reference line AMOUNT field.

For those vendors that have chosen the EDI format that allows only one addenda record (MULTIPLE ADDENDA ALLOWED: NO), credit amounts may also be taken. Enter the **warrant** amount (payment net of credit) in the AMOUNT field of the one GEN reference line, and enter an explanatory comment in the COMMENT field, listing the invoice and credit memo numbers.

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### Warrant Inquiry

All processed EDI warrant request transactions are maintained on the Warrant Status File and can be viewed through IW - Warrant Inquiry. When an EDI warrant request transaction is processed, AKSAS assigns an eight-digit pseudo general warrant number to the warrant record. This number is used to access the warrant through Warrant Inquiry.

The date an EDI warrant is included in the FEDI process is displayed in the WRT PRINT DATE field on the Warrant Inquiry Detail screen. In the BANK DATA area of the screen, a reference number is displayed in the MICROFILM field and the payment amount is displayed in the CASHED AMOUNT field. When the payment is transmitted to the vendor, the date of transmission (settlement date) is displayed in the RECONCILED DATE field.

### Returned EDI Payments

Occasionally EDI payments are returned to the state because the receiving bank cannot post the payment to the account the payment was sent. Usually the vendor has changed bank accounts without notifying the state. When this happens, Finance processes a 340-98 transaction to cancel the warrant and return the funds to the agency that made the payment. Depending upon payment timing needs, the agency can either issue a paper warrant or wait for the account information to be corrected and then send a new prenote to verify the accuracy of the new account information. Refer to *Section 10: Vendors, How to Set Up an EDI Vendor* for more information on the prenote process.

### Stop Pay EDI Payments

- Occasionally EDI payments are made in error. Errors include payment to the wrong vendor, incorrect amount, and duplicate payments. If you notice this type of error, contact the Department of Administration, Division of Finance, Systems Administration by email, if possible. The names of accountants responsible for EDI tasks with email links are listed on the Division of Finance website under Contacts by Service. Go to [http://fin.admin.state.ak.us/dof/services\\_contacts/dofserv.jsp](http://fin.admin.state.ak.us/dof/services_contacts/dofserv.jsp) and locate Electronic Payments – Vendors.
- If contacted within five business days of the settlement of the payment, Finance can request a reversal of the payment. A reversal stop pays the warrant in AKSAS, and returns the funds to the paying agency.
- If contacted more than five business days after the settlement of the payment, Finance can still request a reversal of funds, but there is no guarantee the money can be returned. In most cases, however, the funds are retrievable. Contact Finance as soon as possible to discuss options.

## AKSAS TRANSACTIONS

All 310-xx Add Warrant Request transactions for warrant class GN.

## PROCEDURES

### I. Compile and prepare source documentation.

An electronic payment request transaction is associated with a payment document such as an invoice, contract, delivery order, loan disbursement request, or other authorization to pay.

- A. Review the payment document for sufficient information regarding the payee, payee address, and the reason for the payment. Verify the disbursement amount and calculations are correct.
- B. Verify the financial coding to be charged is indicated on the payment document and is correct. If not, determine the correct financial coding and write it on the payment source document.

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- C. Verify the payment is approved for disbursement by an authorized approving officer. If not, submit the payment document to the appropriate approving officer in your agency for approval. Refer to *Section 2: AKSAS Security & Authorities, Approving Officer Authority* for more information.

### II. Review the vendor record in AKSAS.

Verify the payee has a vendor number on the Vendor Master File and the vendor has EDI capability. Refer to *Section 10: Vendors, Vendor Search* for procedures on using Vendor Inquiry.

- A. From the AKSAS Main Menu, access **IV - Vendor Inquiry** to search for the vendor.
- B. If a vendor record does not exist, refer to *Section 10: Vendors, Add Vendor* to add a vendor record, then refer to *Section 10: Vendors, Add EDI Vendor* to add EDI capability.
- C. If a vendor record exists for the vendor, review the EDI STATUS field. If the EDI STATUS is:
  1. NOT EDI CAPABLE, the vendor is not yet set up to receive electronic payments. Refer to *Section 10: Add EDI Vendor*.
  2. I – IN PROGRESS, a prenote has been sent to the vendor’s bank to verify the banking information. The date shown in the EDI ENABLE DATE field indicates the date the vendor will be EDI capable. Wait until the EDI STATUS is D or R (EDI capable or EDI required) before processing an EDI warrant.
  3. D – EDI CAPABLE or R – EDI REQUIRED, proceed with Step D.
- D. Review the MULTIPLE ADDENDA ALLOWED field on the vendor record.
  - If MULTIPLE ADDENDA ALLOWED: YES appears on the Vendor Detail screen, the vendor has chosen to receive multiple addenda per warrant. Use as many GEN reference lines as needed per warrant.
  - If MULTIPLE ADDENDA ALLOWED: NO appears on the Vendor Detail screen, the vendor has chosen to receive only one addenda record per warrant. Use only one GEN reference line per warrant. If there are several invoices to pay, create a separate warrant per invoice.

### III. Process a 310-xx: Add Warrant Request to record the EDI payment.

- A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
  1. Enter **WR** (Add Warrant Request) in the **SELECTION** field.
  2. If your agency uses an easytran shell for adding an electronic payment warrant request, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.
  3. Press <Enter> to display the 310-xx: Add Warrant Request transaction screen.
- B. Complete the fields as described in *Section 8: Add General Warrant Request* with the following criteria. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.
  1. **WRT CLASS** - Enter **GN** (general warrant). EDI payments processed in AKSAS are only valid for warrant class GN.

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2. The PAYEE NAME, PAYEE ADDRESS, CITY, STATE, and ZIP fields are **not** used for an EDI payment.

3. **ROUTING CODE** - Enter one of the following:

**D** Use if the vendor record is set up as EDI capable and you want the warrant sent electronically.

**V** Use if you want AKSAS to determine the payment method based on the vendor record setup.

If routing code **V** is used and the vendor record is EDI capable, the payment will process with the EDI format. Routing code **V** is the recommended selection.

4. **ROUTING RD CODE** - Leave blank. This field is not used for this transaction.

C. Enter data in the first **REFERENCE** line field. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.

1. **LINE 1:**

a. **TYPE** – Enter **PVN**.

b. **NUMBER** – Enter the vendor record number from Step II.

***NOTE:** To view the EDI status for the vendor, enter the vendor record number, leave the cursor on the PVN Reference Number field and press <PF12-HELP>. The Vendor Detail window displays. Use the EDI Status and Multiple Addenda fields to determine EDI capabilities for the vendor.*

D. Enter data in subsequent **REFERENCE** line fields according to the vendor addenda type from Step II.D as follows.

1. If the vendor record is MULTIPLE ADDENDA ALLOWED: NO

a. **LINE 2:**

i. **TYPE** – Enter +NV, +RT, +CC, +SE, +A or GEN.

There are five special references (INV, GRT, ACC, LSE, and TA) which can be used for the **copy reference function**. To initiate the **copy reference function**, enter the + sign in place of the first character in each of the five special references. The + sign will copy the designated reference and create another reference line with GEN as the reference type.

For a vendor record that is MULTIPLE ADDENDA ALLOWED: NO, only one copy reference or one GEN reference may be used. If your agency does not use the special copy reference function, you may directly enter a GEN reference.

ii. **NUMBER** – Enter a reference number or text you wish to pass to the vendor (invoice number, grant number, project name, etc.). This is the **only** reference number that will be passed to the vendor.

***NOTE:** This reference number should be unique, so that the vendor will be able to positively identify and credit your payment. For example, a date is not unique.*

iii. **AMOUNT** - Enter the amount of the warrant as a positive number.

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- iv. **DATE** – Enter the date (if any) associated with the reference line.
- v. **COMMENTS** – Enter up to 30 characters of text. Use this field to transmit additional, unique information to the vendor, or to explain the reference number transmitted in Step ii. For example, if an invoice number was entered in Step ii, and you also need a delivery order number, enter **DO** and the delivery order number in this field. Your agency name, such as Fish & Game or DNR, can also be entered here to help the vendor identify your payment.

*NOTE: Only the REFERENCE NUMBER, AMOUNT, DATE, and COMMENT fields in a GEN reference line are transmitted to the vendor. Reference type GEN can be used to transmit any type of payment information (grant number, project name, invoice number, etc.).*

- b. **LINE 3 and up** – Enter any other reference types used for warrant inquiry or reporting purposes according to department policy. Information on these reference lines will NOT be transmitted to the vendor.

*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 ENTER WARRANT CLASS field, enter GN and press <Enter>.*

2. If the vendor record is MULTIPLE ADDENDA ALLOWED: YES

a. **LINE 2:**

- i. **TYPE** – Enter +NV, +RT, +CC, +SE, +A or GEN.

There are five special references (INV, GRT, ACC, LSE, and TA) which can be used for the **copy reference function**. To initiate the **copy reference function**, enter the + sign in place of the first character in each of the five special references. The + sign will copy the designated reference and create another reference line with GEN as the reference type.

For a vendor record that is MULTIPLE ADDENDA ALLOWED: YES, any number of copy references or any number of GEN references may be used. If your agency does not use the special copy reference function, you may directly enter GEN references.

- ii. **NUMBER** – Enter a reference number or text you wish to pass to the vendor (invoice number, grant number, project name, etc.).
- iii. **AMOUNT** - Enter the amount associated with the reference number as a positive number.
- iv. **DATE** – Enter the date (if any) associated with the reference line.
- v. **COMMENTS** – Enter up to 30 characters of text. Use this field to explain the reference number transmitted in Step ii. For example, if a grant number is entered in Step ii, enter **GRANT**. Your agency name, such as Fish & Game or DNR, can also be entered here to help the vendor identify your payment.

*NOTE: Provide as much unique information as possible to help the vendor correctly post your payment.*

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***NOTE:** Only the REFERENCE NUMBER, AMOUNT, DATE, and COMMENT fields in a GEN reference line are transmitted to the vendor. Reference type GEN can be used to transmit any type of payment information (grant number, project name, invoice number, etc.).*

### b. **LINE 3 and up:**

- i. Enter another + sign and special reference to copy additional reference lines if you wish to transmit more than one addenda record to the vendor. These special copy references will duplicate to additional GEN lines. There is no limit to the number of addenda you may transmit. Only information on reference lines with reference type GEN is transmitted to the vendor. If your agency does not use the special copy reference function, you may directly enter the GEN reference.
- ii. Enter any other reference types used for warrant inquiry or reporting purposes according to department procedures. Information on these reference lines will NOT be transmitted to the vendor.

***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 ENTER WARRANT CLASS field, enter GN and press <Enter>.*

- 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.**

EDI add warrant request 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 EDI warrant request 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 action.
- B. Once the transaction has processed successfully, review the Financial Transaction Register (FTP) to verify all processed information for the transaction is correct. If the EDI payment is not correct, go to Step VI in this procedure.

### **VI. View EDI Payments in AKSAS.**

All processed EDI warrant request transactions are maintained on the Warrant Status File and can be viewed online through IW - Warrant Inquiry. When an EDI warrant request transaction is processed, AKSAS assigns an eight-digit pseudo general warrant number to the warrant record.

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- A. On the FTP, locate the warrant number assigned to the processed transaction.
- B. Access the warrant through IW - Warrant Inquiry by entering the warrant number in the WRT NUMBER field. On the Warrant Detail Inquiry screen, the following fields distinguish an EDI warrant from a warrant that was physically printed.
  1. The ROUTING CODE field displays ELECTRONIC PMT. If routing code V was used, the text PER VENDOR RECORD displays below ELECTRONIC PMT.
  2. When the EDI payment is included in the FEDI process:
    - The date is displayed in the WRT PRINT DATE field.
    - In the BANK DATA area, an FEDI reference number is displayed in the MICROFILM NUMBER field and the payment amount is displayed in the CASHED AMOUNT field. All other fields in this area are blank.
  3. When the EDI payment is transmitted to the vendor, the date of transmission (settlement date) is displayed in the RECONCILED DATE field.
  4. If routing code V was used, the reference screen (PF7-REFS), line 18 comments field displays WRNT ROUTE V.

### VII. Change or delete an electronic payment request.

EDI payment transactions may be changed or deleted only if the scheduled print date is set for the future. Once an EDI payment transaction is converted to FEDI format, even if it has not been transmitted, the transaction cannot be changed or deleted. Under certain circumstances, the payment may be reversed or the Division of Finance can request the payment be returned. See Step VIII.

- A. Access IW - Warrant Inquiry and display the EDI payment to be changed or deleted.
  1. If the WRT PRINT DATE is blank, the EDI payment can be changed or deleted. Go to Step B to change the payment or to Step C to delete the payment.
  2. If there is a date in the WRT PRINT DATE field, the EDI payment has been included in the FEDI process and can no longer be changed or deleted. If the payment was made in error, go to Step VIII.
- B. **To change an EDI payment request:** Process a 330-xx: Change Warrant - Agency transaction according to the procedures for *Change General Warrant, Steps III - VI* in this Section and the following criteria.
  1. In the **TRANS CODE MINOR** field, enter the transaction minor code for the Warrant Request used.
  2. Make changes to descriptive, reference, and financial data the same as for an unprinted general warrant. Verify required EDI reference type GEN is used in the **REFERENCE** line(s).
- C. **To delete an EDI payment request:** Process a 340-09: Warrant Status Change – Delete General Warrant Request transaction according to the procedures for *Warrant Status Change, Step IV* in this Section.

**VIII. Request reversal of an EDI payment made in error.**

If a payment is made in error (duplicate payment, overpayment, etc.), it is possible to request that the payment be returned to the State. The full amount of the original payment must be requested, not a partial amount.

- A. When an error is made, notify the Department of Administration, Division of Finance, Systems Administration EDI contact **immediately**.
- B. If an error is found and Division of Finance is notified within a five business day period from the date of settlement, Finance will generate a reversing entry through the EDI process requesting the funds be returned to the state.
  - 1. When the reversal is accepted, a credit will be passed to the state. Finance will process a 340-99 transaction which changes the status of the EDI warrant to STOP PAY (SP) and reverses the original transaction by crediting the agency that made the payment.
  - 2. Do not make another payment to the vendor until you have received notice that the reversal is completed and the state has received the credit.
- C. If the error was not found within 5 business days of the settlement, the state's bank (ODFI) can request the receiving bank to return the funds. Whether the funds are returned or not is entirely at the discretion of the receiving bank.
  - 1. Send an email to the EDI contact in the Division of Finance, Systems Administration, requesting a STOP PAY. Include the warrant number, amount, vendor, vendor number and the reason the funds should be returned.
  - 2. The EDI contact in the Division of Finance, Systems Administration will send the state's bank a formal request to return the funds.
  - 3. If the receiving bank agrees to return the funds, a credit will be passed to the State. Finance will process a 340-99 transaction which changes the status of the EDI warrant to STOP PAY (SP) and reverses the original transaction by crediting the agency that made the payment.
  - 4. If the receiving bank refuses to return the funds, contact the vendor and ask the vendor to issue a warrant to reimburse the State.
  - 5. Do not make another payment to the vendor until you have received the funds, either from the receiving bank via Finance or from the vendor.

*NOTE: For some vendors that are set up to allow multiple addenda records, a stop payment cannot be requested since the request will effect ALL payments made to that vendor on that particular day.*

**IX. Archive/file processed transactions.**

Maintain copies of the processed transactions, invoices, and other 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 310-xx: Add Warrant Request transaction for an electronic payment. The 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 = fund number) collocation code (CC) in the exploded lines is a “fund-only” CC and is determined from the user-defined collocation code. The financial effect of each entry is indicated in the parentheses ( ) after the debit or credit indicator in the first column.

310-xx: Add Warrant Request (Electronic Payment)

|                   | <b>Collocation Code</b> | <b>Account</b>                                                                       | <b>Posting Type</b> | <b>Financial Source</b> |
|-------------------|-------------------------|--------------------------------------------------------------------------------------|---------------------|-------------------------|
| Debit (increase)  | Entered by user         | Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure | 01                  | UD                      |
| Credit (increase) | 900xxxxx                | 21295 (Financial EDI Outstanding)                                                    | 01                  | EX                      |

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| 310-xx: Add Warrant Request Screen (EDI Payment)                                  |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
|-----------------------------------------------------------------------------------|--------|------------------|--------|-------------------|-------------|------|-----|------------------|------|------------------|------|-------|--|
| FDE 310-XX: ADD WARRANT REQUEST                                                   |        |                  |        |                   |             |      |     |                  |      | B 1298818 S 0001 |      |       |  |
| TRANS CODE MINOR                                                                  |        | ___              |        | WRT CLASS         |             | ___  |     | SCHED PRINT DATE |      | ___              |      |       |  |
| DOCUMENT NUMBER                                                                   |        |                  |        | WRT NUMBER        |             |      |     | PRINT DATE       |      |                  |      |       |  |
| SOURCE RD CODE                                                                    |        |                  |        | ADD'L AUTH RD     |             |      |     |                  |      |                  |      |       |  |
| WARRANT AMOUNT                                                                    |        |                  |        | SPREAD AMT(Y/N) N |             |      |     | DENOMINATOR      |      |                  |      |       |  |
| PAYEE NAME _____                                                                  |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
| PAYEE ADDRESS _____                                                               |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
| CITY _____ STATE ___ ZIP _____ - _____                                            |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
| FISCAL PERIOD CODE C                                                              |        | ROUTING CODE     |        | ROUTING RD CODE   |             |      |     |                  |      |                  |      |       |  |
| REF                                                                               | TYPE   | REFERENCE NUMBER | AMOUNT | DATE              | MORE REFS N |      |     |                  |      |                  |      |       |  |
| 1                                                                                 |        | _____            | _____  | ___               |             |      |     |                  |      |                  |      |       |  |
| COMMENTS _____                                                                    |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
| 2                                                                                 |        | _____            | _____  | ___               |             |      |     |                  |      |                  |      |       |  |
| COMMENTS _____                                                                    |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
| 3                                                                                 |        | _____            | _____  | ___               |             |      |     |                  |      |                  |      |       |  |
| COMMENTS _____                                                                    |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
|                                                                                   |        |                  |        |                   |             |      |     |                  |      | MORE FIN N       |      |       |  |
| -----OPEN ITEM-----                                                               |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
| FIN                                                                               | AMOUNT | SY               | CC     | PGM               | LC          | ACCT | FY  | NMR              | TYPE | NUM              | LINE | FLI   |  |
| 1                                                                                 | _____  | ___              | ___    | ___               | ___         | ___  | ___ | ___              | ___  | ___              | ___  | ___   |  |
| 2                                                                                 | _____  | ___              | ___    | ___               | ___         | ___  | ___ | ___              | ___  | ___              | ___  | ___   |  |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |        |                  |        |                   |             |      |     |                  |      |                  |      |       |  |
| UPDAT QUIT                                                                        |        | SUBMT ERRS       |        | BASE              |             | FINS |     | REFS             |      | REMTS            |      | PFKYS |  |
|                                                                                   |        |                  |        |                   |             |      |     |                  |      | HELP             |      |       |  |

SCREEN ACCESS

Use the 310-xx: Add Warrant Request transaction screen to process an electronic payment 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 **WR** (Add Warrant Request) in the **SELECTION** field. Press <Enter> to display the 310-xx: Add Warrant Request transaction screen.

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| 310-xx: Add Warrant Request Field Entry Table (EDI Payment) |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name                                                  | Field Value                                                                                                                                                                                                                          | Comments                                                                                                                                                                                                                                                                                |
| FDE                                                         | DISPLAY ONLY                                                                                                                                                                                                                         | Displays the financial data entry transaction code for this warrant request.                                                                                                                                                                                                            |
| B                                                           | SYSTEM-ASSIGNED                                                                                                                                                                                                                      | System-assigned batch number.                                                                                                                                                                                                                                                           |
| S                                                           | SYSTEM-ASSIGNED                                                                                                                                                                                                                      | System-assigned sequence number for this batch.                                                                                                                                                                                                                                         |
| <b>TRANS CODE MINOR</b>                                     | REQUIRED<br><br>Enter the appropriate trans code minor for the transaction. The trans code minor must be valid for warrant class GN.                                                                                                 | Identifies the specific type of warrant request.                                                                                                                                                                                                                                        |
| <b>WRT CLASS</b>                                            | REQUIRED<br><br>Enter <b>GN</b> (general warrant).                                                                                                                                                                                   | Identifies the warrant type (payroll warrant, general warrant, field warrants, etc.).                                                                                                                                                                                                   |
| <b>SCHD PRINT DATE</b>                                      | REQUIRED, defaults to the current date.<br><br>If the current date is not correct, enter the date the electronic payment should be included in the FEDI process as <b>MM DD CCYY</b> .                                               | Identifies the date the electronic payment will process.<br><br>For current or past dates, AKSAS selects the payment during that evening's FEDI process (Saturday, Sunday and holidays excluded). For future dates, the payment is selected for the specified date of the FEDI process. |
| <b>DOCUMENT NUMBER</b>                                      | REQUIRED, defaults to batch and sequence number assigned by AKSAS if left blank.<br><br>An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.                                          | Processed document identifier.                                                                                                                                                                                                                                                          |
| WRT NUMBER                                                  | SYSTEM-ASSIGNED                                                                                                                                                                                                                      | The 8-digit warrant number is assigned by AKSAS during processing.                                                                                                                                                                                                                      |
| PRINT DATE                                                  | SYSTEM-ASSIGNED                                                                                                                                                                                                                      | The date is assigned by AKSAS when the payment is included in the daily FEDI process.                                                                                                                                                                                                   |
| <b>SOURCE RD CODE</b>                                       | REQUIRED, defaults to the AKSAS input (sign-on) RD code.<br><br>If the default RD code is not authorized to record add warrant request transactions, enter a <b>SOURCE RD CODE</b> as authorized according to department procedures. | Identifies the person authorized to record this transaction.                                                                                                                                                                                                                            |
| ADD'L AUTH RD                                               | OPTIONAL<br><br>If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.                                                                                          | Identifies an approval authority associated with this add warrant request transaction.                                                                                                                                                                                                  |
| <b>WARRANT AMOUNT</b>                                       | REQUIRED<br><br>Enter the total dollar amount of the electronic payment as a positive number. Up to 13 digits (11 to the left of the decimal, 2 to the right).                                                                       | The <b>WARRANT AMOUNT</b> must be greater than zero and must equal the sum of the financial line <b>AMOUNT</b> fields. The EDI required references line amounts must also sum to this field.                                                                                            |

SECTION 8: PAYMENTS, ELECTRONIC PAYMENT (EDI)

| 310-xx: Add Warrant Request Field Entry Table (EDI Payment) |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name                                                  | Field Value                                                                                                                                                                                                            | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SPREAD AMT (Y/N)</b>                                     | REQUIRED, defaults to <b>N</b> .<br><br><b>N</b> No, do <b>not</b> spread the WARRANT AMOUNT. Enter the dollar amounts by financial line.<br><b>Y</b> Yes, spread the WARRANT AMOUNT across all financial lines.       | Indicates whether the WARRANT 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.                                                                                                                                                                                                                                                                          |
| <b>DENOMINATOR</b>                                          | REQUIRED, if SPREAD AMT = Y.<br><br>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 WARRANT AMOUNT to be distributed to each financial line.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>PAYEE NAME</b>                                           | NOT USED FOR THIS TRANSACTION                                                                                                                                                                                          | For temporary vendor numbers, indicates the payee name as it should appear on the warrant.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>PAYEE ADDRESS</b>                                        | NOT USED FOR THIS TRANSACTION                                                                                                                                                                                          | For temporary vendor numbers, indicates the payee address as it should appear on the warrant.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>CITY</b>                                                 | NOT USED FOR THIS TRANSACTION                                                                                                                                                                                          | For temporary vendor numbers, indicates the address city name as it should appear on the warrant.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>STATE</b>                                                | NOT USED FOR THIS TRANSACTION                                                                                                                                                                                          | For temporary vendor numbers, indicates the state as it should appear on the warrant.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ZIP</b>                                                  | NOT USED FOR THIS TRANSACTION                                                                                                                                                                                          | For temporary vendor numbers, indicates the 5- or 9-digit zip code as it should appear on the warrant.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>FISCAL PERIOD CODE</b>                                   | REQUIRED, defaults to <b>C</b> .<br><br><b>C</b> Current fiscal year<br><b>A</b> Accrual<br><br>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.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ROUTING CODE</b>                                         | REQUIRED<br><br><b>D</b> Send warrant as an electronic payment.<br><b>V</b> Allow AKSAS to determine the payment method based on the vendor record setup.                                                              | Indicates whether the warrant is sent as an EDI payment or is sent either as EDI or a paper warrant depending on the vendor record setup.<br><br>If D is entered, the agency must verify that the vendor record is setup as EDI capable or EDI required.<br><br>If V is entered, AKSAS determines if the vendor is setup as EDI capable or EDI required. If the vendor is setup for EDI, the payment is sent electronically. If the vendor is not setup for EDI, the payment is sent as a paper warrant. |
| <b>ROUTING RD CODE</b>                                      | NOT USED FOR THIS TRANSACTION                                                                                                                                                                                          | For general warrants printed by AKSAS, identifies the person to whom warrants with ROUTING CODE = A should be distributed.                                                                                                                                                                                                                                                                                                                                                                               |

SECTION 8: PAYMENTS, ELECTRONIC PAYMENT (EDI)

| 310-xx: Add Warrant Request Field Entry Table (EDI Payment)                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Field Value                                                                                                                                                                                                                                                                                                                                                                                                      | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Reference Line Fields - The following fields contain reporting cross-reference information. Reference fields allow access to warrant information by identifiers other than the warrant number, such as invoice, account, or vendor number. EDI transactions use mandatory reference types to electronically transmit payment data. For additional information about reference fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| REF                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DISPLAY ONLY                                                                                                                                                                                                                                                                                                                                                                                                     | Reference line number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| TYPE                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>REQUIRED</p> <p>Enter a reference line for the following required reference types.</p> <p>Line 1 <b>PVN</b> Pay Vendor Number</p> <p>Line 2 +NV INV (Invoice), or<br/>+CC ACC (Account), or<br/>+RT GRT (Grant), or<br/>+SE LSE (Lease), or<br/>+A TA (Travel Authorization), or<br/>GEN General</p> <p>Line 3 and up Enter additional references according to the vendor addenda type and agency policy.</p> | <p>Identifies a reporting reference, such as pay vendor, invoice, delivery order, or account number.</p> <p>Use reference type GEN to transmit payment data (addenda) to an EDI vendor. If the vendor is allowed multiple references, enter each GEN or applicable special copy reference on a separate line. If MULTIPLE REFERENCES ALLOWED: NO is displayed on the Vendor Detail screen, GEN or an applicable special copy reference may be used only once per payment.</p> <p>For a list of all reference types, press &lt;PF12-Help&gt; on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/MANDATORY REFERENCES and press &lt;Enter&gt;. In the ENTER WARRANT CLASS field, enter GN and press &lt;Enter&gt;.</p> |
| REFERENCE NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>REQUIRED, if reference TYPE is entered.</p> <p>Line 1 Enter the eight-character (3 alpha, 5 numeric) vendor number.</p> <p>Line 2 Enter the account number or other number associated with the vendor.</p> <p>Line 3 and up Enter an identifier, up to 22 alphanumeric characters, associated with the reference TYPE.</p>                                                                                    | <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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| AMOUNT                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>REQUIRED on at least one GEN reference type used.</p> <p>Line 1 Leave blank.</p> <p>Line 2 and up 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>                                                                                                                                                                               | <p>Dollar amount associated with the reference line. If multiple GEN references are allowed, it is not necessary to enter a dollar amount on each GEN reference line. The dollar amounts for the EDI GEN reference(s) used must sum to the total WARRANT AMOUNT.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Line 1 Leave blank.</p> <p>Line 2 and up Enter a date associated with the reference TYPE as <b>MM DD CCYY</b>.</p>                                                                                                                                                                                                                                                                                            | <p>Date associated with the referenced source document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>OPTIONAL</p> <p>Line 1 Leave blank</p> <p>Line 2 and up Enter up to 30 characters of text.</p> <p>It is recommended that you enter your agency acronym in the comments field.</p>                                                                                                                                                                                                                             | <p>Additional descriptive information for the reference such as vendor name or description of the purchased product or service.</p> <p>The COMMENTS field on GEN reference lines is used to transmit additional information to the vendor, or to describe the reference number transmitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |

SECTION 8: PAYMENTS, ELECTRONIC PAYMENT (EDI)

| 310-xx: Add Warrant Request Field Entry Table (EDI Payment)                                                                                                                                                                                  |                                                                                                                                                                                                                   |                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name                                                                                                                                                                                                                                   | Field Value                                                                                                                                                                                                       | Comments                                                                                                                                 |
| <b>Financial Line Fields - The following fields define the accounting structures to which the payment is recorded. For additional information about financial fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b> |                                                                                                                                                                                                                   |                                                                                                                                          |
| FIN                                                                                                                                                                                                                                          | DISPLAY ONLY                                                                                                                                                                                                      | Financial line number.                                                                                                                   |
| AMOUNT                                                                                                                                                                                                                                       | REQUIRED<br><br>If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the dollar amount for this financial line as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).          | The dollar amount associated with this financial line.                                                                                   |
| SY                                                                                                                                                                                                                                           | REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made.<br><br>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<br><br>Enter the 8-digit collocation code for this financial line.                                                                                                                                       | With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line. |
| PGM                                                                                                                                                                                                                                          | OPTIONAL<br><br>Enter a 5-digit program code if required by your agency for this financial line.                                                                                                                  | Identifies the external program for this financial line.                                                                                 |
| LC                                                                                                                                                                                                                                           | OPTIONAL<br><br>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<br><br>Enter the 5-digit account for the AMOUNT entered.                                                                                                                                                 | 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.<br><br>If a federal fiscal year is required by your agency and the default value is not correct, enter a 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.<br><br>Enter the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.                                                                               | With the DENOMINATOR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.                  |

SECTION 8: PAYMENTS, ELECTRONIC PAYMENT (EDI)

| 310-xx: Add Warrant Request Field Entry Table (EDI Payment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Field Value                                                                                                                                                                                                                                                                                                                                  | Comments                                                                                                                                                                                                      |
| <p><b>Open Item Fields - Data is entered in the OPEN ITEM fields if this electronic payment request transaction liquidates an encumbered expenditure, accounts payable, or accounts receivable open item. When this transaction is processed, AKSAS liquidates the open item and records the payment using the financial coding in the open item. For additional information about open item fields, refer to <i>Section 4: Financial Transactions &amp; Batch Processing</i>.</b></p> <p><b>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.</b></p> |                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                               |
| TYPE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter the open item type to be liquidated by this financial line.</p> <p><b>EN</b> Encumbered Expenditure<br/> <b>PY</b> Accounts Payable<br/> <b>RC</b> Accounts Receivable</p>                                                                                             | <p>Identifies the type of open item to be liquidated by this financial line.</p> <p>For most warrant transactions, EN is the only open item type that may be used. Refer to the <i>AKSAS Handy Guide</i>.</p> |
| NUM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter the 7-digit open item number of the open item to be liquidated by this financial line.</p>                                                                                                                                                                             | <p>Identifies the specific open item to be liquidated with this financial line.</p>                                                                                                                           |
| LINE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>REQUIRED, for financial lines liquidating open items.</p> <p>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.</p>                                                                             | <p>Identifies the financial line number being liquidated.</p>                                                                                                                                                 |
| FLI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>REQUIRED, for financial lines liquidating open items. Defaults to <b>N</b> if no entry is made.</p> <p><b>N</b> No, do <b>not</b> fully liquidate the open item. Liquidate by the amount of this financial line.<br/> <b>Y</b> Yes, fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line.</p> | <p>Fully Liquidate Indicator. If this indicator is set to <b>Y</b>, the open item line identified is fully liquidated (reduced to zero), regardless of the AMOUNT specified on this financial line.</p>       |
| LINE DESC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>OPTIONAL</p> <p>Press &lt;PF6&gt; and enter additional descriptive information, up to 40 characters, for the financial line.</p>                                                                                                                                                                                                          | <p>Additional descriptive information for the financial line.</p>                                                                                                                                             |
| REM MESSAGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>NOT USED FOR THIS TRANSACTION</p>                                                                                                                                                                                                                                                                                                         | <p>For general warrants printed by AKSAS, provides additional information about the payment to the payee. The remittance message is not transmitted to the payee for electronic payments.</p>                 |