

# **SECTION 16: AutoPay**

## **Agency Administration Table**

### **INTRODUCTION**

*Agency Administration Table* provides detailed procedures for adding, changing, or deleting hierarchies, default financial coding, employee number reference indicator, source RD code, and alternate traveler name. The screens used for maintaining these fields can only be accessed by a person authorized for a 360-31 or 360-40 transaction code.

#### **Hierarchy**

A hierarchy structure is a picture of a department's organization. A hierarchy number is a five-digit number that represents an organization point within a department (i.e., division, section, region). The first two digits of the hierarchy number are the department. The last three digits are department assigned. Charge accounts are assigned to hierarchy numbers within the hierarchy structure.

#### **Default Financial Coding**

The 310-12 Warrant Request Misc transactions generated by the Division of Finance, makes payment to the credit card provider bank for all One Card Alaska charges. The transactions debit the One Card EDI GF Suspense collocation code.

The 430-55 One Card Default AJE transactions generated by the Division of Finance clear One Card EDI GF Suspense and post expenditures to department/division default coding. No edits for TANAB (Tolerance Adjusted Net Available Balance) and Fund Sufficiency Balance are performed.

Department/division default coding is a Fully Qualified Account (FQA) that an agency assigns to a hierarchy range. The default coding applied to each transaction displays on the Billing Transaction Reconciliation screen on the first financial line.

#### **Employee Number**

Employee Number (EMP) is a valid reference type that is used to group an employee's travel transactions for reconciliation and vouchering, and for research. The employee number is the number assigned to each state employee. If the EMP reference indicator field is set to Y (yes), the EMP reference type is added to each travel transaction for the hierarchy range when the transactions are loaded into AutoPay. The EMP reference number field is system-filled when

- the transaction has been charged/credited to a corporate card, and the card has been associated with an employee number on the Organization Directory File (ODF),
- the traveler name has been passed in the addenda record, and the name has previously been associated with an employee number during reconciliation and vouchering, or
- an agency-default employee number has been set up on the ODF. An agency default employee number is 9999xx where xx=the department number. The agency default employee number is used when an employee number does not exist (i.e., client travel, board member, etc.).

If an agency-default employee number has not been set up, and the employee number cannot be determined, the EMP reference number field will be blank.

### **Source RD Code**

The Source RD Code field determines what value, if any, to use to system-fill the Source RD Code field when transactions are loaded into AutoPay for the hierarchy range.

- If a source RD code is entered on the Billing Hierarchy Range Maintenance screen, the Source RD Code field on the Billing Transaction Reconciliation screen is system-filled, and can be changed if necessary.
- If a source RD code is not entered on the Billing Hierarchy Range Maintenance screen, a source RD code can be manually entered on the Billing Transaction Reconciliation screen, or the Source RD Code field can be left blank to default to the Input RD code when the transaction is reconciled.

### **Alternate Traveler Name**

The Alternate Traveler Name field determines what value, if any, to use to system-fill the traveler name fields when transactions are loaded into AutoPay for the hierarchy range. The Alternate Traveler Name field is filled in with a generic description when the traveler name is confidential (i.e., clients, witnesses, prisoners, etc.).

- If an alternate traveler name is entered on the Billing Hierarchy Range Maintenance screen, the traveler name displayed on the Billing Transaction Selection List screen and the Billing Transaction Reconciliation screen is system-filled with the alternate traveler name, not the traveler name.
- If an alternate traveler name is not entered on the Billing Hierarchy Range Maintenance screen, the actual traveler name provided by the merchant displays on the Billing Transaction Selection List screen and the Billing Transaction Reconciliation screen.

**AUTOPAY SCREENS**

**SHR: Billing Hierarchy Ranges** – Use to view or select billing hierarchy ranges to add, change, or delete.

**SHR: Billing Hierarchy Range Maintenance** – Use to change hierarchy ranges, employee number reference indicator, source RD code, default financial coding, or alternate traveler name.

**PROCEDURES****I. Access the Billing Hierarchy Ranges screens.**

From the BT: Bill To Account Selection List screen, press <**PF8-DFLT**>. The SHR: Billing Hierarchy Ranges screen displays.

**II. Add a hierarchy range, employee number reference indicator, source RD code, default financial coding, and alternate traveler name.**

A. From the SHR: Billing Hierarchy Ranges screen, press <**PF5-ADD**>. The ADD HIERARCHY RANGE window displays.

B. Enter the hierarchy number for the beginning of the range in the **BEGINNING HIER NUM** field.

C. Enter the hierarchy number for the ending of the range in the **ENDING HIER NUM** field.

D. Press <**Enter**> to add the record and display the SHR: Billing Hierarchy Range Maintenance screen.

E. Enter data in the following fields.

1. **Beginning Hierarchy Number** – Defaults to the entry from Steps II.B. Overwrite the existing number as necessary.
2. **Ending Hierarchy Number** – Defaults to the entry from Steps II.C. Overwrite the existing number as necessary.
3. **Transaction Import Indic** – Can only be changed by the Division of Finance. Indicates whether transactions assigned to this range are imported into AutoPay or not.
4. **EMP Ref Indic** (optional) – Indicates whether an employee number (EMP) reference and employee number is added as a reference type/number to each travel transaction loaded to this range. Enter Y to add the EMP reference and system-fill the employee number to transactions when transactions are loaded into AutoPay.

***NOTE:** If the employee number reference indicator is Y, the SHR: Billing Hierarchy Ranges screen displays the hierarchy line in a different color.*

5. **Source RD Code** (optional) – Enter the default source RD code used to system-fill the Source RD Code field on transactions loaded to this range.
6. **Current Year Default FQA** – Enter the default financial coding for the current year.
  - a. **CC** - Enter the eight-digit collocation code for transactions assigned to this range.

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- b. **Pgm**- Enter a five-digit program code, if required by your agency, for transactions assigned to this range.
  - c. **LC** - Enter an eight-digit ledger code, if required by your agency, for transactions assigned to this range.
  - d. **Acct** – Defaults to 73899 (uncleared One Card Alaska transactions). Can only be changed by Division of Finance.
7. **Prior Year Default FQA** – Enter the default coding for the prior year. This coding is necessary for use during the reappropriation period.
- a. **CC** - Enter the eight-digit collocation code for transactions assigned to this range.
  - b. **Pgm** - Enter a five-digit program code, if required by your agency, for transactions assigned to this range.
  - c. **LC** - Enter an eight-digit ledger code, if required by your agency, for transactions assigned to this range.
  - d. **Acct** – Defaults to 73899 (uncleared One Card Alaska transactions). Can only be changed by Division of Finance.
8. **Alternate Traveler Name** (optional) – Enter a generic name, up to 30 characters, to replace travelers' names (i.e., confidential traveler) on AutoPay screens.
- NOTE: If an alternate traveler name is entered, the SHR: Billing Hierarchy Ranges screen displays the hierarchy line in a different color.*
9. Press <Enter> to accept the hierarchy range, EMP reference indicator, source RD code, financial coding, and alternate traveler name. The SHR: Billing Hierarchy Ranges screen displays.

### III. Change a hierarchy range, default coding, and alternate traveler name.

- A. From the SHR: Billing Hierarchy Ranges screen, enter **C** in the **Cmd** field.
- B. Press <Enter> to display the SHR Billing Hierarchy Range Maintenance screen.
- C. Change data in the following fields.
  - 1. **Beginning Hierarchy Number** – Defaults to the current beginning hierarchy number. Overwrite the existing number as necessary.
  - 2. **Ending Hierarchy Number** – Defaults to the current ending hierarchy number. Overwrite the existing number as necessary.
  - 3. **Transaction Import Indic** – Can only be changed by the Division of Finance. Indicates whether transactions assigned to this range are imported into AutoPay or not.
  - 4. **EMP Ref Indic** (optional) – Indicates whether an employee number (EMP) reference and employee number is added as a reference type/number to each travel transaction loaded to this range. Change the indicator to **Y** to system-fill the EMP reference/number to transactions loaded

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to this range. Change the indicator to N or blank the field to prevent the system-filling of the EMP reference/number for transactions loaded to this range.

*NOTE: If the employee number reference indicator is Y, the SHR: Billing Hierarchy Ranges screen displays the hierarchy line in a different color.*

5. **Source RD Code** – Change the default source RD code used to system-fill the Source RD Code field on transactions loaded to this range.
6. **Current Year Default FQA** – Change the default coding for the current year.
  - a. **CC** - Enter the eight-digit collocation code for transactions assigned to this range.
  - b. **Pgm** - Enter a five-digit program code, if required by your agency, for transactions assigned to this range.
  - c. **LC** - Enter an eight-digit ledger code, if required by your agency, for transactions assigned to this range.
  - d. **Acct** – Defaults to 73899 (uncleared One Card Alaska transactions). Can only be changed by Division of Finance.
7. **Prior Year Default FQA** – Change the default coding for the prior year. This coding is necessary for use during the reappropriation period.
  - a. **CC** - Enter the eight-digit collocation code for transactions assigned to this range.
  - b. **Pgm** - Enter a five-digit program code, if required by your agency, for transactions assigned to this range.
  - c. **LC** - Enter an eight-digit ledger code, if required by your agency, for transactions assigned to this range.
  - d. **Acct** – Defaults to 73899 (uncleared One Card Alaska transactions). Can only be changed by Division of Finance.
8. **Alternate Traveler Name** – Add, change, or remove the generic name that replaces travelers' names on AutoPay screens.

*NOTE: If an alternate traveler name is entered, the SHR: Billing Hierarchy Ranges screen displays the hierarchy line in a different color.*
9. Press <Enter> to accept the hierarchy range, employee number reference indicator, source RD code, financial coding, and alternate traveler name. The SHR: Billing Hierarchy Ranges screen displays.

### IV. Delete a hierarchy range with employee number indicator, source RD code, financial coding, and alternate traveler name.

- A. From the SHR: Billing Hierarchy Ranges screen, enter **D** in the **Cmd** field.
- B. Press <Enter> to display the VERIFY RANGE DELETE window.

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- C. Verify that the BEGINNING HIER NUMBER and ENDING HIER NUMBER is the correct range to delete.
- D. Press <**Enter**> to delete the hierarchy range. The SHR: Billing Hierarchy Ranges screen displays.

SHR: Billing Hierarchy Ranges Entry Screen										
SHR: Billing Hierarchy Ranges ==> Department Number 02										
Cmd	Beg Num	End Num	Current Year CC	Default Pgm	FQA LC	Prior Year CC	Default Pgm	FQA LC	FQA Acct	
-	02161	02161	02160191-00000	00000000	-73899	02160191-00000	00000000	-73899		
-	02162	02162	02160192-00000	00000000	-73899	02160192-00000	00000000	-73899		
-	02190	02190	02177441-00000	00000000	-73899	02177441-00000	00000000	-73899		
-	02191	02191	02177091-00000	00000000	-73899	02177091-00000	00000000	-73899		
-	02192	02192	02177092-00000	00000000	-73899	02177092-00000	00000000	-73899		
-	02200	02200	02200100-00000	00000000	-73899	02200100-00000	00000000	-73899		
-	02201	02201	02200191-00000	00000000	-73899	02200191-00000	00000000	-73899		
-	02202	02202	02200192-00000	00000000	-73899	02200192-00000	00000000	-73899		
-	02400	02400	02400210-00000	00000000	-73899	02400210-00000	00000000	-73899		
-	02401	02401	02400210-00000	00000000	-73899	02400210-00000	00000000	-73899		
-	02402	02402	02400291-00000	00000000	-73899	02400291-00000	00000000	-73899		
-	02403	02403	02400292-00000	00000000	-73899	02400292-00000	00000000	-73899		
-	02500	02500	02570100-00000	00000000	-73899	02570100-00000	00000000	-73899		
-	02501	02501	02500391-00000	00000000	-73899	02500391-00000	00000000	-73899		
-	02502	02502	02500392-00000	00000000	-73899	02500392-00000	00000000	-73899		
-	02800	02800	02800400-00000	00000000	-73899	02800400-00000	00000000	-73899		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---										
CONT QUIT PGUP PGDN ADD PFKYS HELP										

**SCREEN ACCESS**

Use the SHR: Billing Hierarchy Ranges screen to view current ranges and default coding, and to access additional screens to add, change, and delete hierarchy ranges, employee number reference indicator, source RD code, default financial coding, and alternate traveler name.

1. At the BT: Bill To Account Selection List screen, press <PF8-DFLT> to display the SHR: Billing Hierarchy Ranges screen.

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<b>SHR: Billing Hierarchy Ranges Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
Department Number	DISPLAY ONLY	Displays the department for the RD code used to access the SHR: Billing Hierarchy Ranges screen.
<b>Cmd</b>	REQUIRED, if the action is C (change) or D (delete).	Identifies the type of action (command) for the hierarchy range line.
Beg Num	DISPLAY ONLY	Identifies the beginning hierarchy number for the range.
End Num	DISPLAY ONLY	Identifies the ending hierarchy number for the range.
<b>Current Year Default FQA Fields - The following fields define the current year accounting structures to which the charge is recorded. For additional information about financial fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b>		
CC	DISPLAY ONLY	Identifies the current year accounting structure (fund, appropriation, organization, internal program) for this financial line.
Pgm	DISPLAY ONLY	Identifies the current year external program for this financial line.
LC	DISPLAY ONLY	Identifies the current year combination of project, contract, and or grant for this financial line.
Acct	DISPLAY ONLY	Identifies the account to which this financial line will be recorded. The account is always 73899 – Uncleared One Card Alaska Transactions.
<b>Prior Year Default FQA Fields - The following fields define the prior year accounting structures to which the charge is recorded. For additional information about financial fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b>		
CC	DISPLAY ONLY	Identifies the prior year accounting structure (fund, appropriation, organization, internal program) for this financial line.
Pgm	DISPLAY ONLY	Identifies the prior year external program for this financial line.
LC	DISPLAY ONLY	Identifies the prior year combination of project, contract, and or grant for this financial line.
Acct	DISPLAY ONLY	Identifies the account to which this financial line will be recorded. The account is always 73899 – Uncleared One Card Alaska Transactions.

<b>SHR: Billing Hierarchy Ranges Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER-CONT	If C (change) or D (delete) is entered in the CMD field, displays the SHR: Billing Hierarchy Range Maintenance screen.
PF1-QUIT	Displays the BT: Bill To Account Selection List screen.
PF5-ADD	Displays the Add Hierarchy Range window.
PF9-PFKYS	Displays PF keys 13 - 24.

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<b>SHR: Billing Hierarchy Ranges Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
PF12-HELP	Not currently used.
PF21-PFKYS	Displays PF keys 1 - 12.

**SHR: Add Hierarchy Range Entry Window**

SHR: Billing Hierarchy Ranges      ==> Department Number 02

Cmd	Beg Num	End Num	Current Year CC	Default Pgm	FQA LC	Prior Year CC	Default Pgm	FQA LC	FQA Acct
	02161	02161	02160191-00000	00000000	-73899	02160191-00000	00000000	-73899	000-73899
ADD HIERARCHY RANGE									
ENTER BEGIN AND ENDING HIERARCHY NUMBERS FOR THE NEW RANGE									
BEGINNING HIER NUM: <u>    </u> 0      ENDING HIER NUM: <u>    </u> 0									
PRESS <ENTER> TO ADD THE RECORD OR PF1 TO QUIT									
	02401	02401	02400210-00000	00000000	-73899	02400210-00000	00000000	-73899	000-73899
	02402	02402	02400291-00000	00000000	-73899	02400291-00000	00000000	-73899	000-73899
	02403	02403	02400292-00000	00000000	-73899	02400292-00000	00000000	-73899	000-73899
	02500	02500	02570100-00000	00000000	-73899	02570100-00000	00000000	-73899	000-73899
	02501	02501	02500391-00000	00000000	-73899	02500391-00000	00000000	-73899	000-73899
	02502	02502	02500392-00000	00000000	-73899	02500392-00000	00000000	-73899	000-73899
	02800	02800	02800400-00000	00000000	-73899	02800400-00000	00000000	-73899	000-73899
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---									
CONT QUIT PGUP PGDN                      ADD                      PFKYS                      HELP									

**SCREEN ACCESS**

Use the Add Hierarchy Range window to add a hierarchy range.

1. At the SHR: Billing Hierarchy Ranges screen, press <PF5-ADD> to display the Add Hierarchy Range window.

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<b>Add Hierarchy Range Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
<b>Beginning Hier Num</b>	REQUIRED Enter the 5-digit hierarchy number that begins the range.	Identifies the beginning hierarchy number for the range.
<b>Ending Hier Num</b>	REQUIRED Enter the 5-digit hierarchy number that ends the range.	Identifies the ending hierarchy number for the range.

<b>Add Hierarchy Range Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER	If a hierarchy number is entered in the BEGINNING HIER NUM and ENDING HIER NUM field, saves the hierarchy range and displays the SHR: Billing Hierarchy Range Maintenance screen.  If the BEGINNING HIER NUM and/or ENDING HIER NUM fields are blank, displays an error message.
PF1-QUIT	Returns to the SHR: Billing Hierarchy Ranges screen. Does not save any entered information.

Verify Range Delete Window										
SHR: Billing Hierarchy Ranges						===> Department Number 02				
Cmd	Beg Num	End Num	Current Year CC	Default Pgm	FQA LC	Prior Year CC	Default Pgm	FQA LC	FQA Acct	
d	02161	02161	02160191-00000	00000000	-73899	02160191-00000	00000000	-73899		
	02162	02162	02160192-00000	00000000	-73899	02160192-00000	00000000	-73899		
VERIFY RANGE DELETE										
BEGINNING HIER NUMBER: 2161										
ENDING HIER NUMBER: 2161										
PRESS <ENTER> TO CONFIRM DELETE, PF1 TO QUIT										
	02401	02401	02400210-00000	00000000	-73899	02400210-00000	00000000	-73899		
	02402	02402	02400291-00000	00000000	-73899	02400291-00000	00000000	-73899		
	02403	02403	02400292-00000	00000000	-73899	02400292-00000	00000000	-73899		
	02500	02500	02570100-00000	00000000	-73899	02570100-00000	00000000	-73899		
	02501	02501	02500391-00000	00000000	-73899	02500391-00000	00000000	-73899		
	02502	02502	02500392-00000	00000000	-73899	02500392-00000	00000000	-73899		
	02800	02800	02800400-00000	00000000	-73899	02800400-00000	00000000	-73899		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---										
CONT QUIT PGUP PGDN			ADD				PFKYS			HELP

**WINDOW ACCESS**

Use the Verify Range Delete window to delete an existing hierarchy range.

1. At the SHR: Billing Hierarchy Ranges screen, enter **D** (delete) in the **CMD** field in front of the line you wish to delete. Press <Enter> to display the Verify Range Delete window.

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<b>Verify Range Delete Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER	Deletes the hierarchy range and displays the SHR: Billing Hierarchy Ranges screen.
PF1-QUIT	Returns to the SHR: Billing Hierarchy Ranges screen. Does not delete the hierarchy range.

**SHR: Billing Hierarchy Range Maintenance Entry Screen**

SHR: Billing Hierarchy Range Maintenance

Beginning Hierarchy Number: 2403\_  
Ending Hierarchy Number: 2403\_Transaction Import Indic: Y  
EMP Ref Indic: Y

Source RD Code: \_\_\_\_\_

---Current Year Default FQA-----  
CC 2400292\_ Pgm \_\_\_\_\_ LC \_\_\_\_\_ Acct 73899---Prior Year Default FQA-----  
CC 2400292\_ Pgm \_\_\_\_\_ LC \_\_\_\_\_ Acct 73899---Alternate Traveler Name----  
CONFIDENTIAL TRAVELER\_\_\_\_\_Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
UPDAT QUIT PFKYS HELP**SCREEN ACCESS**

Use the SHR: Billing Hierarchy Range Maintenance screen to add or change hierarchy ranges, and to add, change, or delete the employee number reference indicator, source RD code, default financial coding, and alternate traveler name.

1. At the Add Hierarchy Range window, press <Enter> to display the SHR: Billing Hierarchy Range Maintenance screen.

OR

At the SHR: Billing Hierarchy Ranges screen, enter C in the **Cmd** field and press <Enter> to display the SHR: Billing Hierarchy Range Maintenance screen.

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<b>SHR: Billing Hierarchy Range Maintenance Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
<b>Beginning Hierarchy Number</b>	REQUIRED If the beginning hierarchy number is not correct, overwrite the number displayed with the correct number.	Identifies the beginning hierarchy number for the range.
<b>Ending Hierarchy Number</b>	REQUIRED If the ending hierarchy number is not correct, overwrite the number displayed with the correct number.	Identifies the ending hierarchy number for the range.
Transaction Import Indic	DISPLAY ONLY, can be changed by Finance.	Indicates whether credit card transactions are imported into AutoPay. For agencies that use the One Card Alaska program but do not use AKSAS, the transaction Import Indicator is set to N (no).
EMP Ref Indic	OPTIONAL <b>Y</b> Yes, display the reference type EMP and system-fill the reference number field with the employee number, if available, for this hierarchy range. <b>N</b> No, do not display the reference type EMP and the associated employee number for this hierarchy range.	Indicates whether the EMP (employee number) reference type and the associated employee number are added to travel transactions for this hierarchy range.
Source RD Code	OPTIONAL Enter a valid Source RD Code authorized to record a 310-55 transaction.	The Source RD Code field on each transaction for this hierarchy range system-fills with the Source RD Code entered in this field.
<b>Current Year Default FQA Fields - The following fields define the current year accounting structures to which the charge is recorded. For additional information about financial fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b>		
<b>CC</b>	REQUIRED Enter the 8-digit collocation code for this financial line.	Identifies the current year accounting structure (fund, appropriation, organization, internal program) for this financial line.
<b>Pgm</b>	OPTIONAL Enter a 5-digit program code if required by your agency.	Identifies the current year external program for this financial line.
<b>LC</b>	OPTIONAL Enter an 8-digit ledger code if required by your agency.	Identifies the current year combination of project, contract, and or grant for this financial line.
<b>Acct</b>	DISPLAY ONLY	Identifies the account to which this financial line will be recorded. The account is always 73899 – Uncleared One Card Alaska Transactions.
<b>Prior Year Default FQA Fields - The following fields define the prior year accounting structures to which the charge is recorded. For additional information about financial fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b>		
<b>CC</b>	REQUIRED Enter the 8-digit collocation code for this financial line.	Identifies the prior year accounting structure (fund, appropriation, organization, internal program) for this financial line.
<b>Pgm</b>	OPTIONAL Enter a 5-digit program code if required by your agency.	Identifies the prior year external program for this financial line.

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<b>SHR: Billing Hierarchy Range Maintenance Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
LC	OPTIONAL Enter an 8-digit ledger code if required by your agency.	Identifies the prior year combination of project, contract, and or grant for this financial line.
Acct	DISPLAY ONLY	Identifies the account to which this financial line will be recorded. The account is always 73899 – Uncleared One Card Alaska Transactions.
Alternate Traveler Name	OPTIONAL Enter an alternate name (mask), up to 30 characters, to display in place of the traveler's name for this hierarchy range.	Displays an alternate name instead of the traveler's name on AutoPay screens. This function is used when the traveler's name is confidential.

<b>SHR: Billing Hierarchy Range Maintenance Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER-UPDAT	Updates the screen if pressed once. Displays the SHR: Billing Hierarchy Ranges screen if pressed twice.
PF1-QUIT	Displays the SHR: Billing Hierarchy Ranges screen without updating the SHR: Billing Hierarchy Range Maintenance screen.
PF9-PFKYS	Displays PF keys 13-24.
PF12-HELP	Not currently used.
PF21-PFKYS	Displays PF keys 1-12.