

SECTION 16: AUTOPAY

Overview

INTRODUCTION

Section 16: AutoPay provides a general overview of and detailed procedures for processing charge card transactions in AKSAS. This Section includes procedures for reconciling, vouchering and processing transactions in AutoPay (Automated Payment System), a subsystem of AKSAS. Procedures are also provided for using online help functions and maintaining system-filled fields in AutoPay.

AutoPay provides

- daily, consolidated electronic payment to the bank for all charges incurred statewide to greatly reduce delinquencies and costs incurred due to delinquencies
- reconciliation of charges and credits on a transaction-by-transaction basis in order to provide accurate and complete recording of 1099 reportable transactions, and elimination of redundant data entry

Accessing AutoPay

AutoPay access is established by authorizing a user's RD code for a special AKSAS transaction code. Transaction code 360-xx has been created, with five different minor codes (360-10, 360-20, 360-30, 360-31 and 360-40). The AP (Automated Payment System) menu option displays on the AKSAS Main Menu for users authorized for a 360-xx transaction code.

Different levels of authority apply to each transaction major/minor code combination –

- | | |
|---------------|--|
| 360-10 | Inquiry Only
Allows agency staff view access only to their department's transactions. An Inquiry Only user can view transactions in AutoPay, but cannot reconcile, voucher, or process the transactions. |
| 360-20 | Reconcile, but not Voucher
Allows agency staff access to their department's transactions for reconciliation but not for vouchering. |
| 360-30 | Reconcile and Voucher (Full Authority)
Allows agency staff access to their department's transactions for reconciliation and vouchering. |
| 360-31 | Full Authority with Field Maintenance
Allows agency staff access to their department's transactions for reconciliation and vouchering, and field maintenance screens for maintaining hierarchy ranges, default financial coding, employee number reference indicator, source RD code, and alternate traveler name. |
| 360-40 | Division of Finance only
Allows Division of Finance staff full access to all transactions and functions, including unvouchering transactions, accessing pending credits, and removing incorrect index records. |

For more information on how to establish specific transaction capability for an RD code, refer to *Section 2: AKSAS Security & Authorities, Source RD Code Transaction Authority*.

AutoPay Screens

AutoPay screens display essential charge card account, transaction, and financial coding information. Each

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screen displays as a full page. Twenty-four PF keys are available on each screen, of which some have functionality and some do not.

BT: Bill To Account Selection List screen – Use to select a bill-to account (CBN or CTS). Refer to *Processing AutoPay Transactions, Step II.B* in this Section for procedures.

CT: Charge To Account Selection List screen – Use to select a charge-to account (Card). Refer to *Processing AutoPay Transactions, Step II.C* in this Section for procedures.

TX: Billing Transaction Reference Index Selection Menu screen – Use to select a view of transactions by hierarchy number, vendor number, employee number, travel authorization (TA) number, merchant category, or account number. Refer to *Special Features, Step VII* in this Section for procedures.

TX: Billing Transaction Selection List screen – Use to select a transaction to reconcile or voucher. Refer to *Processing AutoPay Transactions, Step III.A and Step IV.A* in this Section for procedures.

Billing Transaction Reconciliation screens – Use to reconcile an AutoPay transaction. Refer to *Processing AutoPay Transactions, Steps III.B - E* in this Section for procedures.

310-55: One Card Zero-Net screens – Use to voucher an AutoPay transaction. Refer to *Processing AutoPay Transactions, Step IV.B - G* in this Section for procedures.

SHR: Billing Hierarchy Ranges screen – Use to add a new hierarchy range or to select an existing hierarchy range to change or delete. Refer to *Agency Administration Table* in this Section for procedures.

SHR: Billing Hierarchy Range Maintenance screen – Use to add, change or delete an employee number reference indicator, source RD code, default coding or alternate traveler name. Refer to *Agency Administration Table* in this Section for procedures.

PT: Pending Transaction Selection List screen – Use to select a pending credit transaction to view. Refer to *Special Features, Step XIII.A* in this Section for procedures.

Pending Credit Transaction Display screen – Use to view pending credit transactions that have not yet been applied to the daily electronic payment to the charge card provider bank. Refer to *Special Features, Step XIII.B - C* in this Section for procedures.

AutoPay Windows

AutoPay windows contain additional information or additional functionality that supplements an AutoPay screen. A window displays as an overlay on a screen. Only a few PF keys are available on each window.

Select Vendor From List window – Use to select one vendor from a list of vendors. Refer to *Special Features, Step I.B* in this Section for procedures.

Vendor Detail window – Use to view detailed billing information on a vendor selected from the vendor list. Refer to *Special Features, Step I* in this Section for procedures.

Display Employee Detail window – Use to view detailed business information on an employee. Refer to *Special Features, Step II.A* in this Section for procedures.

Select Employee Number window – Use to select one employee from a list of employees. Refer to *Special Features, Step II.B* in this Section for procedures.

Enter New Criteria window – Use to search for an employee by name or by organizational unit. Refer to *Special Features, Step II.C.2.c* in this Section for procedures.

Saved Transaction Data window – Use to enter and save transaction data in a template. Ten templates can be saved and retrieved to populate source RD code, reference lines or financial lines on any Billing Transaction Reconciliation screen. Refer to *Special Features, Step IV* in this Section for procedures.

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Select Filter Level window – Use to select a filtered (limited) view of transactions listed on the Billing Transaction Selection List screen. Refer to *Special Features, Step VI* in this Section for procedures.

Account Number window – Use to view the last 10 digits of the CBN (Central Bill Number), CTA (Central Travel Account), or OCD (One Card) number. Refer to *Special Features, Step VIII* in this Section for procedures.

CC/LC Detail window – Use to view collocation code (CC) or ledger code (LC) detail. Refer to *Special Features, Step IX* in this Section for procedures.

Program Detail window – Use to view program code (PR) detail. Refer to *Special Features, Step IX* in this Section for procedures.

Account Detail window – Use to view account code (AC) detail. Refer to *Special Features, Step IX* in this Section for procedures.

Supplier Information window – Use to view merchant W-9 information supplied by the card provider bank. Refer to *Special Features, Step X* in this Section for procedures.

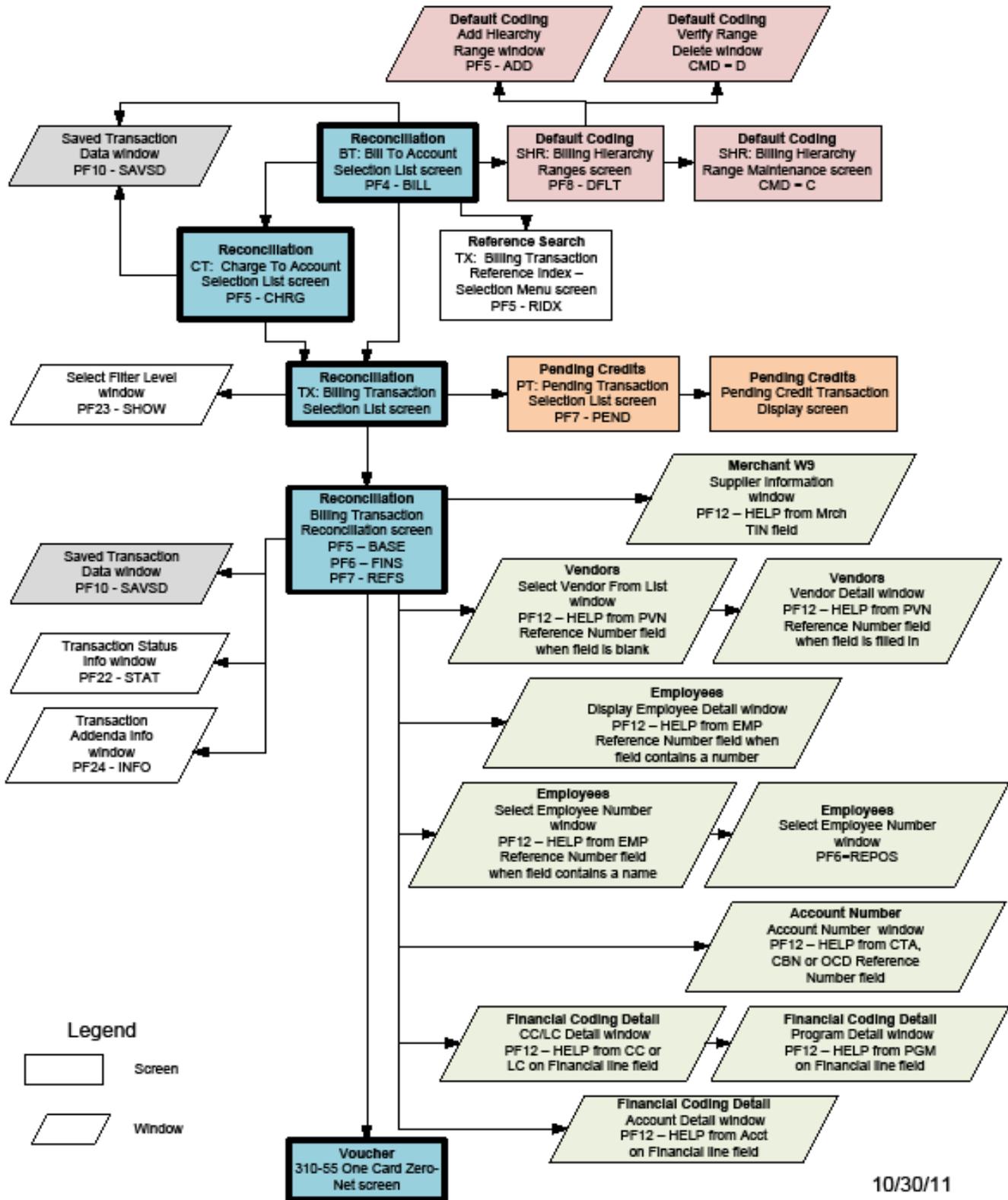
Transaction Status Info window – Use to view status information on the selected transaction (i.e., last RD code that updated the transaction, document number, warrant number, etc.). Refer to *Special Features, Step XI* in this Section for procedures.

Transaction Addenda Info window – Use to view vendor-supplied information about the transaction (i.e., ticket number, rental agreement number, passenger name, departure date, etc.). Refer to *Special Features, Step XII* in this Section for procedures.

Add Hierarchy Range window – Use to add a new hierarchy range. Refer to *Agency Administration Table, Step II* in this Section for procedures.

Verify Range Delete window – Use to delete an existing hierarchy range. Refer to *Agency Administration Table, Step IV* in this Section for procedures.

AUTOPAY SCREENS AND WINDOWS



10/30/11

Function Keys

Function keys, called PF keys, are used to move between screens and windows, and to perform specific functions. In AutoPay, function keys do **not** always perform the same function on all screens.

Up to twenty-four PF keys are available for each screen. The PF keys are displayed in two groups of twelve, PF01 – PF12 and PF13 – PF24. When an AKSAS session is started, PF keys 01 – 12 are displayed. To display PF keys 13 – 24, press <PF9>. When PF keys 13 – 24 are displayed, press <PF21> to redisplay PF keys 01 – 12. Once PF 13 – PF 24 are displayed for a screen, they remain displayed when moving between screens until PF21 is pressed to redisplay PF01 – PF12.

In AutoPay -

- If a function is available by using the PF key, a label will be listed under the PF key. For example PF6 may display FINS (Financial Lines). If a label is not listed under the key, the key is not available for use on that screen or window.
- If information is available by using the PF key, a label will be listed under the PF key. For example, PF24 displays INFO (Information) when addenda information is available from the merchant.
- Some PF keys have different functions on different screens or windows. For example, on the TX: Billing Transaction Selection List screen, PF7 is labeled CRDT (Credit) when there is a pending credit. Pressing PF7 displays the PT: Pending Transaction Selection List screen. On the Billing Transaction Reconciliation screen, PF7 is labeled REFS (Reference Lines). Pressing PF7 displays additional reference lines.

Refer to *AutoPay PF Key Cheat Sheet* in this Section for more information on how each PF key is used.

AUTHORITY

AAM 38.345 One Card Alaska Reconciliation, Approval, and Payment Process

TERMINOLOGY

Access® Online – U.S. Bank’s web-based transactional/reporting application. Charge card transactions are posted daily to the Access® Online web-based application. Access® Online is used for account and activity research, and for exporting data into AutoPay.

AutoPay – A subsystem of AKSAS used to reconcile and voucher charge card transactions. Charge card transactions, exported from U.S. Bank’s web-based transactional/reporting software, are loaded each business day into AutoPay, and are available for reconciling and vouchering in AutoPay and processing in AKSAS.

Billing Cycle Cutoff Date – The cutoff date for transactions posting to the charge card provider bank’s monthly billing statements. The billing cycle end date for all accounts is the 25th day of the month, unless the 25th falls on a Saturday or Sunday, at which the billing cycle end date is the following business day.

Bill-To Account – An account to which charges are billed for payment. A bill-to account can be a CBN or CTS account.

Cardholder Account (Card) – A charge card issued to an employee for charging state-authorized travel, or procurement expenses, or both. All charges made on the card roll to a CBN (managing account) for payment by the state.

Central Bill Number (CBN) – An account used to accumulate for payment all charges from one or more Card accounts. A central bill number is referred to as a managing account in Access® Online.

Central Travel System Account (CTS or CTA) – An account used to purchase airfare, lodging, or car rentals for travelers who are not issued state charge cards. The type of purchase charged to a specific CTS is limited by MCC groups. CTS are ghost accounts for which a plastic card is not issued.

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Charge-To Account – An account to which charges are made. A charge-to account can be a CTS or a Card.

Default FQA (Fully Qualified Account) – The financial coding assigned to the first financial line of each transaction in AutoPay. The FQA consists of the mandatory set-up year, collocation code, account code, and federal fiscal year. The FQA may contain the optional program and ledger code.

Hierarchy – A charge card hierarchy is a series of five-digit hierarchy numbers with descriptions that represent organization units within the department's hierarchy. The hierarchy reflects the structure of an organization.

Managed Spend Card – A corporate charge card issued to infrequent travelers or travelers who have recurring transactions for a specific vendor type. The managed spend card is a declining balance card with limits that do not automatically refresh, but can be manually changed.

Merchant Category Code (MCC) – A four-digit number assigned to a merchant by the merchant's bank. The code identifies and categorizes a merchant by the product(s)/service(s) provided.

Merchant Category Group – A three-digit group number assigned to one or more MCCs used to limit the type of purchases or services that can be charged to a CTS or Card account.

One Card – A corporate charge card used by a state employee with any merchant that accepts VISA. The One Card may be used for in-store purchases as well as mail, phone, fax or internet purchases.

Pending Credit – A credit received from a vendor and posted to a CTS or Card account that has not been applied to a payment made to the card provider bank. Pending credits can be viewed, but cannot be reconciled or vouchered until the credit has been applied to a payment.

Voucher – Create a 310-55 AKSAS general warrant (One Card Zero-Net).

AKSAS TRANSACTIONS

310-12: Warrant Request Misc – Used by the Division of Finance to make payment to the One Card provider bank for all One Card charges. One or multiple warrant transactions are generated for each department depending on the number of addenda records and fiscal period code. The transactions post expenditures to One Card EDI GF Suspense.

430-55: One Card Default AJE – Used by the Division of Finance to clear One Card EDI GF Suspense and post expenditures to department/division default Fully Qualified Accounts (FQAs). One or multiple AJE transactions are generated for each department depending on the number of financial lines and fiscal period codes. No edits for Tolerance Adjusted Net Available Balance (TANAB) and Fund Sufficiency Balance are performed.

310-55: One Card Zero-Net Warrant – Generated by AutoPay when State agencies reconcile and voucher One Card transactions. The warrant clears the expenditure posted to the department/division default FQA and posts expenditures to the reconciled FQA.

430-11: Agency JE Misc – Used by the Division of Finance for 310-55 transactions that cross funds. Liquidates the data on the current balance lines of the 310-55.

REPORTS

Both online and hard copy reports are available. Online reports are available through AKSAS Warrant Inquiry (IW) and Online Audit Trail (RO). Hard copy reports are available through AKSAS Report Request Maintenance (RR) and ALDER.

AKSAS Online Reports

IW - Warrant Inquiry – Used to view warrants on the Warrant Status File (WSF). Warrants are displayed by:

Warrant Detail – Displays warrant detail including warrant class, warrant number, status, print and redemption dates, warrant amount, payee, and reference and financial information for a specific warrant number.

Warrant Reference – Displays a list of warrants for a specific warrant class, reference type, and reference number. The list of warrants may be further limited by entering an optional source RD code range and/or beginning warrant print date.

NOTE: The warrant class for 310-12 Warrant Request Misc is GN. The warrant class for 310-55 One Card Zero-Net is EP.

RO - Online Audit Trail - Used to display a user-defined audit trail of warrant transactions and journal entries.

AKSAS Hard Copy Reports

Transactions Not Processed Reports – Provides a detailed list of AutoPay transactions not processed in AKSAS. Generated by Division of Finance weekly, and daily during the reappropriation period (July – August).

Transaction Index Listing (B30001) – Provides a list of transactions processed in AKSAS. Specific RD codes and lower levels, transaction status, transaction codes, and/or source system ID may be specified in the report request.

Financial Transaction (FTP) Register (B30003) – Provides transaction detail for financial transactions processed in AKSAS. Report data is requested by specific RD codes and lower levels, transaction status, transaction codes, and/or source system ID. The report lists all financial line information for each transaction, including offsetting entries generated by AKSAS.

Hard Copy Management Report (B60001) – Provides a user-defined, hard copy report of financial activity summarized through reporting structures according to criteria defined in the report request. Financial information can be tailored according to agency-specific requirements to report actual account balances such as actual receipts and expenditures and calculated amounts such as the net available balance of an appropriation.

ALDER (ALaska Data Enterprise Reporting)

ALDER may be used to run customized reports of reference and financial data.

U.S. Bank Access® Online - Account Activity Reports

Access® Online, U.S. Bank's web-based reporting system, may be used to display detailed financial and merchant information to aid in processing transactions in AutoPay. For more information and to request access to AccessOnline, refer to the Division of Finance, Charge Card web pages at http://doa.alaska.gov/dof/charge_cards/index.html.