

SECTION 16: AutoPay

Special Features

INTRODUCTION

Special Features provides procedures for utilizing additional information or additional functions that aid in reconciling and vouchering AutoPay transactions.

SPECIAL FEATURES

Search and Select a Vendor Number / View Vendor Detail – Search for a vendor and select one from the resulting vendor list. View vendor detail including active/inactive status, short and long description, address, tax identification number, 1099 reportable indicator, and EDI status.

Search and Select an Employee Number / View Employee Detail – Search for an employee and select one from the resulting employee list. View employee detail including LDAP ID, name, employee number, department, PCN, bargaining unit, title, route code, phone, fax, and email address.

Copy Financial Line 1 – Copy financial line 1 information (except account code) to financial line 2 as an offsetting entry.

Save Transaction Data – Enter and save or copy and save financial coding, reference information, and Source RD Code.

Use Saved Transaction Data – Retrieve saved financial coding, reference information, and Source RD Code to populate financial lines, reference lines, and the Source RD Code field on any Billing Transaction Reconciliation screen.

Filter Transactions – Select a filtered (limited) view of transactions listed on the Billing Transaction Selection List screen.

Search by Reference – Search for transactions by hierarchy number, vendor number, employee number, TA (Travel Authorization) number, MCC (Merchant Category Code), or account number on the Billing Transactions Selection List screen.

View Charge Account Number – View the last 10 digits of the charge account number.

View Financial Coding Detail – View the collocation code, ledger code, program code, and account code detail information.

View Merchant W-9 Information – View bank supplied merchant information including legal name, sole proprietor name, DBA name, address, email address, tax identification number, business type, ownership change date, and business type change date.

View Transaction Status Information – View information on the status of the transaction (i.e., RD codes used to update the transaction, document number, warrant number, etc.).

View Transaction Addenda Information – View vendor supplied transaction information (i.e., ticket number, rental agreement number, passenger name, departure date, etc.).

View Pending Credit Transactions – View pending credit transactions that have not yet been applied to the daily electronic payment to the card provider bank.

PROCEDURES

I. Search and select a vendor number (PVN) / view vendor detail.

AutoPay system-fills the PVN (pay vendor number) field whenever possible by comparing bank supplied information (merchant name, merchant category code, and merchant tax identification number) with AKSAS vendor detail information.

When the PVN field is not populated or is incorrectly populated, a single Vendor Index Record or a list of Vendor Index Records from which a single PVN can be selected can be accessed. Information (address, active indicator, EDI indicator) displays to help identify the appropriate PVN to select for the transaction. If a PVN has not previously been used for this merchant name, the message NO VENDORS FOUND FOR SEARCH CRITERIA displays and the PVN must be added manually to the transaction.

A. From the Billing Transaction Reconciliation screen, access the vendor inquiry results window.

1. Tab to the **PVN Reference Number** field, enter the **vendor name**, and press **<PF12-HELP>**. You can enter a partial vendor name followed by an asterisk (*) to obtain a list of possible vendors.

B. Select the appropriate vendor record.

1. If the message NO VENDORS FOUND FOR SEARCH CRITERIA displays, complete the following:
 - a. Search for a vendor record on the Vendor Masterfile. Refer to *Section 10: Vendors, Vendor Search* for more information and procedures. Enter the PVN from the vendor record in the PVN Reference Number field.
 - b. If the vendor record does **not** exist, add a vendor record to the Vendor Masterfile. Refer to *Section 10: Vendors, Add Vendor* for more information and procedures. After the vendor record processes, enter the PVN from the vendor record in the PVN Reference Number field.
2. If a list of vendor records displays, select the appropriate vendor record.
 - a. To view detail information, enter the selection number of a vendor record in the **SELECTION NUMBER** field and press **<PF5-DETAIL>**.
 - b. To select a vendor record, enter the selection number of a vendor record in the **SELECTION NUMBER** field and press **<Enter>**.

Select Vendor From List Window										
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1 -5										
2 584.69	11 1651001_ 72111 11									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---										
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WINDOW ACCESS

Use the Select Vendor From List window to review and select a PVN number to display on the Billing Transaction Reconciliation screen PVN Reference Number field.

1. At the Billing Transaction Reconciliation screen, tab to the **PVN Reference Number** field.
2. Enter a vendor name.
3. Press <PF12-HELP> to display the Select Vendor From List window.

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Select Vendor From List Field Entry Table	
Field Name	Description
ENTRY FIELDS	
SELECTION NUMBER	To select the vendor record - Enter the line number immediately preceding the PVN and press <Enter>. To view detail for the vendor record – Enter the line number immediately preceding the PVN and press <PF5-DETAIL>.
DISPLAY FIELDS	
SEARCH WORD(S)	Displays the search criteria entered on the Billing Transaction Reconciliation screen.
MATCHES FOUND	The number of vendor records resulting from the search. The information displayed for each vendor record includes the following: PVN The Pay Vendor Number for the vendor record. Active? Y Yes. The vendor record is available for processing transactions. N No. The vendor record is not available for processing transactions. EDI? Y Yes. The vendor can receive payments through EDI. N No. The vendor cannot receive payments through EDI. Vendor Name The vendor name used by the vendor to report taxes to the Internal Revenue Service. Vendor Address The Doing Business As (DBA) name for a vendor doing business under another name and the vendor's payment mailing address.

Select Vendor From List Function Keys	
Function Key	Description
ENTER-SELECT	If a value is entered in the SELECTION NUMBER field, populates the REFERENCE NUMBER field on Reference Line 1 with the AKSAS PVN selected. If the SELECTION NUMBER field is blank, removes the window.
PF2-PGUP PF3-PGDN	If the number of PVNs is more than can be displayed on one window, PF2 scrolls up and PF3 scrolls down through the listing.
PF5-DETAIL	Displays the Vendor Detail window, showing the name, descriptions, address, tax ID number, and 1099 reportable status for the PVN selected.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Vendor Detail Field Table	
Field Name	Description
VENDOR NUMBER	Identifying number for a vendor or customer of the state.
STATUS	Indicates whether the vendor record is available for use with warrants. A Active. The vendor number is available for use. I Inactive. The vendor number is not available for use.
SHORT DESC	The first 20 characters of a vendor name.
LONG DESC	Up to 120 characters of additional information about the vendor.
NAME / ADDRESS	The vendor name, up to 35 characters, as it displays on a warrant.
CITY / STATE / ZIP	The city, state, and zip code as it displays on a warrant.
TAX OR EMP NUMBER	The Social Security Number (SSN) or Employer Identification Number (EIN) assigned to the vendor by the Internal Revenue Service, or the employee identification number (EMP) assigned to a state employee.
1099 REPORTABLE	Indicates whether the vendor is subject to 1099 tax reporting. N No, this vendor is not 1099 reportable. Y Yes, this vendor is 1099 reportable.
EDI STATUS	NOT VALID FOR AUTOPAY. Indicates whether the vendor is eligible to receive payments by EDI. EDI Capable Payments to the vendor can be made by EDI. EDI Required Payments to the vendor must be made by EDI. Not EDI Capable Payments to the vendor cannot be made by EDI.
EDI REF (S)	NOT VALID FOR AUTOPAY. The reference included on all EDI warrants is GEN (Generic EDI Reference).
MULTIPLE ADDENDA	NOT VALID FOR AUTOPAY. Indicates whether the vendor can receive multiple addenda records. N No, this vendor cannot receive multiple addenda records. Y Yes, this vendor can receive multiple vendor records.

Vendor Detail Function Keys	
Function Key	Description
ENTER	Removes the window.

I. Search and select an employee (EMP) number / view employee detail.

The employee number is a system-filled reference for travel transactions. The employee number reference can be used to group transactions by employee number to facilitate transaction reconciliation and vouchering. The employee number reference also facilitates warrant inquiry by employee number.

***NOTE:** You can manually add the reference type EMP and the associated employee number to any transaction in AutoPay. Adding an employee number is beneficial when you need to associate non-travel transactions with travel transactions.*

To system-fill the EMP (employee number) reference type and employee number on transactions, the EMP Ref(erence) Indic(ator) field on the Billing Hierarchy Range Maintenance screen for this hierarchy range must be Y.

The EMP reference number field is system-filled if:

1. the transaction has been charged/credited to a corporate card and the card has been associated with an employee number on the Organizational Directory File (ODF),
2. the traveler name has been passed in the addenda record and the name has previously been associated with an employee number within AutoPay, or
3. 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 can be used when an employee number does not exist (i.e., client travel, new employee, etc.).

If an agency-default employee number has not been set up, and the employee number cannot be determined in bullet 1 or 2 above, the EMP Reference Number field will be blank.

When you place your cursor in the EMP Reference Number field and press PF12-HELP, three types of information may display, depending on the value in the EMP Reference Number field.

- If the EMP Reference Number field is populated with an employee number, pressing PF12 displays employee information from the ODF. Refer to Step II.A.
 - If you enter the last name or a portion of the last name followed by an asterisk (*) in the EMP Reference Number field, pressing PF12 displays a list of employees that match the name entered. You can select the correct employee from the list. Refer to Step II.B.
 - If the EMP Reference Number field is blank, pressing PF12 displays a list of employees in the organizational unit associated with the hierarchy range. You can select the correct employee from the list or enter a new organizational unit to display a new list of employees. Refer to Step II.C.
- A. From the Billing Transaction Reconciliation screen, access the **DISPLAY EMPLOYEE DETAIL** window.
 1. Tab to the populated **EMP Reference Number** field and press <PF12-HELP>.
 - B. From the Billing Transaction Reconciliation screen, access the **SELECT EMPLOYEE NUMBER** window.

SECTION 16: AUTOPAY, SPECIAL FEATURES

1. Tab to the **EMP Reference Number** field and enter the last name, or a portion of the last name followed by an asterisk (*) and press <PF12-HELP>. Employees with last names matching the value entered display.
 2. Enter the selection number for the Employee Number/Name in the Enter Selection Number field and press <Enter>.ol style="list-style-type: none;"> - a. To view detail information, enter the selection number of an employee record in the **ENTER SELECTION NUMBER** field and press <PF5-DTL>.
 - b. To view other Employee Numbers/Names that match the entered value, press <PF2-PGUP> or <PF3-PGDN>.
- C. From the Billing Transaction Reconciliation screen, access the **SELECT EMPLOYEE NUMBER** window.
1. Tab to the blank **EMP Reference Number** field and press <PF12-HELP>. Employees for this hierarchy display.
 2. Enter the selection number for the Employee Number/Name in the Enter Selection Number field and press <Enter>.ol style="list-style-type: none;"> - a. To view detail information, enter the selection number of an employee record in the **ENTER SELECTION NUMBER** field and press <PF5-DTL>.
 - b. To view other Employee Numbers/Names for this organizational unit, press <PF2-PGUP> or <PF3-PGDN>.
 - c. To view Employee Numbers/Names for a different organizational unit, press <PF6-REPOS>. The **ENTER NEW CRITERIA** window displays. Enter new criteria and press <Enter> to display employees in the selected organizational units.

***NOTE:** If a field is blank, no organizational unit for that level is selected. If the field contains an asterisk (*), all organizational units for that level are selected. If the field contains a number, the organizational unit associated with the number is selected.*

Display Employee Detail Window	
Billing Transaction Reconciliation	
Status: - NOT RECONCILED	Chrg To Hier: 01110 Acct [REDACTED]
	Bill Cycle End Date 06/27/11
Trxn Amount	DISPLAY EMPLOYEE DETAIL
Merchant Name	

Source RD Cod	LDAP ID: CASHAKESPEARE Employee Num: 105419
Ref Type Re	Name: CHERYL A SHAKESPEARE
1 PVN ALASK	Dept: 02 - ADMINISTRATION
2 EMP 10541	OU1: 40 - FINANCE
3 TKT 00621	OU2: 06 - SYSTEMS ADMINISTRATION
4 CBN	OU3: -
5 MCC 3058_	
6 OCD	PCN: 024075 Barg Unit: SS Contact Code: 0240A
7 BIL 01110	Title: ACCOUNTANT V Route Code: 02014006
8 _____	Phone: (907)465-2299 FAX: (907)465-3798
9 _____	
Fin Amount	Email Address-----
1 -584.69__	CHERYL.SHAKESPEARE@ALASKA.GOV
2 584.69__	
Enter-PF1---PF	Enter=CONT
UPDAT QUIT	

WINDOW ACCESS

Use the Display Employee Detail window to view employee information for the employee number listed in the EMP Reference Number field.

1. At the Billing Transaction Reconciliation window, place the cursor on the **EMP Reference Number**.
2. Press <PF12-HELP> to display the Display Employee Detail window.

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Display Employee Detail Field Table	
Field Name	Description
LDAP ID	Logon ID assigned by Enterprise Technology Services that allows access to applications for the state (i.e., computers, email, calendars, etc.).
EMPLOYEE NUM	Unique 6-digit number assigned to each state employee.
NAME	Employee's common name associated with the employee number.
DEPT	The name/number of the department for which the employee works.
OU1	The first organizational unit within the department for which the employee works (i.e., division, region, etc.).
OU2	The second organizational unit within the department for which the employee works (i.e., division, region, section, etc.).
OU3	The third organizational unit within the department for which the employee works (i.e., region, section, location, etc.).
PCN	The Position Control Number assigned to the employee's position.
BARG UNIT	The bargaining unit assigned to the employee (i.e., GP, SS, XE, etc.).
CONTACT CODE	The code used to identify the employee's work address.
TITLE	The job title assigned to the employee's PCN.
ROUTE CODE	The code used to route documents to the employee's business address.
PHONE	The employee's business phone number.
FAX	The employee's business fax number.
EMAIL ADDRESS	The employee's business email address.

Display Employee Detail Function Keys	
Function Key	Description
ENTER	Removes the window.

Billing Status:		SELECT EMPLOYEE NUMBER		
Trxn A		HLP: EMP Reference - Employee Number Selection List		
Merchant		Sel Criteria - Last Name: SEA*		
Source R		Sel Num	Emp Num	Name
Ref Type		---	-----	-----
1	PVN	1	270508	SEAGREN JOHN R
2	EMP	2	303256	SEAL RICHARD PAUL
3	TKT	3	290809	SEAMANDS JOHN L
4	CBN	4	285269	SEAMOUNT DAN T
5	MCC	5	301418	SEARCY RONALD A
6	OCD	6	268105	SEARLES STEVEN P
7	BIL	7	282622	SEARS ANNE M
8	---	8	297038	SEARS CHARLES
9	---	Enter selection Number: __		
Fin Am	Enter=SLCT PF1=QUIT PF2/3=PGUP/DN PF5=DTL PF6=REPOS			
1	-584.			
2	584.69	11	1651001	72111 11
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
UPDAT QUIT BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP				

WINDOW ACCESS

Use the Select Employee Number window to select an employee from a list of employees with the last name matching the information entered in the EMP Reference Number field.

1. At the Billing Transaction Reconciliation window, enter a **last name or partial last name followed by an asterisk (*)**.
2. With the cursor on the EMP Reference Number field, press **<PF12-HELP>** to display the Select Employee Number window.

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Select Employee Number Field Entry Table	
Field Name	Description
ENTRY FIELDS	
ENTER SELECTION NUMBER	To select an employee name/number to display on the Billing Transaction Reconciliation screen, enter the Selection Number (Sel Num) of the employee in the ENTER SELECTION NUMBER field and press <Enter>. To view the Employee Detail for the employee name/number, enter the Selection Number (Sel Num) of the employee in the ENTER SELECTION NUMBER field and press <PF5-DTL>.
DISPLAY FIELDS	
SEL CRITERIA – LAST NAME	Selection Criteria. Displays the name or partial name entered in the EMP Reference Number field on the Billing Transaction Reconciliation screen.
SEL NUM	Selection Number. The line number of the employee name/number.
EMPL NUM	The unique 6-digit number assigned to this employee name.
NAME	The common name of employees whose last name matches the selection criteria.

Select Employee Number Function Keys	
Function Key	Description
ENTER=SLCT	Removes the window and displays the selected employee number in the EMP Reference Number field.
PF1=QUIT	Removes the window and returns to the Billing Transaction Reconciliation screen without displaying an employee number in the EMP Reference Number field.
PF2=PGUP PF3=PGDN	If the list of employee names/numbers is more than can be displayed on one screen, PF2 scrolls up and PF3 scrolls down through the listing.
PF5=DTL	Removes the window and displays the employee detail for the employee number selected.
PF6=REPOS	Displays the ENTER NEW CRITERIA window.

Select Employee Number Window	
SELECT EMPLOYEE NUMBER	
Billing Status:	HLP: EMP Reference - Employee Number Selection List
Trxn A Merchant	Sel Criteria - Dept: 02 OU1: 40 OU2: ALL OU3: ALL

Source R	
Ref Type	
1 PVN	1 316193 ADAM G PRAX
2 EMP	2 277674 AMANDA S WEBB
3 CBN	3 101325 CHRISTOPHER BROWN
4 MCC	4 207840 COLLEEN CAMPBELL
5 OCD	5 980008 FIN FINANCE DOA
6 BIL	6 308962 ERIK D ANDERSON
7 ___	7 307146 KATHLEEN R ADAIR
8 ___	8 300610 LEHEA M BENNER
9 ___	
Fin Am	Enter selection Number: ___
1 -655.	Enter=SLCT PF1=QUIT PF2/3=PGUP/DN PF5=DTL PF6=REPOS
2	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
UPDAT QUIT BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP	

WINDOW ACCESS

Use the Select Employee Number window to select an employee from a list of employees for the organizational unit displayed in the Selection Criteria fields.

1. At the Billing Transaction Reconciliation window, place the cursor on a **blank EMP Reference Number** field.
2. Press <PF12-HELP> to display the Select Employee Number window.

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Select Employee Number Field Entry Table	
Field Name	Description
ENTRY FIELDS	
ENTER SELECTION NUMBER	To select an employee name/number, enter the Selection Number (Sel Num) of the employee in the ENTER SELECTION NUMBER field and press <Enter>. The Billing Transaction Reconciliation screen displays.
DISPLAY FIELDS	
SEL CRITERIA – Dept OU1 OU2 OU3	Displays the organizational units for the list of employees. Dept Two-digit number that identifies the department OU1 First organizational unit, usually division or region OU2 Second organizational unit, usually division, region, or section OU3 Third organizational unit, usually section or location
SEL NUM	Selection Number. The line number of the employee name/number.
EMPL NUM	The unique 6-digit number assigned to the employees.
NAME	The common name of employees associated with the organizational units displayed in the selection criteria.

Select Employee Number Function Keys	
Function Key	Description
ENTER=SLCT	Removes the window and displays the selected employee number in the EMP Reference Number field.
PF1=QUIT	Removes the window and returns to the Billing Transaction Reconciliation screen without displaying an employee number in the EMP Reference Number field.
PF2=PGUP PF3=PGDN	If the list of employee names/numbers is more than can be displayed on one screen, PF2 scrolls up and PF3 scrolls down through the listing.
PF5=DTL	Removes the window and displays the employee detail for the employee number selected.
PF6=REPOS	Displays the ENTER NEW CRITERIA window.

Enter New Criteria Window	
Billing Status:	SELECT EMPLOYEE NUMBER
	HLP: EMP Reference - Employee Number Selection List Sel Criteria - Dept: 02 OU1: 40 OU2: ALL OU3: ALL
	ENTER NEW CRITERIA
	<div style="border: 1px solid black; padding: 5px;"> Last Name: _____ -OR- Dept Num: 02 OU1 Num: 40 OU2 Num: *_ OU3 Num: *_ ENTER=CONT PF1=QUIT </div>
9 _____ Fin Am 1 -655. 2 _____	Enter Selection Number: ____ Enter=SLCT PF1=QUIT PF2/3=PGUP/DN PF5=DTL PF6=REPOS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- UPDAT QUIT BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP	

WINDOW ACCESS

Use the Enter New Criteria window to enter new criteria for generating a list of employees from which you can select one employee to add to the EMP Reference Number field on the Billing Transaction Reconciliation screen.

1. At the Select Employee Number window, press <PF6=REPOS>.

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Enter New Criteria Field Entry Table	
Field Name	Description
ENTRY FIELDS	
Last Name	Enter the last name or partial last name with an asterisk (*) to display employee numbers for employee names that match the search criteria.
Dept Num	Enter the two-digit number that identifies the department (i.e., 01 Governor's Office, 02 Administration, etc.).
OU1 Num	Enter the two-digit number that identifies the first organizational unit. This is usually a number that identifies a division or region. OR Enter an asterisk (*) to display employees in all organizational units pointing to the department number. OR Leave the field blank to only display employees pointing to the department number level.
OU2 Num	Enter the two-digit number that identifies the second organizational unit. This is usually a number that identifies a division, region, or section. OR Enter an asterisk (*) to display employees in all organizational units pointing to the last level at which selection criteria was entered. OR Leave the field blank to only display employees pointing to the last level at which selection criteria was entered.
OU3 Num	Enter the two-digit number that identifies the third organizational unit. This is usually a number that identifies a section or location. OR Enter an asterisk (*) to display employees in all organizational units pointing to the last level at which selection criteria was entered. OR Leave the field blank to only display employees pointing to the last level at which selection criteria was entered.

Enter New Criteria Function Keys	
Function Key	Description
ENTER=CONT	Removes the window and displays the Select Employee Number window with a list of employees for the selection criteria entered.
PF1=QUIT	Removes the window and returns to the Select Employee Number window without changing the selection criteria.

III. Copy financial line 1.

Financial line 1 can be copied as an offsetting entry to financial line 2. The amount field and all financial coding fields except the account code are copied. If line 1 is a debit line, line 2 becomes a credit line. If line 1 is a credit line, line 2 becomes a debit line. On financial line 2, the cursor moves from the amount field to the account code field to facilitate the entry of an account code.

- A. From the Billing Transaction Reconciliation screen, tab to the **financial line 2 AMOUNT** field.
- B. Press <PF18-CPYF> (Shift-PF6) to copy financial line 1 to financial line 2.
- C. Enter an appropriate **account code** in the financial line 2 ACCT field.

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Billing Transaction Reconciliation Screen - Copy Financial Line 1
Billing Transaction Reconciliation          Chrg To Hier: 02401 Acct [redacted]
Status: - NOT RECONCILED                  Bill Cycle End Date 05/25/11

Trxn Amount:          81.27  Trxn Date: 05/23/11  Post Date: 05/25/11
Merchant Name: OFFICE PLUS OF ALASKA      MCC: 5044    Mrch TIN: [redacted]
-----
Source RD Code: _____ Fiscal Period Code: C
Ref Type  Reference Number      Amount      Date      Comments(truncated)
1 PVN  OFP00116_____  81.27_____  5_ 23 2011  OFFICE PLUS_____
2 MCC  5044_____      81.27_____  5_ 23 2011  OFFICE PLUS OF ALASK
3 CBN  _____      81.27_____  5_ 25 2011  DOA DOF PURCHASING__
4 OCD  _____      81.27_____  5_ 25 2011  BENNER, LEHEA M_____
5 BIL  02401_____     81.27_____  5_ 25 2011  02401_____
6 _____             _____     _____   _____   _____
7 _____             _____     _____   _____   _____
8 _____             _____     _____   _____   _____
9 _____             _____     _____   _____   _____
-----
Fin      Amount      SY      CC      Pgm      LC      Acct  FY Type Num Line FLI
1  -81.27_____  11  2400210_  _____  _____  73899  11  _____  _____  _____
2  81.27_____   _____  2400210_  _____  _____  _____  _____  _____  _____  _____
-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP
    
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IV. Save transaction data.

Up to ten templates can be saved and used to populate data fields on Billing Transaction Reconciliation screens. Each template may contain a Source RD Code, up to nine lines of reference data, and up to eight lines of financial data. Information on each template can be filled in by (1) copying the Source RD Code, reference lines and financial lines from an existing Billing Transaction Reconciliation screen that has fields filled in or (2) entering the data manually.

The financial lines can include SY, CC, PGM, LC, ACCT and FY or open item type, number and line number. The amounts can be added manually to the Amount field on the Billing Transaction Reconciliation screen, or can be allocated by percentage using the Pct% field on the Saved Transaction Data window.

All fields on the Saved Transaction Data window are optional. For example, the financial line is not required to have a set-up year, collocation code, account code, and federal fiscal year. The only requirement on this window is that the sum of the percent fields must equal 100 percent.

The templates are connected to the Input RD code and can be retrieved to populate any transaction each time the user signs on to AKSAS with the Input RD code. The previously selected template information will be retrieved for use until the user selects a different template.

- To manually enter data on the Saved Transaction Data window, go to Step A.
- To populate the fields on the Saved Transaction Data window with data from the Billing Transaction Reconciliation screen, go to Step B.
- To remove data from all fields on the Saved Transaction Data window before entering new data, go to Step C.

A. Manually enter data on the Saved Transaction Data window.

1. From the Billing Transaction Reconciliation screen, press <PF10-SAVSD> to display the SAVED TRANSACTION DATA window.
2. Enter a template sel(ection) num(ber) in the **Selection** field and press <PF3-VIEW/UPDT>.
3. Enter data in the fields that you want to copy to one or more transactions. All fields are optional.
 - a. Enter a **description** of the template. This field will not be copied to the transaction, but is used to identify the template.
 - b. Enter a **Source RD Code** authorized to process an AKSAS 310-55 transaction.
 - c. Enter reference information as follows:

TYPE – Enter a valid reference type(s) for an EP (electronic payment) warrant.

***NOTE:** To display a list of valid 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 EP and press <Enter>.*

REFERENCE NUMBER – Enter an identifier associated with the reference TYPE.

AMOUNT - Enter the dollar amount associated with the reference TYPE.

SECTION 16: AUTOPAY, SPECIAL FEATURES

DATE - Enter the date associated with the reference TYPE as **MM DD CCYY**.

COMMENTS - Enter additional descriptive information for the reference line.

***NOTE:** Only three reference lines display on the initial Saved Transaction Data screen. To display reference lines four through six, press <PF7=REFS>. To display reference lines seven through nine, press <PF7=REFS> again. To redisplay reference lines one through three, press <PF7=REFS> again.*

- d. Enter financial coding as follows:

SY - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.

CC - Enter an eight-digit collocation code for this financial line.

PGM - Enter a five-digit program code for this financial line.

LC - Enter an eight-digit ledger for this financial line.

ACCT - Enter a five-digit account for this financial line. Refer to the *AKSAS Handy Guide* for valid accounts associated with a 310-55 transaction.

FY - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter a two-digit federal fiscal year.

***NOTE:** Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the Open Item fields (Type, Num, Line) are used. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.*

TYPE - Enter **EN** (Encumbered Expenditure) to liquidate an encumbered expenditure with this financial line.

NUM - Enter the open item number to be liquidated by this financial line.

LINE - 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.

PCT% - Enter the percentage or portion of the total amount to be distributed to or liquidated from this financial line. The total of all PCT% fields entered must equal 100.

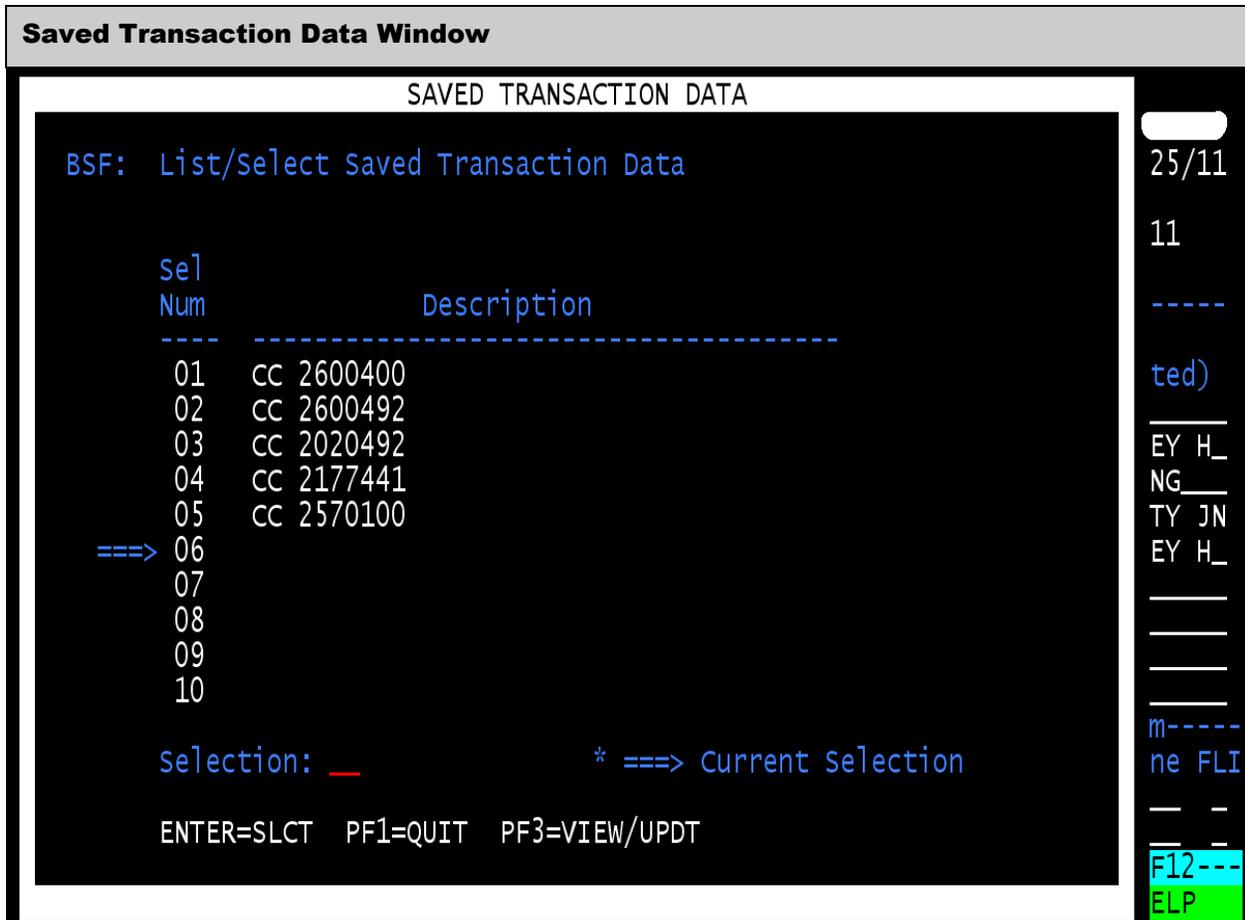
***NOTE:** The Pct% field can be used with either the financial coding (SY, CC, PGM, LC, ACCT, FY) or the Open Item fields (Type, Num, Line).*

***NOTE:** Only four financial lines display on the initial Saved Transaction Data screen. To display financial lines five through eight, press <PF6=FINS>. To redisplay financial lines one through four, press <PF6=FINS> again.*

4. Press <**Enter**> to update/save the transaction data.

SECTION 16: AUTOPAY, SPECIAL FEATURES

- B. To save transaction data from the Billing Transaction Reconciliation screen to the Saved Transaction Data screen, complete the following:
1. Enter data on the Billing Transaction Reconciliation screen.
 2. Press **<Enter>** to display the Online Created Errors screen.
 3. Press **<FP5-BASE>** to redisplay the Billing Transaction Reconciliation screen.
 4. Press **<PF10-SAVSD>** to display the Saved Transaction Data screen.
 5. Enter a template sel(ection) num(ber) in the **Selection** field and press **<PF3-VIEW/UPDT>**.
 6. Enter a **description** of the template. This field will not be copied to the transaction, but is used to identify the template.
 7. Press **<PF8-TRXN>** to copy the data from the Billing Transaction Reconciliation screen to the Saved Transaction Data screen.
 8. Press **<Enter>** to update/save the transaction data.
- C. To remove data from all fields before entering new data, press **<PF11=CLR>**.



WINDOW ACCESS

Use the Saved Transaction Data, List/Select Saved Transaction Data window to select a template (1) to modify, or (2) to use to populate data on any Billing Transaction Reconciliation screen.

1. At the Billing Transaction Reconciliation screen, press <PF10-SAVSD> to display the Saved Transaction Data, List/Select Saved Transaction Data window.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Saved Transaction Data Field Entry Table	
ENTRY FIELDS	
SELECTION	To select a template, enter the Selection Number (Sel Num) of the template in the SELECTION field. <ul style="list-style-type: none"> • Press <Enter= SLCT> to select the template (the arrow will move and point to the selected template). • Press <PF3=VIEW/UPDT> to modify the template.
DISPLAY FIELDS	
SEL NUM	Selection Number. Identifies the template that will be updated or used to populate information on the Billing Transaction Reconciliation window.
DESCRIPTION	Used to identify the template. The description can be changed by entering the selection number in the Selection field, pressing PF3=VIEW/UPDT, and modifying the Desc(ription) field.

Saved Transaction Data Function Keys	
Function Key	Description
ENTER=SLCT	Moves the arrow to the template that is being selected. The arrow indicates the current selection of the template that will be used to populate data on the Billing Transaction Reconciliation screen or that will be viewed/updated.
PF1=QUIT	Returns to the Billing Transaction Reconciliation screen from where the template information can be retrieved to populate the data fields by pressing <PF8=SAVSD>.
PF3=VIEW/UPDT	Displays the Display/Update Saved Transaction Data window where the template information can be viewed and updated.

Saved Transaction Data Window

SAVED TRANSACTION DATA

BSF: Display/Update Saved Transaction Data 27/11
 TRANSACTION DATA SAVED 11
 Saved Data Num: 01 Desc: CC 2600400 548
 Source RD Code: 110__ -----

Ref	Type	Reference Number	Amount	Date						

1	TA_	_____	_____	_____						
	Comment: _____									
2	_____	_____	_____	_____						
	Comment: _____									
3	_____	_____	_____	_____						
	Comment: _____									
---Open Item---										
	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	Pct%
1	_____	2600400_	_____	_____	72111	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

ENTER=UPDT PF1=QUIT PF6=FINS PF7=REFS PF8=TRXN PF11=CLR

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ELP

WINDOW ACCESS

Use the Saved Transaction Data, Display/Update Saved Transaction Data window to enter and save transaction data used to populate fields on any Billing Transaction Reconciliation screen.

1. At the Save Transaction Data, List/Select Saved Transaction Data window, enter the Sel(ection) Num(ber) of the template in the **Selection** field and press <PF3=VIEW/UPDT> to display the Saved Transaction Data, Display/Update Saved Transaction Data window.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Saved Transaction Data Field Entry Table		
Field Name	Field Value	Comments
SAVED DATA NUM	DISPLAY ONLY	Identifies the number of the template being viewed/updated.
DESC	OPTIONAL Enter an identifying description for this template.	Identifies the template.
SOURCE RD CODE	OPTIONAL, on this window. If the default RD code is not authorized to record 310-55 transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
REF	DISPLAY ONLY	Reference line number.
TYPE	OPTIONAL Enter a valid reference type for reporting purposes, if desired.	Identifies a reporting reference, such as grant number, job number, or user defined reference. For a list of valid 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 EP and press <Enter>.
REFERENCE NUMBER	OPTIONAL, on this window. Enter an identifier, up to 22 alphanumeric characters, associated with the reference TYPE.	The identifier associated with the reference TYPE.
AMOUNT	OPTIONAL, on this window. Enter the dollar amount associated with the reference TYPE. Up to 11 digits (9 to the left of the decimal, 2 to the right).	Dollar amount associated with the reference line.
DATE	OPTIONAL, on this window. Enter a date associated with the reference TYPE as MM DD CCYY .	Date associated with the reference TYPE.
COMMENT	OPTIONAL Enter additional descriptive information, up to 30 characters, for the reference.	Additional descriptive information for the reference such as grant name or description of the purchased product or service.
SY	OPTIONAL, on this window. 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	OPTIONAL, on this window. 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 Enter a 5-digit program code for this financial line.	Identifies the external program for this financial line.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Saved Transaction Data Field Entry Table		
Field Name	Field Value	Comments
LC	OPTIONAL Enter an 8-digit ledger code for this financial line.	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	OPTIONAL, on this window. Enter the 5-digit account for the AMOUNT entered. Refer to the <i>AKSAS Handy Guide</i> for valid accounts associated with a 310-55 transaction.	Identifies the account to which this financial line will be recorded.
FY	OPTIONAL, on this window. 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.
<p>Open Item Fields - Enter data in the OPEN ITEM fields if the transaction liquidates an open item. When the 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 Section 4: Financial Transactions & Batch Processing.</p> <p>Do not enter financial coding (SY, CC, PGM, LC, ACCT, and 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.</p>		
TYPE	OPTIONAL, on this window. Enter EN to liquidate an encumbered expenditure open item with this financial line.	Identifies the type of open item to be liquidated by this financial line.
NUM	OPTIONAL, on this window. Enter the 7-digit open item number of the open item to be liquidated by this financial line.	Identifies the specific open item to be liquidated by this financial line.
LINE	OPTIONAL, on this window. 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.	Identifies the financial line number being liquidated.
Pct%	OPTIONAL Enter the percentage of the total transaction amount to be allocated to this financial line. The total of all percents entered on the Saved Transaction Data screen must equal 100.	Identifies the percentage of the total transaction amount to be allocated to this financial line.

Saved Transaction Data Function Keys	
Function Key	Description
ENTER=UPDT	Saves information displayed on the Saved Transaction Data, Display /Update Saved Transaction Data window.
PF1=QUIT	Returns to the Saved Transaction Data, List/Select Saved Transaction Data window without saving information displayed on the Saved Transaction Data, Display /Update Saved Transaction Data window.
PF6=FINS	Displays the next four financial lines. If lines one through four display, pressing <PF6> displays financial lines five through eight. If financial lines five through eight display, pressing <PF6> displays financial lines one through four.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Saved Transaction Data Function Keys	
Function Key	Description
PF7=REFS	Displays the next three reference lines. If lines one through three display, pressing <PF7> displays reference lines four through six. If reference lines four through six display, pressing <PF7> displays reference lines seven through nine. If reference lines seven through nine display, pressing <PF7> displays reference lines one through three.
PF8-TRXN	Populates the financial lines on the Saved Transaction Data, Display /Update Saved Transaction Data window with the financial information entered on the Billing Transaction Reconciliation screen.
PF11=CLR	Clears all fields on the Saved Transaction Data, Display /Update Saved Transaction Data window.

V. **Use saved transaction data.**

The transaction data saved on the Saved Transaction Data window can be retrieved to populate fields on any Billing Transaction Reconciliation screen.

- A. From the Billing Transaction Reconciliation screen, press **<PF10-SAVSD>** to select a template to use. To select a template, enter the Sel(ection) Num(ber) of the desired template in the **Selection** field and press **<ENTER-SLCT>**. Press **<PF1-QUIT>** to return to the Billing Transaction Reconciliation screen.
- B. From the Billing Transaction Reconciliation screen, press **<PF8-GETSD>** to populate the Source RD Code, reference fields, and / or financial fields with the data from the Saved Transaction Data window.

***NOTE:** If the fields on the Billing Transaction Reconciliation are populated, and you press PF8 to populate the fields with saved transaction data, a warning message displays - THE EXISTING FINANCIAL DISTRIBUTION AND REFERENCE LINES WILL BE OVERWRITTEN. PRESS <ENTER> TO CONTINUE OR PF1 TO CANCEL.*

VI. Filter transactions.

The default view for the Billing Transaction Selection List screen is to display all transactions for the account selected, regardless of their status (reconciled, vouchered, or processed). The transactions can be limited (filtered) based on the type of work to be done (reconciling, vouchering, processing, or reviewing). Filtering transactions reduces the need to scroll through multiple screens.

Transactions are filtered for viewing based on the value (Y/N) in the RECON, VCHRED, and PRCSDD columns on the Billing Transaction Selection List screen. When working in a filtered view, actions taken on a listed transaction (reconciling or vouchering) change the status of that transaction causing the transaction to be removed from the filtered view.

The view remains filtered until the default view is restored by selecting 0-All in the Select Filter Level window, or until you return to the Bill To or Charge To Account Selection List screen.

- A. From the TX: Billing Transaction Selection List screen, press **<PF23-SHOW>** (Shift-PF11) to display the Select Filter Level window.
- B. Enter a filter level in the **Select Filter Level** field. Valid filter levels are:
 - 1** – TO BE RECONCILED
 - 2** – TO BE VOUCHERED
 - 3** – TO BE PROCESSED
 - 4** – COMPLETED
 - 0** – ALL
- C. Press **<Enter>** to display the filtered view of transactions.

Select Filter Level Entry Window							
TX: Billing Transaction Selection List							
Bill To Hier	01120	Acct	_____	Amount	4,967.73		
Chrg To Hier	01120	Acct	_____	Amount	790.79		
		Name	HOOLEY, JASON M				
Selection Number==> _____			Bill Cycle End Date 05/25/11				
Seq Num	Trxn Date	Post Date	Merchant Name	Amount	Recon (Y/N)	Vchred (Y/N)	Prccsd (Y/N)
1	05/20/11	05/23/11	AGENT FEE	8			
2	05/22/11	05/24/11	BUDGET RENT A				
3	05/22/11	05/24/11	BUDGET RENT A				
4	05/22/11	05/24/11	HOLIDAY STNST				
5	05/22/11	05/24/11	RPS JUNEAU				
6	05/23/11	05/24/11	MARRIOTT HOTE				
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">SELECT FILTER LEVEL</p> <p>SELECT FILTER LEVEL: 0 (0-4)</p> <p>SHOW TRANSACTIONS:</p> <p>1 - TO BE RECONCILED</p> <p>2 - TO BE VOUCHERED</p> <p>3 - TO BE PROCESSED</p> <p>4 - COMPLETED</p> <p>0 - ALL</p> <p style="text-align: center;">PRESS <ENTER> TO CONTINUE.</p> </div>							
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19 CONT							

WINDOW ACCESS

Use the Select Filter Level window to limit the transactions that display based on the type of work to be done.

- At the TX: Billing Transaction Selection List screen, press <PF23-SHOW> (Shift-PF11) to display the Select Filter Level window.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Select Filter Level Field Entry Table	
Field Name	Description
ENTRY FIELDS	
Select Filter Level	<p>Enter the number of the type of transactions to display on the Billing Transaction Selection List screen.</p> <p>Valid numbers are:</p> <ul style="list-style-type: none"> 1 Show transactions that have not been reconciled 2 Show transactions that have not been vouchered 3 Show transactions that have not been processed 4 Show transactions that have processed 0 Show all transactions

Select Filter Level Function Keys	
Function Key	Description
ENTER	Removes the window and displays a list of transactions that match the entered criteria.

VII. Search by Reference.

Transactions can be grouped by hierarchy number, vendor number, employee number (for travel related transactions), TA (travel authorization) number, merchant category or account number to facilitate reconciliation and vouchering. The list of transactions can be further filtered by transaction date.

- A. From the BT: Bill To Account Selection List screen, press <PF5-RIDX> to display the Billing Transaction Reference Index – Selection Menu window.
- B. Enter information in one of the selection fields.
- C. If desired, enter the Begin Trxn (Transaction) Date for the list of transactions

NOTE: Refer to Exhibit 16.A. for a partial list of Merchant Category Codes.

- D. Press <Enter> to display the grouped view of transactions.
- E. To display the traveler name, press <PF11-NAME>. To display the Batch / Seq(ue)nce Num(ber), Vchr (Voucher) RD, and Process Date, press <PF11-NAME> again. To redisplay the account number, transaction date, post date, and merchant name, press <PF11-NAME> again.

TX: Billing Transaction Reference Index – Selection Menu Screen

TX: Billing Transaction Reference Index - Selection Menu

Display Autopay Transactions for the selection:

Hierarchy Number: _____ -OR-

Vendor Number: _____ -OR-

Employee Number: _____ -OR-

Expense Rpt Number: _____ -OR-

TA Number: _____ -OR-

Merchant Category: _____ -OR-

Account Number (last four digits)
OneCard: _____ -OR- CTS: _____

Begin Trxn Date: __ __ __ (optional, mm dd yyyy)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SLCT QUIT PFKYS SAVSD HELP**WINDOW ACCESS**

Use the TX: Billing Transaction Reference Index – Selection Menu window to display a group of transactions by hierarchy number, vendor number, employee number (travel only), TA (travel authorization) number, merchant category (procurement and travel), or by account number.

1. At the BT: Bill To Account Selection List screen, press <PF5-RIDX> to display the TX: Billing Transaction Reference Index – Selection Menu window.

SECTION 16: AUTOPAY, SPECIAL FEATURES

TX: Billing Transaction Reference Index – Selection Menu Field Entry Table	
Field Name	Description
ENTRY FIELDS	
Hierarchy Number	Enter the hierarchy number for the transactions you want to display and press <Enter>.
Vendor Number	Enter the five-character alpha-numeric pay vendor number (PVN) assigned to the vendor for whom you want to display transactions and press <Enter>.
Employee Number	Enter the employee number assigned to the employee in AKPAY for whom you want to display travel transactions and press <Enter>.
TA Number	Enter the TA (Travel Authorization) number for the travel-related transactions you want to display and press <Enter>.
Merchant Category	Enter the four-digit Merchant Category Code (MCC) for the transactions you want to display and press <Enter>.
Account Number	Enter the last four digits of the One Card or CTS account for the transactions you want to display and press <Enter>.
Begin Trxn Date	OPTIONAL. Enter the beginning transaction date for any of the selections entered on this screen and press <Enter>.

TX: Billing Transaction Reference Index – Selection Menu Function Keys	
Function Key	Description
ENTER - SLCT	Removes the window and displays the list of transactions for the entered selection criteria.
PF1 - QUIT	Removes the window and returns to the BT: Bill To Account Selection List screen without displaying a list of transactions.
PF10 - SAVSD	Displays the Saved Transaction Data window from which a template can be selected to populate the transactions.

VIII. View charge account numbers

Charge account numbers on the Billing Transaction Reconciliation screen reference section are blocked from view. The last 10 digits of the account number can be viewed by performing the following steps:

- A. From the Billing Transaction Reconciliation screen, place your cursor on the **blank reference number** field for the CBN, CTA, or OCD reference type.
- B. Press <PF12-HELP> to view the last 10 digits of the account number.

Account Number Window

Billing Transaction Reconciliation C
 Status: - NOT RECONCILED

Trxn Amount: 4.55 Trxn Date: 05
 Merchant Name: TESORO #002 MC

Source RD Code: _____ Fiscal Period Code: C

Ref	Type	Reference Number	Amount	Date	Comments(truncated)
1	PVN	_____	4.55	5_ 19 2011	_____
2	EMP	262598	4.55	5_ 19 2011	LIEBELT, ARNOLD S
3	CBN	_____	4.55	5_ 25 2011	GOV OMB
4	MCC	5542	4.55	5_ 19 2011	TESORO #002
5	OCD	_____	4.55	5_ 25 2011	LIEBELT, ARNOLD S
6	BIL	01150	4.55	5_ 25 2011	01150
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____

Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	FLI
1	-4.55	11	1918120	_____	_____	73899	11	_____	_____	_____	_____
2	4.55	11	1918120	_____	_____	_____	11	_____	_____	_____	_____

ACCOUNT NUMBER

REF: CBN
 ACCT NBR: *****

PRESS <ENTER> TO CONTINUE

-----Open Item-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

UPDAT QUIT BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP

IX. View financial coding detail

Collocation Code, Program Code, Ledger Code and Account Code information is available from the Billing Transaction Reconciliation screen. The detail can be viewed by performing the following steps:

- A. From the Billing Transaction Reconciliation screen, place your cursor on the **Collocation Code (CC)**, **Program Code (Pgm)**, **Ledger Code (LC)** or **Account Code (Acct)** field.
- B. Press <PF12-HELP> to view the detail screen.

Financial Coding Window	
	CC/LC DETAIL
Billin Status	COLLOCATION CODE 02400210 ACTIVE? YES
	COA YEAR 2012
Trxn Mercha	SET-UP YEAR 2011
-----	TYPE NON-PRIMARY
Source Ref Typ	DESCRIPTION SHORT FINANCE
	DESCRIPTION LONG FINANCE
1 PVN	/
2 MCC	/
3 CBN	
4 OCD	REPORTS TO APPROPRIATION: 11725 - FINANCE
5 BIL	REPORTS TO FUND: 11100 - GENERAL FUND
6 ___	REPORTS TO ORGANIZATION: 09100 - DIVISION OF FINANCE
7 ___	REPORTS TO PROGRAM:
8 ___	POSTING? NO
9 ___	ADD PROGRAM ALLOWED? NO
	LC OVERRIDE ALLOWED? YES
Fin	LAPSE COLLOCATION CODE 02400210
1 -81	LAPSE CC SET-UP YEAR 2012
2 81.	
Enter-P	PRESS <ENTER> TO CONTINUE
UPDAT QUIT	BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP

X. View merchant W-9 information

Merchant W-9 information is obtained from the card provider bank and is available for viewing. W-9 information includes legal name, sole prop (proprietor) name, dba (doing business as) name, address, email, TIN (tax identification number), business type, ownership change date and business type change date. The detail can be viewed by performing the following steps:

- A. From the Billing Transaction Reconciliation screen, place your cursor on the **Mrch TIN** field.
- B. Press <PF12-HELP> to view the supplier information screen.

Financial Coding Window

Billing Transaction
Status: - NOT RE

Trxn Amount:
Merchant Name: OFF

Source RD Code: __

Ref Type	Referen
1	PVN OFP00116__
2	MCC 5044_____
3	CBN _____
4	OCD _____
5	BIL 02401_____
6	_____
7	_____
8	_____
9	_____

SUPPLIER INFORMATION

LEGAL NAME: OFFICE PLUS OF ALASK
SOLE PROP NAME:

DBA NAME: OFFICE PLUS OF ALASK
ADDRESS: 5165 GLACIER HWY C
CITY/STATE/ZIP: 907-7902323 AK 998010000

EMAIL ADDRESS:

TIN:

BUSINESS TYPE: 30 -- CORPORATION - CHAPTER S, C
OWNERSHIP CHANGE DATE: 20090923
BUSINESS TYPE CHANGE DATE:

Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	FLI
1	-81.27	11	2400210			73899	11				
2	81.27	11	2400210				11				

-----Open Item-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

UPDAT QUIT BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP

XI. View transaction status information.

The Transaction Status Info window displays status information for a transaction, such as the RD code that last updated the transaction, the date the transaction was processed, and the batch/sequence number of the transaction.

- A. From the Billing Transaction Reconciliation screen, press **<PF22-STAT>** (Shift-PF10) to display the Transaction Status Info window.
- B. View the status information.

Transaction Status Info Window

Billing Transaction Reconciliation Chrg To Hier: 02401 Acct [REDACTED]

TRANSACTION STATUS INFO Cycle End Date 07/25/11
 ate: 07/27/11
 Post Date: 07/11/11
 Mrch TIN: [REDACTED]

CREATE DATE	DATE LAST UPDATE	RD CODE LAST UPDATE
07/15/11	07/27/11	02620

VOUCHER DOCUMENT NUMBER	VOUCHER WARRANT NUMBER	PROCESS DATE	PROCESS DOCUMENT NUMBER
AQ00789380001	02513817	07/28/11	AQ00789380001

PRESS <ENTER> TO CONTINUE.

Comments(truncated)

11 OFFICE PLUS _____

11 OFFICE PLUS OF ALASKA _____

11 DOA DOF PURCHASING _____

11 BENNER, LEHEA M _____

11 02401 _____

___ CUSTOMER # _____

11 _____

___ ADMIN/FINANCE _____

___ _____

-----Open Item-----

Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	FLI
1	-25.77	12	2400210	_____	_____	73899	11	_____	_____	_____	_____
2	25.77	12	2400210	_____	_____	74229	11	_____	_____	_____	_____

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
 CONT PFKYS STAT

WINDOW ACCESS

Use the Transaction Status window to view status information for a transaction.

1. At the Billing Transaction Reconciliation screen press <PF22-STAT> (Shift-PF10) to display the Transaction Status Info window.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Transaction Status Info Window Field Entry Table	
Field Name	Description
CREATE DATE	The date the transaction was loaded into AutoPay.
DATE LAST UPDATE	The date the transaction was last changed. May be the date the transaction was last viewed from a screen that allows updates (if user pressed <Enter> to exit the screen). Will be N/A if no action has been taken on the transaction.
RD CODE LAST UPDATE	Sign-on RD code of the person who last changed or viewed the transaction. Will be N/A if no action has been taken on the transaction.
VOUCHER DOCUMENT NUMBER	Processed document identifier assigned during the vouchering process. Defaults to the batch and sequence number assigned by AKSAS. Will be N/A if the transaction has not been successfully vouchered.
VOUCHER WARRANT NUMBER	System-assigned warrant number 01xxxxxx assigned during the vouchering process. Will be N/A if the transaction has not been successfully vouchered.
PROCESS DATE	The date the transaction processed in AKSAS. Will be N/A if the transaction has not successfully processed in AKSAS.
PROCESS DOCUMENT NUMBER	System-assigned document number assigned during AKSAS processing. Will be N/A if the transaction has not successfully processed in AKSAS. Usually the same as the Voucher Warrant Number.

Transaction Status Info Function Keys	
Function Key	Description
ENTER	Removes the window.

XII. View transaction addenda information.

The Transaction Addenda Info window displays vendor provided information for a transaction. The amount and type of addenda information varies by vendor and Merchant Category Code (MCC). Some vendors do not provide addenda information. The label INFO displays under PF24 on transactions for which addenda information is available.

- A. From the Billing Transaction Reconciliation screen, press <PF24-INFO> (Shift-PF12) to display the Transaction Addenda Info window.
- B. View the addenda information.

Transaction Addenda Info Window											
Billing Transact Status: - NOT		TRANSACTION ADDENDA INFO									
Trxn Amount:		ISSUE DATE:				CARRIER: AS				/25/11	
Merchant Name: A		TRAVEL AGENCY NAME: USTRAVEL				MERCHANT NAME: ALASKA AIR		0277991960917		/11	
-----		PASSENGER NAME: ADAIR/KATHLEEN ROSE				TICKET NUMBER: 0277991960917				-----	
Source RD Code:		DEPARTURE DATE: 09/05/2011				CITY: JNU				ated)	
Ref Type	Refer									S/WA	
1	PVN ALA84921					TAX AMT: 0.00				N R__	
2	EMP 307146					FEE AMT: 0.00				ROSE_	
3	TKT 02779919					TOTAL FARE AMT: 856.86				DUAL_	
4	CBN									779919	
5	MCC 3256									N R__	
6	OCD										
7	BIL 02403										
8											
9											

-----Open Item-----											
Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	
1	-856.86	12	2400292			73899	11				
2											
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--											
UPDAT				CPYF			PFKYS STAT		INFO		

XIII. View pending credit transactions.

When generating daily EDI payment to the bank, one or multiple 310-12 transactions are created by the Division of Finance for each department, depending on the number of addenda records and fiscal period code. The process that builds the 310-12 EDI payment transactions first captures charge information for each account, then applies any credit transactions received by the bank. The dollar amount paid daily to the bank is the total dollar amount of all charge transactions incurred daily minus the credit transactions received daily. Certain situations could result in a negative total dollar amount transmitted to the bank. Since a 310-12 EDI transaction cannot have a negative total dollar amount, credit transactions in AutoPay receive special process handling.

A negative total dollar amount on a 310-12 EDI transaction can be caused by -

- The dollar amount of the credits to be applied to the payment is greater than the total dollar amount of the charge transactions.

For example, on 9/16 the Division of Finance exports all transactions with a bank posting date of 9/15 and prior. A review of the transactions exported shows that the Governor's Office has one charge transaction for \$200.00 and one credit transaction for \$550.00 on the 9/16 export. Division of Finance will generate one 310-12 EDI payment transaction to the bank for \$200.00 and hold the credit transaction as a "Pending Credit." The \$550.00 credit cannot be applied to the 310-12 EDI payment for the Governor's Office because it would result in a negative warrant amount ($200 - 550 = - 350$).

- Multiple 310-12 EDI transactions for a department were created because the number of account references exceeded 180 and the dollar amount of the credits to be applied is greater than the total dollar amount of the charge transactions on the last 310-12 EDI transaction created.

For example, on 9/16 the Division of Finance exports all transactions with a bank posting date of 9/15 and prior. A review of the transactions exported shows that H&SS has 181 charge transactions of \$10.00 each, each to a different account number, and one credit transaction of \$100.00. Division of Finance will generate two 310-12 EDI payment transactions to the bank. The first 310-12 transaction has a full 180 reference lines - one PVN line, two AKSAS generated lines, and 177 lines referencing the account numbers and payments to be applied. The second 310-12 transaction has four reference lines for the remaining account numbers. The total dollar amount of the payment on the second transaction equals \$40.00 (\$10.00 per account). The \$100.00 credit cannot be applied to the 310-12 EDI payment for H&SS because it would result in a negative warrant amount ($40 - 100 = - 60$). The \$100.00 credit will be held as a "Pending Credit."

Pending credits are held until they can be applied to a payment transaction and are applied on a "first-in, first-out" basis (meaning that the oldest transactions are applied first). Pending credit transactions that have not yet been applied to the daily electronic payment can be accessed from the TX: Billing Transaction Selection List screen for a specific Bill To/Charge To account. The screen displays the following text - "Credits Pending (X)" - where X is the number of pending credit transactions, and the label CRDT displays under the PF7 key.

- A. From the TX: Billing Transaction Selection List screen, press <PF7-CRDT> to display the PT: Pending Transaction Selection List screen.
- B. From the PT: Pending Transaction Selection List screen, enter the selection number in the **Selection Number** field and press <Enter>.

SECTION 16: AUTOPAY, SPECIAL FEATURES

C. View the pending credit transaction information.

NOTE: *All fields on the Pending Credit Transaction Display screen are protected. A Pending Credit transaction cannot be reconciled until it has been applied to a daily EDI bank payment.*

PT: Pending Transaction Selection List Screen

PT: Pending Transaction Selection List

Bill To Hier	01200	Acct	55511111	Amount	2 277.94
Chrg To Hier	01210	Acct	00100000	Amount	467.00
		Name	VIOLET KENNETH A		

Selection Number==> _____ Bill Cycle End Date 10/25/11

Sel Num	Trxn Date	Post Date	Merchant Name	Amount	Recon (Y/N)	Vchred (Y/N)	Prcssd (Y/N)
1	09/29/11	10/02/11	GOLDBELT HOTE	-1249.00			

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT QUIT BILL CHRG TRXN PFKYS PDATE NAME HELP

SCREEN ACCESS

Use the PT: Pending Transaction Selection List screen to select a pending credit transaction to view.

1. At the TX: Billing Transaction Selection List screen, press <PF7-CRDT> to view a list of Pending Credit transactions.

NOTE: If a pending credit transaction exists, the TX: Billing Transaction Selection List screen displays the following text - "Credits Pending (X)" - where X is the number of pending credit transactions and the PF7-CRDT key displays. If a pending credit transaction does not exist, the text "Credits Pending (X)" does not display and CRDT does not display under the PF7 key.

SECTION 16: AUTOPAY, SPECIAL FEATURES

PT: Pending Transaction Selection List Field Table	
Field Name	Description
ENTRY FIELDS	
SELECTION NUMBER	To select a pending transaction to view, enter the Selection Number (SEL NUM) of the transaction in the SELECTION NUMBER field and press <Enter>. The Pending Credit Transaction Display screen displays.
DISPLAY FIELDS	
BILL TO HIER	The reporting hierarchy number of the Bill To Account to which the displayed transaction points.
BILL TO ACCT	The last 8 digits of the Account Number that was credited for the displayed credit transaction.
BILL TO AMOUNT	The total dollar amount billed to the Bill To Account during the billing cycle.
CHRG TO HIER	The reporting hierarchy number of the Charge To Account to which the displayed transaction points.
CHARGE TO ACCT	The last 8 digits of the Charge To Account Number to which the transaction was credited.
CHRG TO AMOUNT	The total dollar amount billed to the Charge To account during the billing cycle.
BILL CYCLE END DATE	The Billing Cycle End Date for the Bill To Account. The Billing Cycle End Date is the 25th of a month or the next business day, if the 25 th falls on a weekend or holiday.
SEL NUM	Selection Number. The line number of the transaction listed.
TRXN DATE	Transaction Date. The date, MM/DD/YY, when the credit transaction took place.
POST DATE	Posting Date. The date, MM/DD/YY, when the credit transaction was posted to the account by the bank.
MERCHANT NAME	The first 13 characters of the Merchant Name as entered by the merchant at the point-of-sale. Press <PF11-NAME> to display the full Merchant Name and suppress the RECON, VCHRED, and PRCSSD columns. Press <PF11> again to display the Traveler Name, truncate the Merchant Name, and suppress the RECON, VCHRED, and PRCSSD columns. Press <PF11> again to redisplay the suppressed columns and truncate the Merchant Name.
TRAVELER NAME	The traveler name as passed by the merchant. The TRAVELER NAME field only displays when PF11 is pressed twice from the default display. A generic name may display in place of the actual traveler name if the agency has determined that the traveler name is confidential information.
AMOUNT	The total dollar amount of the credit transaction.
RECON (Y/N)	Reconciled (Yes/No). The field is blank for a pending credit.
VCHRED (Y/N)	Vouchered (Yes/No). The field is blank for a pending credit.
PRCSSD (Y/N)	Processed (Yes/No). The field is blank for a pending credit.

SECTION 16: AUTOPAY, SPECIAL FEATURES

PT: Pending Transaction Selection List Function Keys	
Function Key	Description
ENTER-CONT	<p>If a line number is entered in the SELECTION NUMBER field, the Pending Credit Transaction Display screen displays.</p> <p>If the SELECTION NUMBER field is blank, returns to the TX: Billing Transaction Selection List screen.</p>
PF1-QUIT	Returns to the TX: Billing Transaction Selection List screen.
PF2-PGUP PF3-PGDN	If the number of Pending Credit Transactions is more than can be displayed on one screen, PF2 scrolls up and PF3 scrolls down through the listing. These PF key labels do not display if all the transactions are listed on the first screen.
PF4-BILL	Returns to the BT: Bill To Account Selection List screen. Does not save any entered information.
PF5-CHRG	Returns to the CT: Charge To Account Selection List Account Selection List screen. Does not save any entered information.
PF7-CRDT (toggle) TRXN	<p>If PF7-TRXN displays, pressing <PF7 TRXN> displays the TX: Billing Transaction Selection List screen. Also displays "Credits Pending(x)" where x is the number of pending credits for this account.</p> <p>If PF7-CRDT displays, pressing <PF7-CRDT> displays the PT: Pending Credit Transaction Selection List screen with a list of the pending credit transactions.</p>
PF9-PFKYS	Displays PF keys 13-24.
PF10-PDATE (toggle) TDATE	<p>If PF10-PDATE displays, pressing <PF10-PDATE> displays the transactions by post date then by transaction date.</p> <p>If PF10-TDATE displays, pressing <PF10-TDATE> displays the transactions by transaction date then by post date.</p>
PF11-NAME (toggle)	<p>Defaults to display 13 characters of the Merchant Name field, the Amount field and the Recon (Y/N), Vchred (Y/N), and Prcssd (Y/N) columns.</p> <p>Press <PF11-NAME> to display the full 25 characters of the Merchant Name field and the Amount field. Suppresses display of the Recon (Y/N), Vchred (Y/N), and Prcssd (Y/N) columns.</p> <p>Press <PF11-NAME> again to display 13 characters of the Merchant Name field, the Traveler Name field, and the Amount field.</p> <p>Press <PF11-NAME> again to return to the default display.</p> <p>NOTE: The Traveler Name field may display an alternate traveler name (i.e. Confidential Traveler) instead of the traveler name. To edit the Alternate Traveler Name field, refer to Agency Administration Table in this Section.</p>
PF12-HELP	Not currently used.
PF21-PFKYS	Displays PF keys 1-12.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Pending Credit Transaction Display Screen											
Pending Credit Transaction Display						Chrg To Hier: 01210 Acct 01234567					
Status: - NOT RECONCILED						Bill Cycle End Date 10/25/11					
Trxn Amount: -1 249.00			Trxn Date: 09/29/11		Post Date: 10/02/11						
Merchant Name: GOLDBELT HOTEL JUNEAU						MCC: 7011		Mrch TIN: 55555555			

Source RD Code: _____			Fiscal Period Code: C								
Ref	Type	Reference Number	Amount	Date	Comments (truncated)						
1	PVN	BRI84055	-1249.00	9_29 2011	GOLDBELT HOTEL JUNE						
2	EMP	228400	-1249.00	9_29 2011	WHALE, WALLY						
3	CBN		-1249.00	9_29 2011	OFFC OF LT GOVERNOR						
4	MCC	7011	-1249.00	10 28 2011	GOLDBELT HOTEL JUNE						
5	OCD		-1249.00	10 28 2011	WHALE, WALLY						
6	BIL	01210	-1249.00	10 28 2011	01200						
7											
8											
9											

-----Open Item-----											
Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	FLI
1	1249.00	12	1912102			73899	12				
2											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
CONT QUIT			BILL BASE		FINS REFS		PFKYS		COMNT HELP		

SCREEN ACCESS

Use the Pending Credit Transaction Display screen to view pending credit transactions that have not yet been applied to the daily electronic payment to the card provider bank.

1. At the TX: Billing Transaction Selection List screen, press <PF7-CRDT> to display the PT: Pending Transaction Selection List screen.
2. At the PT: Pending Transaction Selection List screen, enter the selection number of the transaction in the **SELECTION NUMBER** field. Press <Enter> to display the Pending Credit Transaction Display screen.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Pending Credit Transaction Display Field Entry Table		
Field Name	Field Value	Comments
Chrg To Hier	DISPLAY ONLY	Identifies the hierarchy number of the account to which the credit posted.
Acct	DISPLAY ONLY	Identifies the last 8 digits of the account number to which the credit posted.
Status	SYSTEM-ASSIGNED The status of pending credit transactions is always NOT RECONCILED.	System-assigned status of the transaction.
Bill Cycle End Date	DISPLAY ONLY	Identifies the billing cycle end date the transaction posted to. The Billing Cycle End Date is the 25th of a month or the next business day, if the 25th falls on a weekend or holiday.
Trxn Amount	DISPLAY ONLY	The dollar amount credited for this transaction.
Trxn Date	DISPLAY ONLY	The date the merchant credited for the exchange or transfer of goods, services, or funds.
Post Date	DISPLAY ONLY	The date the transaction was posted by the state's credit card provider bank.
Merchant Name	DISPLAY ONLY	Identifies the merchant that credited this transaction.
MCC	DISPLAY ONLY	The Merchant Category Code (MCC) assigned to the merchant by the bank that identifies the type of product/service provided.
Mrch TIN	DISPLAY ONLY, if available.	The Tax Identification Number (TIN) assigned to the merchant by the Internal Revenue Service (IRS).
Source RD Code	LEAVE BLANK The field is protected from data entry.	Identifies the person authorized to record this transaction.
FISCAL PERIOD CODE	DISPLAY ONLY	Identifies the state fiscal year (chart of accounts year) associated with this transaction.
Reference Line Fields - The following fields contain reporting cross-reference information. Reference fields identify the payee on the Vendor Master File and allow access to warrant information by identifiers other than the warrant number, such as vendor, invoice, or account number. For additional information about reference fields, refer to Section 4: Financial Transactions & Batch Processing.		
REF	DISPLAY ONLY	Reference line number.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Pending Credit Transaction Display Field Entry Table		
Field Name	Field Value	Comments
TYPE	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p> <p>The following reference types display by default:</p> <p>PVN Pay Vendor Number</p> <p>MCC Merchant Category Code</p> <p>EMP Employee Number</p> <p>TKT Ticket Number</p> <p>CAR Rental Agreement</p> <p>LOD Folio Number</p> <p>CBN Central Bill Number or Managing Account</p> <p>CTA Central Travel Account Number</p> <p>OCD One Card Account Number</p> <p>BIL Billing Hierarchy Number</p>	<p>Identifies a reporting reference, such as pay vendor, invoice, ticket number, or account number.</p> <p>For a list of valid 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 EP and press <Enter>.</p>
REFERENCE NUMBER	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p> <p>The following reference types display reference numbers by default:</p> <p>MCC 4-digit Merchant Category Code</p> <p>EMP Employee Number</p> <p>TKT Airline Ticket Number</p> <p>CAR Car Rental Agreement Number</p> <p>LOD Lodging Folio Number</p> <p>CBN Last 10 digits of Central Bill Number when the cursor is on the field and PF12 is pressed.</p> <p>CTA Last 10 digits of Central Travel Account Number when the cursor is on the field and PF12 is pressed.</p> <p>OCD Last 10 digits of One Card Account Number when the cursor is on the field and PF12 is pressed.</p> <p>BIL 5-digit Hierarchy Number of the Bill-To Account</p>	<p>The identifier associated with the reference TYPE.</p>
AMOUNT	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p>	<p>Dollar amount associated with the reference line.</p>

SECTION 16: AUTOPAY, SPECIAL FEATURES

Pending Credit Transaction Display Field Entry Table		
Field Name	Field Value	Comments
DATE	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p> <p>The following reference types display dates by default:</p> <p>PVN Transaction Date EMP Transaction Date MCC Transaction Date TKT Transaction Date CAR Transaction Date LOD Transaction Date CBN Billing Cycle End Date CTA Billing Cycle End Date OCD Billing Cycle End Date BIL Billing Cycle End Date</p>	Date associated with the reference TYPE.
COMMENTS	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p> <p>The following reference types display comments by default:</p> <p>EMP Employee name associated with the employee number MCC Merchant Name associated with the transaction TKT Name of traveler if not masked CAR Name of traveler if not masked LOD Date(s) of guest stay CBN Name of Central Bill Number CTA Name of Central Travel Account OCD Name of Card Account BIL Hierarchy number of Bill-To Account</p>	Additional descriptive information for the reference such as vendor name or description of the purchased product or service.
<p>Financial Line Fields - The following fields define the accounting structures to which the credit is recorded. Line 1 displays default coding maintained on the Billing Hierarchy Maintenance screen. For additional information about default coding, refer <i>Agency Administration Table</i> in this Section. For additional information about financial fields, refer to <i>Section 4: Financial Transactions & Batch Processing</i>.</p>		
FIN	<p>DISPLAY ONLY</p>	Financial line number.
AMOUNT	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p>	The dollar amount associated with this financial line.
SY	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p>	Identifies the set-up year associated with the collocation code.
CC	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p>	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	<p>LEAVE BLANK</p> <p>The field is protected from data entry.</p>	Identifies the external program for this financial line.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Pending Credit Transaction Display Field Entry Table		
Field Name	Field Value	Comments
LC	LEAVE BLANK The field is protected from data entry.	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	LEAVE BLANK The field is protected from data entry.	Identifies the account to which this financial line will be recorded.
FY	LEAVE BLANK The field is protected from data entry.	Identifies the federal fiscal year if a federal program is associated with this financial line.
Open Item Fields –For additional information about open item fields, refer to Section 4: Financial Transactions & Batch Processing.		
TYPE	LEAVE BLANK The field is protected from data entry.	Identifies the type of open item to be liquidated by this financial line.
NUM	LEAVE BLANK The field is protected from data entry.	Identifies the specific open item to be liquidated by this financial line.
LINE	LEAVE BLANK The field is protected from data entry.	Identifies the financial line number being liquidated.
FLI	LEAVE BLANK The field is protected from data entry.	Fully Liquidate Indicator. If this indicator is set to Y, the open item line identified is fully liquidated (reduced to zero), regardless of the AMOUNT specified on this financial line. For encumbrances (EN) only, if this indicator is set to O, the encumbrance identified is fully liquidated (reduced to zero), and the amount in excess of the encumbrance is paid from unencumbered funds.

Pending Credit Transaction Display Function Keys	
Function Key	Description
ENTER-CONT	Returns to the PT: Pending Transaction Selection List screen.
PF1-QUIT	Returns to the BT: Bill To Account Selection List screen.
PF4-BILL	Returns to the BT: Bill To Account Selection List screen.
PF5-BASE	Displays the base screen.
PF6-FINS	Displays additional financial lines.
PF7-REFS	Displays additional reference lines.
PF9-PFKYS	Displays PF keys 13-24.
PF11-COMNT (toggle)	Displays the full 30 characters of the reference line COMMENTS field and suppresses display of the reference line DATE field. Press <PF11> again to redisplay the DATE field with the truncated COMMENTS field.

SECTION 16: AUTOPAY, SPECIAL FEATURES

Pending Credit Transaction Display Function Keys	
Function Key	Description
PF12-HELP	<p>For the reference type PVN, place the cursor in the REFERENCE NUMBER field and press <PF12>.</p> <ul style="list-style-type: none"> • If the PVN field is populated with a Pay Vendor Number, the Vendor Detail window displays. <p>For the reference type EMP, place the cursor in the REFERENCE NUMBER field and press <PF12>.</p> <ul style="list-style-type: none"> • If the EMP field is blank, the Select Employee Number window displays with a list of employees in the same organizational unit as the hierarchy of the transaction. • If the EMP field is populated with an employee number, the Employee Detail window displays. <p>For the reference types CBN, CTA, and OCD, place the cursor in the CBN, CTA or OCD field and press <PF12>. The last 10 digits of the account number displays.</p> <p>For the financial collocation code field, place the cursor in the CC field and press <PF12>. The CC/LC Detail window displays.</p> <p>For the financial program code field, place the cursor in the PGM field and press <PF12>. The Program Detail window displays.</p> <p>For the financial ledger code field, place the cursor in the LC field and press <PF12>. The CC/LC Detail window displays.</p> <p>For the financial account code field, place the cursor in the ACCT field and press <PF12>. The Account Detail window displays.</p>
PF21-PFKYS	Displays PF keys 01-12.
PF22-STAT	Displays the Transaction Status Info window. The date the pending credit was loaded into AutoPay displays (create date).
PF24-INFO	<p>Displays the Transaction Addenda Info window, which lists merchant provided addenda information for the transaction, such as ticket number, traveler name, dates, and amounts.</p> <p>The label INFO does not display if addenda information is not passed by the vendor.</p>