

How Do I ... in AutoPay?

How do I ...

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2. find a credit transaction that is on the bank statement, but is not in the list of transactions to reconcile and voucher?
3. change the coding on financial line one?
4. set up or change templates (easy trans)?
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6. find the batch and sequence number for certification?
7. find level three data for the transaction (passenger name, ticket number, departure date, city, renter name, return city, rental agreement, etc.)?
8. copy the first financial line into subsequent financial lines?
9. view vendor 1099-MISC information for setting up a PVN?
10. view the AKSAS PVN for this vendor?
11. view employee information for the employee number listed on the transaction?
12. view the CBN, OCD, and CTA account number on the transaction?
13. view the AKSAS collocation code, program code, ledger code and account code detail used in the financial coding lines?
14. find the warrant number for the transaction?

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1. ...find a filtered list of transactions?

Filtering transactions can be helpful when reviewing or processing transactions. A filtered list displays the transactions that meet specific criteria. You can filter transactions based on information (e.g., a specific vendor) or on the status of the transaction (e.g., transactions that need to be vouchered).

A. To filter transactions based on information, access the BT: Bill to Account Selection List screen.

- Press **PF5-RIDX**.
- Complete one of the fields:
 - Hierarchy Number
 - Vendor Number
 - Employee Number
 - TA Number
 - Merchant Category
 - Account Number

If desired, you can add a beginning date to the transaction list.

- Press **<Enter>** to display the list of transactions that match your criteria.

B. To filter transactions based on the status, access the TX: Billing Transaction Selection List screen.

- Press **PF23-SHOW** (shift PF11).
- Enter a filter level in the SELECT FILTER LEVEL field:
 - TO BE RECONCILED
 - TO BE VOUCHERED
 - TO BE PROCESSED
 - COMPLETED
 - ALL
- Press **<Enter>** to display the list of transactions that match your criteria.

2. ...find a credit transaction that is on the bank statement, but is not in the list of transactions to reconcile and voucher?

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When there are not enough charge transactions to offset credit transactions on a warrant paying the bank, credit transactions are held. When this situation occurs, the BT: Bill to Account Selection List screen displays the message "(There are X pending trxn on file)." You can view the pending transactions by pressing **PF7-PEND**, but you cannot reconcile or voucher them. After the credit has been offset by charge transactions in a payment to the bank, the credit transaction will display on the TX: Billing Transaction Selection List and is available to reconcile, voucher and process.

3. ...change the coding on financial line one?

As transactions are loaded into AutoPay, they are assigned the coding that is listed on the billing hierarchy range table. AKSAS RDs set up with a 360-31 transaction code can access and maintain the table.

- From the BT: Bill to Account Selection List screen, press **PF8-DFLT**.
- From the SHR: Billing Hierarchy Ranges screen, enter "**C**" in front of the hierarchy range that needs to be changed.
- On the SHR: Billing Hierarchy Range Maintenance screen, change the current and/or prior year coding. You can change all coding except the Acct field.

4. ...set up or change templates (easy trans)?

You can create up to ten templates that contain various combinations of reference and financial information. After you set up a template, you can bring the template information into your transaction.

- From the BT: Bill to Account Selection List screen, or the CT: Charge to Account Selection List screen, or the Billing Transaction Reconciliation screen, press **PF10-SAVSD**.
- On the BSF: List/Select Saved Transaction Data, you can view a list of templates that have already been created.
 - To build a new template, enter the selection number of a template that does not have a description associated with it.
 - To modify an existing template, enter the selection number of the appropriate template.

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- Press **PF3=VIEW/UPDT** to display the template screen.
- On the BSF: Display/Update Saved Transaction Data screen, enter or modify data. You can:
 - enter data using up to seven reference lines by pressing **PF7=REFS**.
 - enter data using up to six financial lines by pressing **PF6=FINS**.
 - clear information from an existing template so that you can reuse it by pressing **PF11=CLR**.
 - create a template from data entered in a transaction by pressing **PF8=TRXN**.

Refer to question 5 to learn how to bring the data on the template into your transaction.

5. ...retrieve the template (easy tran) to reconcile a transaction?

You can retrieve the data entered in a template into any transaction. You can modify the retrieved data by typing over it, if necessary.

- From the Billing Transaction Reconciliation screen, press **PF10-SAVSD** to make sure that the template you want to retrieve is marked as the current selection (with an arrow) on the BSF: List/Select Saved Transaction Data screen. To change the selection, enter a number in the Selection field and press **ENTER=SLCT**. Press **PF1=QUIT** to return to the transaction.
- From the Billing Transaction Reconciliation screen, press **PF8-GETSD**. The transaction is updated with the template information.

6. ...find the batch and sequence number for certification?

You can view the batch and sequence number for transactions with a status of **VOUCHERED** or **PROCESSED**.

- A. The batch and sequence number for a single transaction can be accessed from the Billing Transaction Reconciliation screen.
- Press **PF22-STAT** (shift PF10).

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The VOUCHER DOCUMENT NUMBER field contains the batch and sequence number of the transaction.

- B. The batch and sequence number for multiple transactions can be accessed from the TX: Billing Transaction Selection List screen.
- From the BT: Bill to Account Selection List screen, press **PF5-RIDX**.
 - On the TX: Billing Transaction Reference Index – Selection Menu screen, enter information in one of the fields to filter your transactions and press **<Enter>**.
 - On the TX: Billing Transaction Selection List screen, press **PF11-NAME** twice to display the Batch Seq Num field.

7. ...find level three data for the transaction (passenger name, ticket number, departure date, city, reenter name, return city, rental agreement, etc.)?

If an airlines, lodging, or car rental merchant passes level three data (full line item details), the information is available to view. The major airlines, Budget Rent A Car and some other car rental agencies, and a few hotels pass the detail information.

- On the Billing Transaction Reconciliation screen, press **PF24-INFO** (shift PF12) to display the Transaction Addenda Info window.
- Press **<Enter>** to remove the window.

8. ...copy the first financial line into subsequent financial lines?

You can copy the default financial coding from line 1 into line 2 on any not reconciled transactions. You will need to add the correct account code manually.

- From the Billing Transaction Reconciliation screen, place your cursor in the **Amount** field for financial line 2.
- Press **PF18-CPYF** (shift PF6).

9. ...view vendor 1099-MISC information for setting up a PVN?

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When you set up a PVN, there are generally three sources of information that you can use: a W-9 or substitute W-9, vendor invoice, or supplier information provided by merchants to their bank and downloaded into AutoPay. You do not have to request a W-9 form from the vendor when the supplier information is available, unless the form is required by your agency.

- On the Billing Transaction Reconciliation screen, place your cursor in the **Mrch TIN** field and press **PF12-HELP** to display the Supplier Information window.
- Press **<Enter>** to remove the window.

10. ...view the AKSAS PVN for this vendor?

You can view the Vendor Detail record for the PVN listed on reference line 1 without accessing Vendor Inquiry from the AKSAS Main Menu.

- On the Billing Transaction Reconciliation screen, place your cursor in the **PVN Reference Number** field and press **PF12-HELP** to display the Vendor Detail window.
- Press **<Enter>** to remove the window.

11. ...view employee information for the employee number listed on the transaction?

You can view the Employee Detail record for the EMP (employee) listed on reference line 2 without accessing Organization/User Inquiry from the AKSAS Main Menu.

- On the Billing Transaction Reconciliation screen, place your cursor in the **EMP Reference Number** field and press **PF12-HELP** to display the Display Employee Detail window.
- Press **<Enter>** to remove the window.

12. ...view the CBN, CTA, and OCD account number on the transaction?

For security reasons, the account numbers in the CBN, CTA, and OCD Reference Number fields are blank. However, you can view 10 digits of the 16-digit account number.

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- On the Billing Transaction Reconciliation screen, place your cursor in the **CBN**, **CTA**, or **OCD** Reference Number field and press **PF12-HELP** to display the Account Number window.
- Press **<Enter>** to remove the window.

13. ...view the **AKSAS** collocation code, program code, ledger code, and account code detail used in the financial coding lines?

You can view the CC/LC, Program and Account Code Detail records for the financial coding without accessing Entity and CC/LC Inquiry from the AKSAS Main Menu.

- On the Billing Transaction Reconciliation screen, place your cursor in the **CC**, **Pgm**, **LC** or **Acct** fields and press **PF12-HELP** to display the detail window.
- Press **<Enter>** to remove the window.

14. ...find the warrant number for the transaction?

A. For a transaction with a status of **VOUCHERED** or **PROCESSED**, the warrant number can be accessed from the Billing Transaction Reconciliation screen.

- Press **PF22-STAT** (shift PF10).

The **VOUCHER WARRANT NUMBER** field displays.

B. For a transaction with the status of **PROCESSED**, the warrant number and the warrant detail can be accessed from the TX: Billing Transaction Selection List screen.

- From the Billing Transaction Reconciliation screen, press **PF10-IW** to display the Warrant Detail Inquiry screen.
- Press **<Enter>** to return to the transaction.