

Welcome to AutoPay!



November 2013



Introductions

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Systems Administration

Learning Objectives

- ▶ What is AutoPay?
- ▶ Types of charge accounts the State uses
- ▶ What it means to *reconcile*, *voucher* and *process* AutoPay charges
- ▶ Organization of AutoPay information

Learning Objectives

- ▶ How to *reconcile*, *voucher* and *process* AutoPay charges
- ▶ Ways for more efficient data entry
- ▶ Finding Batch and Warrant Numbers through AutoPay
- ▶ How do I... In AutoPay?

What is AutoPay?

- **AutoPay is the use of charge accounts which allows state employees to make immediate payment to purchase goods and services for the State of Alaska.**

What is AutoPay?

- AutoPay is short for **“Automated Payment System”**.
- It is a sub-system within AKSAS that is used to manage the charge and credit transactions.

What does AutoPay do?

Provides a reconciliation of charges and credits on a **transaction-by-transaction** basis.





What
charge
accounts
does the
State of
Alaska
have?

ONECard



- **ONECards** are physical charge cards.
- **ONECards** can - and should be used - whenever possible to meet statutory requirements to purchase goods and services with any vendor that accepts our brand of card (currently, **VISA**).
- **ONECards** fall under “*managing accounts*” (MA).

Central Travel System



- **Central Travel System (CTS)** are “cardless” accounts.
- They are not universally accepted.
- **CTS accounts** are used only for airfare, lodging and car rentals.
- **CTS accounts** are stand alone accounts.

The Life of a OneCard Charge

Employee incurs OneCard charge with vendor



Vendor submits OneCard payments to their bank for deposit



Vendor's bank requests reimbursement from US Bank



US Bank reimburses vendor's bank and requests reimbursement from the State



State makes ONE large daily payment to US Bank. Transactions are loaded into AutoPay via batch interface process



Agencies clear individual transactions from AutoPay via reconciliation and vouchering process – which records financial activity to the appropriate funding source, program and account



Function Keys

Each screen of **AutoPay** has a set of function keys.

A cheat sheet of function keys is in the appendix of the training packet.

- Can also be found in the Accounting Procedures Manual (APM).

Common function keys on all screens are:

- **PF1 (F1) – QUIT**
- **PF2 (F2) – PGUP**
- **PF3 (F3) – PGDN**
- **PF9 (F9) – PFKYS**



What does it mean to Reconcile, Voucher and Process?

There are **three** steps that need to take place in order for an AutoPay Transaction to fully clear:

- 1. Reconcile:** A reconciled transaction is where:
 - The Payee Vendor Number (**PVN**) has been entered into the reference line.
 - At least **one financial line** is entered to offset the default financial line.
 - The sum of the financial lines is equal to zero.
 - Employee (**EMP**) reference numbers has been entered (may or may not be required by your department).
- 2. Voucher:** After the transaction is reconciled, a **310-55** transaction (OneCard Zero Net Warrant) is created with:
 - Default information already populated within the billing transaction.
 - Any Additional Information entered during the reconciliation process.
- 3. Process:** To successfully process a transaction after vouchering, the 310-55 must be certified (also authorized if necessary) and process without errors through AKSAS.

**Understanding
how AutoPay
information is
organized**

Accessing AutoPay

```
RD: 124 ALASKA STATEWIDE ACCOUNTING SYSTEM 08/09/2013
MAIN MENU TERM ID: X2KG

SELECTION=> AP

-----REPORTING-----
RM MANAGEMENT REPORTING
RR REPORT REQUEST MAINTENANCE
RV VIEW REPORTS
RO ONLINE AUDIT TRAIL

-----DATA ENTRY-----
DS START/RESTART BATCH
DM MAINTAIN BATCHES
DA AUTHORIZE TRANSACTIONS
DC CERTIFY TRANSACTIONS
DO ACCESS OTHER BATCHES
DU SUBSTITUTE AUTHORIZER
DI REQUEST AKSAS INTERFACE
AP AUTOMATED PAYMENT SYSTEM

-----ONLINE INQUIRY-----
IO OPEN ITEM INQUIRY
IE ENTITY AND CC/LC INQUIRY
IU ORGANIZATION/USER INQUIRY
IV VENDOR INQUIRY
IW WARRANT INQUIRY

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE EASYTRAN RECORD MAINTENANCE
SP USER PASSWORD MAINTENANCE
TP THIRD PARTY BILLING
```

**BT Screen -
Bill to Account
Selection List**

BT: Bill To Account Selection List

Department 00 Starting from Hierarchy Number 00001

Selection Number==> _____ -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prccsd
1	01100	002	GOV CTS CAR	83.98	08/26/13	1	1
2	01110	555	GOV HUMAN RI	675.06	07/25/13		
3	01110	555	GOV HUMAN RI	871.85	09/25/13		
4	01111	002	GOV CTS HUMA	4.00	09/25/13		
5	01120	555	GOV EXECUTIV	56322.25	07/25/13	4	4

BT: Bill to Account Selection List is where users will start the process of selecting an account related to a transaction by selecting:

- Managing Account number (MA) and drilling down to a specific card holder account, then drilling down to a list of charges for that employee or
- Central Travel System (CTS) Account and drilling down directly to a list of charges for that account.

BT: Bill To Account Selection List

Department 00 Starting from Hierarchy Number 02010

Selection Number=> _____ -OR- Hierarchy Number=> _____

Selection Number	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02010	555	DOA COMM PUR	238.05	07/25/13		2
2	02012	555	DOA COMM TRV	5164.87	07/25/13	2	2
3	02012	555	DOA COMM TRV	-461.08	08/26/13	2	2
4	02024	555	DOA DAS TRAV	90.00	08/26/13		
5	02030	555	DOA ETS PURC	4696.16	07/25/13		
6	02030	555	DOA ETS PURC	487.00	08/26/13	1	1
7	02032	555	DOA ETS TRVL	30609.43	07/25/13	145	145
8	02032	555	DOA ETS TRVL	16470.72	08/26/13	69	69
9	02034	007	DOA ETS CTS	510.22	07/25/13		

Hier Num: Lists the different hierarchy's for your department.

- ▶ The first two digits is the department number.
- ▶ The last three digits are/were assigned by your department.

Acct Number: Shows the managing account or CTS account.

- ▶ If the account numbers shows "555" it is a managing account.
- ▶ If the account number shows "00" or "01" it is a CTS account.

Account Name: This is the description of the Account Number.

BT: Bill To Account Selection List

Department 00 Starting from Hierarchy Number 02010

Selection Number=> _____ -OR- Hierarchy Number=> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02010	555	DOA COMM PUR	238.05	07/25/13		
2	02012	555	DOA COMM TRV	5164.87	07/25/13	2	2
3	02012	555	DOA COMM TRV	-461.08	08/26/13	2	2
4	02024	555	DOA DAS TRAV	90.00	08/26/13		
5	02030	555	DOA ETS PURC	4696.16	07/25/13		
6	02030	555	DOA ETS PURC	487.00	08/26/13	1	1
7	02032	555	DOA ETS TRVL	30609.43	07/25/13	145	145
8	02032	555	DOA ETS TRVL	16470.72	08/26/13	69	69
9	02034	007	DOA ETS CTS	510.22	07/25/13		

Amount: Shows the total amount associated with the Acct Number for a specific statement cycle end date.

Cycle End Date: Shows the statement Cycle End Date(s) for the account.

- ▶ **Example:** Account Name "DOA COMM TRV" has two listings. One for Cycle End Date 7/25/13 and one for Cycle End Date of 8/26/13. This means this account has two statements that have transactions left to process.

BT: Bill To Account Selection List

Department 00 Starting from Hierarchy Number 02010

Selection Number=> _____ -OR- Hierarchy Number=> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02010	555	DOA COMM PUR	238.05	07/25/13		2
2	02012	555	DOA COMM TRV	5164.87	07/25/13	9	9
3	02012	555	DOA COMM TRV	433.30	08/26/13		
4	02024	555	DOA DAS TRAV	90.00	08/26/13		
5	02030	555	DOA ETS PURC	4696.16	07/25/13		1
6	02030	555	DOA ETS PURC	487.00	08/26/13	4	4
7	02031	002	DOA ETS CTS	611.54	08/26/13	142	145
8	02032	555	DOA ETS TRVL	30609.43	07/25/13	86	94
9	02032	555	DOA ETS TRVL	19584.82	08/26/13		
10	02034	007	DOA ETS CTS	510.22	07/25/13		

To Be Vchred: This column shows the number of transactions that need to be vouchered.

To Be Prcssd: This column shows the number of transactions that need to be processed.

- ▶ **Example:** Account name **DOA ETS Trvl** shows **94** transactions “To Be processed”, but only **86** transactions “To Be vouchered”. This means of the 94 transactions to process, eight have already been vouchered.

BT: Bill To Account Selection List

Department 00 Starting from Hierarchy Number 02010

Selection Number==> 2 -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02010	555	DOA COMM PUR	38.63	09/25/13		
2	02012	555	DOA COMM TRV	433.30	08/26/13	9	9
3	02024	555	DOA DAS TRAV	7114.78	09/25/13		
4	02027	002	DOA IT CTS	317.97	08/26/13	2	2
5	02030	555	DOA ETS PURC	1353.21	08/26/13	1	1
6	02031	002	DOA ETS CTS	1903.89	08/26/13	6	9

From the BT screen users select an item which will allow them to “**drill down**” to:

- Employee accounts - if selecting a Managing Account with **555**, or
- Specific transactions within a CTS - if selecting a CTS Account starting with **00/01**.

In this example, we have selected item #2 – a Managing Account. **Note** - there are nine transactions to process and nine transactions to voucher.

**CT Screen -
Charge to Account
Selection List**

Selection Number==> 2 -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02010	555	DOA COMM PUR	38.63	09/25/13		
2	02012	555	DOA COMM TRV	433.30	08/26/13	9	9
3	02024	555	DOA DAS TRAV	7114.78	09/25/13		
4	02027	002	DOA IT CTS	317.97	08/26/13		
5	02030	555	DOA ETS PURC	1353.			
6	02031	002	DOA ETS CTS	1903.			

CT: Charge To Account Selection List
 Starting From Hierarchy Number 00001

Bill To Hier 02012 Acct 555

Selection Number==> _____ -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02012	1385	MILLS, ANDY	499.67	08/26/13	2	2
2	02012	8529	HULTBERG, BE	-219.08	08/26/13	2	2
3	02012	6893	THAYER, CURT	152.71	08/26/13	5	5

A **Managing Account** was selected in the previous step which takes the users to the next screen – **CT: Charge to Account Selection List** which shows:

- ▶ A list of employee accounts (account name) that are “grouped” under the managing account selected.
- ▶ Charge/credit total of each employee for the Cycle End Date selected.
- ▶ The number of transactions to be processed and vouchered for each employee.

Reminder: the previous screen showed 9 transactions total to be processed and 9 transactions to be vouchered. The combination of all three of the employees listed include the 9 transactions.

CT: Charge To Account Selection List

Bill To Hier 02012 Acct 555

Starting From Hierarchy Number 00001

Selection Number==> **3** -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02012	1385	MILLS, ANDY	499.67	08/26/13	2	2
2	02012	8529	HULTBERG, BE	-219.08	08/26/13	2	2
3	02012	6893	THAYER, CURT	152.71	08/26/13	5	5

Once the user finds the employee they want to work with, the user can drill down to individual charges for that employee.

Selecting an employee will take you to the **TX: Billing Transactions Selection List.**

- ▶ In this example line #3, Curt Thayer has been selected

**TX Screen -
Billing
Transaction
List**

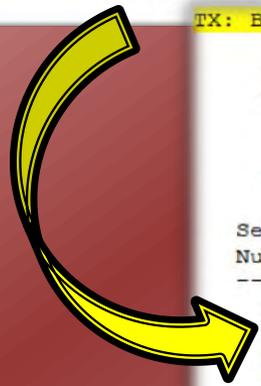
CT: Charge To Account Selection List

Bill To Hier 02012 Acct 555

Starting From Hierarchy Number 00001

Selection Number==> 3 -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	02012	1385	MILLS, ANDY	499.67	08/26/13	2	2
2	02012	8529	HULTBERG, BE	-219.08	08/26/13	2	2
3	02012	6893	THAYER, CURT	152.71	08/26/13	5	5



TX: Billing Transaction Selection List

Bill To Hier 02012 Acct 555 Amount 433.30
 Chrg To Hier 02012 Acct 6893 Amount 152.71
 Name THAYER, CURTIS W

Selection Number==> _____ Bill Cycle End Date 08/26/13

Sel Num	Trxn Date	Post Date	Merchant Name	Amount	Recon (Y/N)	Vchred (Y/N)	Prcssd (Y/N)
1	07/23/13	07/29/13	ERA AVIATIO 8	-242.00	Y	Y	Y
2	08/01/13	08/05/13	ALASKA AIR 0	343.30	N	N	N
3	08/01/13	08/05/13	AGENT FEE 8	19.67	N	N	N
4	08/01/13	08/05/13	AGENT FEE 8	10.58	N	N	N
5	08/01/13	08/05/13	AGENT FEE 8	10.58	N	N	N
6	08/02/13	08/05/13	AGENT FEE 8	10.58	N	N	N

TX: Billing Transactions Selection List shows the individual charges for the employee selected.

- The Employee Name/Acct Number.
- The **Bill Cycle End Date** (useful to ensure the receipt in hand falls within the bill cycle end date).
- The amount of each transaction.

TX: Billing Transaction Selection List

Bill To Hier 02012 Acct 555 Amount 433.30
 Chrg To Hier 02012 Acct 6893 Amount 152.71
 Name THAYER, CURTIS W
 Bill Cycle End Date 08/26/13

Selection Number=>> _____

Sel Num	Trxn Date	Post Date	Merchant Name	Amount	Recon (Y/N)	Vchred (Y/N)	Prccsd (Y/N)
1	07/23/13	07/29/13	ERA AVIATIO	8 -242.00	Y	Y	Y
2	08/01/13	08/05/13	ALASKA AIR	0 343.30	N	N	N
3	08/01/13	08/05/13	AGENT FEE	8 19.67	N	N	N
4	08/01/13	08/05/13	AGENT FEE	8 10.58	N	N	N
5	08/01/13	08/05/13	AGENT FEE	8 10.58	N	N	N
6	08/02/13	08/05/13	AGENT FEE	8 10.58	N	N	N

- **Trxn Date** – the date the transaction was “charged”.
- **Post Date** – the date the vendor “posted” the charge to their bank.
- **Merchant Name** – the name of the vendor.
 - Relates to the MCC reference line. This information is passed through from the vendor.
- **Amount** – the amount of the specific charge (which should match the receipt or invoice you have in hand).

- **Recon (Y/N)** – shows if the charge has been reconciled.
- **Vchred (Y/N)** – shows if the charge has been vouchered.
- **Prccsd (Y/N)** – shows if the charge has been processed.

BT: Bill To Account Selection List
 Department 00 Starting from Hierarchy Number 02012

Selection Number=> 28__ -OR- Hierarchy Number=> ____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
25	02142	555	DOA AOGCC TR	11425.43	07/25/13	29	2
26	02142	555	DOA AOGCC TR	6637.49	08/26/13	27	2
27	02160	555	DOA OPA PURC	452.00	07/25/13	1	
28	02161	002	DOA OPA CTS	6686.16	07/25/13	21	2



TX: Billing Transaction Selection List

Bill To Hier 02161 Acct 002 Amount 6,686.16
 Chrg To Hier 02161 Acct 002 Amount 6,686.16
 Name DOA OPA CTS

Selection Number=> ____ Bill Cycle End Date 07/25/13

Sel Num	Trxn Date	Post Date	Merchant Name	Amount	Recon (Y/N)	Vchred (Y/N)	Prcssd (Y/N)
1	05/29/13	06/27/13	WESTMARK BARA	-25.68	Y	Y	Y
2	06/17/13	06/28/13	ERA AVIATIO 8	160.00	Y	Y	Y
3	06/24/13	06/26/13	AGENT FEE 8	4.00	Y	Y	Y
4	06/24/13	06/27/13	LONG HOUSE BE	169.00	Y	Y	Y

When a **CTS account** (“00” or “01”) is selected the system will drill down directly to the **TX: Billing Transaction Selection List**; and skips the **CT: Charge to Account Selection list**.

This is because the CTS is not attached to a specific person. A CTS can be used by multiple employees.

The same information is shown on the CTS TX screen as is on the Managing Account TX Screen – a list of specific transactions for specific merchant names/vendors.

Billing Transaction Reconciliation

Billing Transaction Reconciliation				Chrg To Hier: 02012 Acct 0050	
Status: - NOT RECONCILED				Bill Cycle End Date 08/26/13	
Trxn Amount: 343.30		Trxn Date: 08/01/13		Post Date: 08/05/13	
Merchant Name: ALASKA AIR		0277296625060		MCC: 3256	
Mrch TIN: 920009235					
Source RD code:	Reference Number	Amount	Date	Comments(truncated)	
1 PVN	ALA84921	343.30	8_1_2013	AK AIRLINES S/WA	
2 EMP	314475	343.30	8_1_2013	THAYER, CURTIS W	
3 TKT	0277296625060	343.30	9_10_2013	THAYER/CURTIS W	
4 CBN		343.30	8_26_2013	DOA COMM TRVL DUAL	
5 MCC	3256	343.30	8_1_2013	ALASKA AIR 02772966	
6 OCD		343.30	8_26_2013	THAYER, CURTIS W	
7 BIL	02012	343.30	8_26_2013	02012	
8					
9					
Fin	Amount	SY	CC	Pgm	LC
1	-343.30	14	2010192		
				Acct	FY Type
				73899	13
					Num Line FLI

- Once the user selects an item from the **BT: Bill To Account Selection list**, AutoPay drills down into the specific transaction.
- This is where users will start the reconciling steps.
- The screen will look like this regardless if you selected a CTS transaction or a transaction specific to an employee.

- ▶ All “white” entries are default items and can not be changed.
- ▶ Default items such as TKT number are passed through from the vendor.
- ▶ The “red” entries are items that can be entered into or updated.

Billing Transaction Reconciliation
 Status: - NOT RECONCILED

Chrg To Hier: 02012 Acct 6893
 Bill Cycle End Date 08/26/13

Trxn Amount: 343.30 Trxn Date: 08/01/13 Post Date: 08/05/13
 Merchant Name: ALASKA AIR 0277296625060 MCC: 3256 Mrch TIN: 920009235

Source RD code: _____ Fiscal Period code: C

Ref Type	Reference Number	Amount	Date	Comments(truncated)
1 PVN	ALA84921	343.30	8_1_2013	AK AIRLINES S/WA
2 EMP	314475	343.30	8_1_2013	THAYER, CURTIS W
3 TKT	0277296625060	343.30	9_10_2013	THAYER/CURTIS W
4 CBN		343.30	8_26_2013	DOA COMM TRVL DUAL
5 MCC	3256	343.30	8_1_2013	ALASKA AIR 02772966
6 OCD		343.30	8_26_2013	THAYER, CURTIS W
7 BIL	02012	343.30	8_26_2013	02012
8				
9				

Fin 1 -343.30 SY 14 CC 2010192 Pgm LC Acct 73899 FY Type Num Line FLI 13

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 UPDAT QUIT BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP

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

- ▶ Line 1 of Financial coding is the coding set up at the beginning of the year from your finance officer.

Reconciling & Vouchering a Transaction

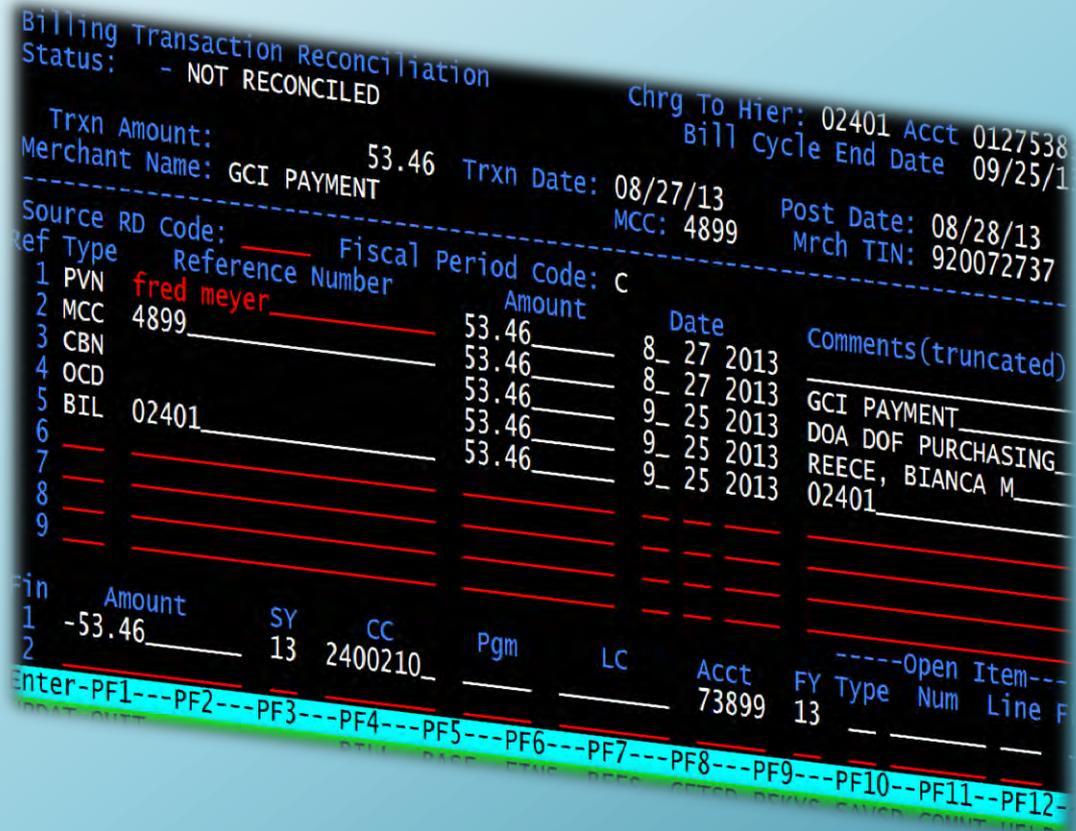
Review

Reconcile, Voucher and Process?

There are **three** steps that need to take place in order for an AutoPay Transaction to fully clear:

- 1. Reconcile:** A reconciled transaction is where:
 - The Payee Vendor Number (**PVN**) has been entered into the reference line.
 - At least **one financial line** is entered to offset the default financial line.
 - The sum of the financial lines is equal to zero.
 - Employee (**EMP**) reference numbers has been entered (may or may not be required by your department).
- 2. Voucher:** After the transaction is reconciled, a **310-55** transaction (OneCard Zero Net Warrant) is created with:
 - Default information already populated within the billing transaction.
 - Any Additional Information entered during the reconciliation process.
- 3. Process:** To successfully process a transaction after vouchering, the 310-55 must be certified (also authorized if necessary) and process without errors through AKSAS.

- To Reconcile a transaction **two** items must be entered
 - **PVN** must be entered
 - **Financial Coding** must be entered
 - (Debits must equal credits)
- **EMP** reference may be required based on your Department.



- **NO PVN or EMP on transaction?**
 - Users can search for PVN or EMP by pressing the PF12 Key
 - Enter the merchant name in the **PVN** reference line and press F12
 - Enter the Employee Name in the **EMP** reference line and press F12

Vendor List

```
SEARCH WORD(S): FRED AND MEYER          MATCHES FOUND: 15

 1 FMS13176  FRED MEYER STORES INC
   ACT? Y    DBA FRED / QUALITY FOOD CENTERS QFC
   EDI? N    3800 SE 22ND AVE
                   PORTLAND                OR  972022918

 2 FRM09245  FRED MEYER STORES
   ACT? N    ATTN FRED MEYER CUSTOMER CHARGES
   EDI? N    3501 SOLUTIONS CTR
                   CHICAGO                IL  606773004

 3 FRM84815  FRED MEYER STORES INC
   ACT? Y    ATTN FRED MEYER CUSTOMER CHARGES
   EDI? N    3501 SOLUTIONS CENTER
                   CHICAGO                IL  606773005

SELECTION NUMBER: █ (ENTER=SELECT, PF2/3=PGUP/DN, PF5=DETAIL)
```

- After pressing F12 for the PVN or EMP the user will get this screen.

- To scroll through the list, select PF2 or PF3
- To see details of an item, select PF5
- To go back to your transaction without selecting anything, press enter
- To select a vendor to use in your transaction, enter the number and press Enter

Populating the Reference Field

- Select the Vendor (employee) you want to use and press Enter

SEARCH WORD(S): FRED AND MEYER MATCHES FOUND: 15

1 FMS13176 FRED MEYER STORES INC
 ACT? Y DBA FRED / QUALITY FOOD CENTERS QFC
 EDI? N 3800 SE 22ND AVE
 PORTLAND

2 FRM09245 FRED MEYER STORES
 ACT? N ATTN FRED MEYER CUSTOMER C
 EDI? N 3501 SOLUTIONS CTR
 CHICAGO

3 FRM84815 FRED MEYER STORES INC
 ACT? Y ATTN FRED MEYER CUSTOMER CH
 EDI? N 3501 SOLUTIONS CENTER
 CHICAGO

SELECTION NUMBER: 1 (ENTER=SELECT, PF2/3)

OR 972022918

Billing Transaction Reconciliation Chrg To Hier: 02401 Acct 01275383
 Status: - NOT RECONCILED Bill Cycle End Date 09/25/13

Trxn Amount: 53.46 Trxn Date: 08/27/13 Post Date: 08/28/13
 Merchant Name: GCI PAYMENT MCC: 4899 Mrch TIN: 920072737

Source RD Code: _____ Fiscal Period Code: C

Ref	Type	Reference Number	Amount	Date	Comments(truncated)
1	PVN	FRM09245	53.46	8_27_2013	
2	MCC	4899	53.46	8_27_2013	GCI PAYMENT
3	CBN		53.46	9_25_2013	DOA DOF PURCHASING
4	OCD		53.46	9_25_2013	REECE, BIANCA M
5	BIL	02401	53.46	9_25_2013	02401
6					
7					
8					
9					

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

Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	FLI
1	-53.46	13	2400210			73899	13				
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

The transaction will now be populated with the PVN selected.

- If your transaction does not have an EMP reference, enter “EMP” on the next available reference line

Billing Transaction Reconciliation
 Status: - NOT RECONCILED

Trxn Amount: 53.46 Trxn Date: 08/27/13
 Merchant Name: GCI PAYMENT MCC: 4899

chrg To Hier: 02401 Acct 01275383
 Bill Cycle End Date 09/25/13
 Post Date: 08/28/13
 Mrch TIN: 920072737

Source RD Code: Fiscal Period Code: C
 Reference Number

Ref	Type	Amount	Date	Comments(truncated)
1	PVN	53.46	8-27-2013	GCI PAYMENT
2	MCC	53.46	8-27-2013	DOA DOF PURCHASING
3	CBN	53.46	9-25-2013	REECE, BIANCA M
4	OCB	53.46	9-25-2013	02401
5	BIL	53.46	9-25-2013	
6	EMP			
7				
8				
9				

Fin 1 Amount 53.46 SY 13 CC 2400210 Pgm LC Acct 73899 FY 13

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 UPDAT QUIT BILL BASE FINS REFS GETSD PFKYS SAVSD COMNT HELP

- **NO EMP on transaction?**
 - Enter the Employee Name in the **EMP** reference line and press F12

Employee List

- After pressing F12 for the PVN or EMP the user will get this screen.

```
SELECT EMPLOYEE NUMBER

HLP: EMP Reference - Employee Number Selection List
Sel Criteria - Last Name: REECE

Sel  Empl
Num  Num          Name
---  ---  -----
  1  314267  REECE BIANCA M
  2  321635  REECE DEVYN
  3  231372  REECE HUGH W

Enter Selection Number: █

Enter=SLCT  PF1=QUIT  PF2/3=PGUP/DN  PF5=DTL  PF6=REPOS
```

- To scroll through the list, select PF2 or PF3
- To see details of an item, select PF5
- To go back to the transaction without selecting anything, just press Enter
- To select an employee to use in your transaction, enter that employee number and press Enter

Finalizing Reconciliation

The transaction will now be populated with the EMP number selected.

```

Billing Transaction Reconciliation          Chrg To Hier: 02401 Acct 01275383
Status: - NOT RECONCILED                  Bill cycle End Date 09/25/13

Trxn Amount:          53.46  Trxn Date: 08/27/13  Post Date: 08/28/13
Merchant Name: GCI PAYMENT  MCC: 4899         Mrch TIN: 920072737
-----
Source RD Code:  Fiscal Period Code: C
Ref Type  Reference Number  Amount  Date  Comments(truncated)
1 PVN  FRM09245  53.46  8_27 2013  FRED MEYER STORES
2 MCC  4899  53.46  8_27 2013  GCI PAYMENT
3 CBN  53.46  9_25 2013  DOA DOF PURCHASING
4 OCD  53.46  9_25 2013  REECE, BIANCA M
5 BIL  02401  53.46  9_25 2013  02401
6 EMP  314267  53.46  9_25 2013  REECE, BIANCA M
7 INV  12345  53.46  10_31 2013  PENS AND PENCILS
8
9
-----
-----Open Item-----
Fin  Amount  SY  CC  Pgm  LC  Acct  FY Type  Num  Line  FL
1  -53.46  13  2400210  73899  13
2  53.46  2400210  72114
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          BILL  BASE  FINS  REFS  GETSD PFKYS SAVSD COMNT HELP
    
```

➤ To finalize Reconciliation...

- Enter any additional references your department may require.
- Enter one line of coding.
- Press Enter.

➤ No Reconciliation Errors To Display

- If you had no errors, you will get this screen.
- If you entered something incorrectly (for example selected an inactivate PVN, you will get the proper error)



```
TX: Billing Transaction Reconciliation
Code -----Online Created Errors----- Line --Indicative Data---

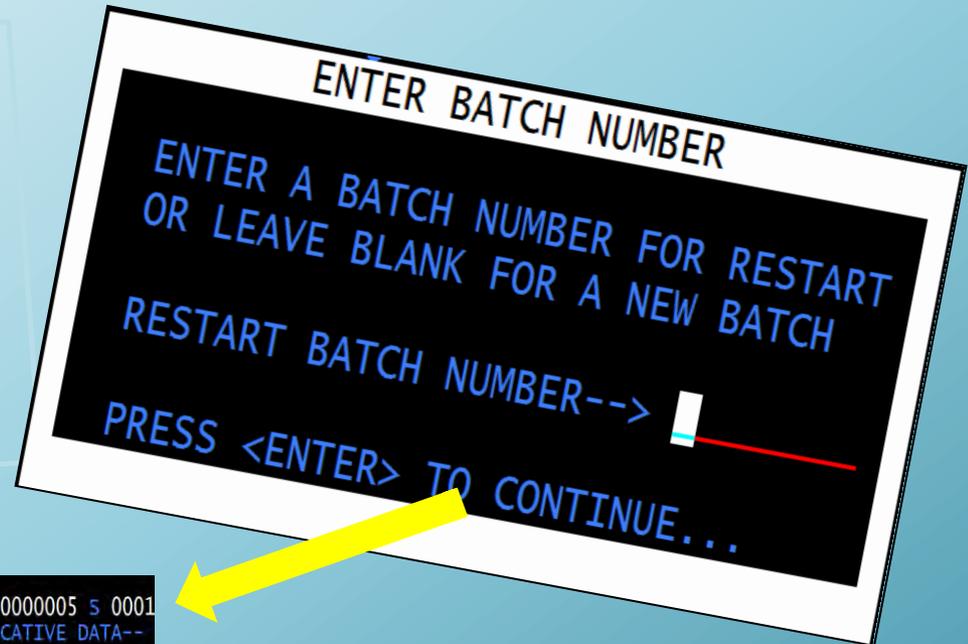
NO RECONCILIATION ERRORS TO DISPLAY

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
VCHR QUIT                                     BASE                                PFKYS                                HELP
```

➤ Press ENTER to Voucher the transaction

- **To Voucher** a transaction press ENTER after you reconcile.

- This will prompt the user to either restart an existing batch number or by pressing enter start a new batch number.
 - A 310-55 Transaction will be generated



```
FDE 310-55: PAY=US TRAVEL LLC          B 0000005 S 0001
CODE ----- ONLINE CREATED ERRORS ----- LINE --INDICATIVE DATA--

NO ONLINE ERRORS TO DISPLAY

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT          SUBMT ERRS  BASE  FINS  REFS  REMTS PFKYS          HELP
```

- Pressing Enter again will take the user back the TX: Billing Transaction Selection List.
 - Your transaction will have a "Y" under Recon and Vchred

```

TX: Billing Transaction Selection List

Bill To Hier 02401 Acct 555 Amount 53.46
Chrg To Hier 02401 Acct 5383 Amount 53.46
Name REECE, BIANCA M

selection Number==> ___ Bill cycle End Date 09/25/13

sel Trxn Post Recon Vchred Prcssd
Num Date Date (Y/N) (Y/N) (Y/N)
-----
1 08/27/13 08/28/13 GCI PAYMENT 53.46 Y Y N

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

**Making Data
Entry More
Efficient**

Filtering Transactions

BT: Bill To Account Selection List
Department 00 Starting from Hierarchy Number 00001

Selection Number=> _____ -OR- Hierarchy Number=> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	01120	55529633	GOV EXECUTIV	9460.48	11/26/12	56	56
2	01121	00205802	GOV CTS EXEC	418.80	11/26/12	3	3
3	01130	55529641	GOV ADMIN SE	3214.26	11/26/12	10	10
4	01140	55529658	GOV OFFICE O	1216.89	11/26/12	6	6

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-
CONT QUIT PGDN RIDX IDX DFLT PFKYS SAVSD NAME HELP

- Using PF5 (RIDX) users can filter transactions that are grouped by certain references.
- Found only on the “BT: Bill To Account Selection List” - select PF5 (F5) button on your keyboard.

**TX: Billing
Transaction
Reference Index
Selection Menu**

Hierarchy Number: A list of individual charges will be listed for the number entered.

Vendor Number: A list of individual charges for a specific vendor (PVN) will be listed.

Employee Number: A list of all charges for a specific state employee will be listed.

TX: Billing Transaction Reference Index - Selection Menu

Display Autopay Transactions for the selection:

Hierarchy Number: _____ -OR-
Vendor Number: _____ -OR-
Employee Number: _____ -OR-
TA Number: _____ -OR-
Merchant Category: _____ -OR-
Account Number (last four digits)
OneCard: _____ -OR- CTS: _____
Begin Trxn Date: _____ (optional, mm dd yyyy)

NOTE: there may be transactions that do not have the EMP reference field populated. In this case, if you use this search function, those transactions will not show in the list.

TX: Billing Transaction Reference Index - Selection Menu

Display Autopay Transactions for the selection:

Hierarchy Number: _____ -OR-

Vendor Number: _____ -OR-

Employee Number: _____ -OR-

TA Number: _____ -OR-

Merchant Category: _____ -OR-

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

Begin Trxn Date: _____ (optio

Enter-PF1---PF2---PF3---PF4---PF5---PF6---
SLCT QUIT

TA Number: A list of charges for a specific TA will be listed.

- The list of charges will only show if the user has already started the reconciling process and has entered the TA number as a reference.

Merchant Category: A list of charges by MCC.

- A list of MCC's can be found at Finance's website.

http://doa.alaska.gov/dof/charge_cards/state_agen.html

Account Number: Shows a list of charges related to a certain charge card account or CTS account.

- Enter last four digits which should show on receipts/invoices and travel itineraries.
- Probably the most often used filter.

Begin Trxn Date: This field is optional, but if you use it this filter must be in addition to another filter.

- Example: Enter Account Number AND date filter.

TX: Billing Transaction Reference Index - Selection Menu

Display Autopay Transactions for the selection:

Hierarchy Number: _____ -OR-

Vendor Number: _____ -OR-

Employee Number: _____ -OR-

TA Number: _____ -OR-

Merchant Category: _____ -OR-

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

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

Setting Up Transaction Templates

- AutoPay offers a similar feature that acts like AKSAS's "Easytran"
 - Users can set up "templates" with specific default references and financial coding.
 - These templates can then be used when reconciling similar AutoPay charges or credit transaction (such as Travel related items).

BT: Bill To Account Selection List

Department 00 Starting from Hierarchy Number 00001

Selection Number==> _____ -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	01100	00205760	GOV CTS CAR	83.98	08/26/13		
2	01100	00205760	GOV CTS CAR	137.80	10/25/13	1	1
3	01110	55529666	GOV HUMAN RI	937.87	09/25/13		
4	01110	55529666	GOV HUMAN RI	890.49	10/25/13	1	1
5	01111	00205786	GOV CTS HUMA	5962.33	10/25/13	1	1
6	01120	55529633	GOV EXECUTIV	56322.25	07/25/13	1	2

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT PGUP PGDN RIDX IDX DFLT PFKYS SAVSD NAME HELP

- At the BT, CT, and Billing Transaction Screen: pressing the F10 (SAVSD) key will:
 - take the user to the list of saved transaction templates for the RD code you are using.
 - **NOTE:** If the RD code was used by a previous employee who had already set up templates, you may see different results.

BSF: List/Select Saved Transaction Data

```
SAVED TRANSACTION DATA
BSF: List/Select Saved Transaction Data

Sel Num      Description
-----
==> 01      DEFAULT
    02      AUTO PAY TRAINING
    03
    04
    05
    06
    07
    08
    09
    10

Selection: 01          * ==> Current

ENTER=SLCT  PF1=QUIT  PF3=VIEW/UPDT
```

At the **BSF: List/Select Saved Transaction Data** screen you will see the current “templates” that have been saved for the RD code you are using.

- ▶ To return to previous screen, press the **F1** key.
- ▶ The **ENTER** key will toggle between templates when the users selects a different template. The **ENTER** key also returns to the previous page when a template is not selected.
- ▶ To open a template, enter the number of the template and press **PF3 View/Update** key.

PF Keys for Transaction Templates

- Once a template is open additional PF keys are available

SAVED TRANSACTION DATA

BSF: Display/Update Saved Transaction Data

Saved Data Num: 01 Desc: DEFAULT

Source RD Code: _____

Ref Type	Reference Number	Amount	Date
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Comment: _____

Comment: _____

Comment: _____

SY	CC	Pgm	LC	Acct	FY	Open Item	Type	Num	Line
1	_____	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____	_____

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

- ENTER:** “saves” the changes the user makes.
- PF1:** Will “quit” and return to previous screen.
- PF6:** will take the user to the financial screen in order to enter or change more financial lines.
- PF7:** will take the user to reference screen in order to enter or change more reference lines.
- PF11:** will clear the information and make the template “blank”.

Updating a Transaction Template

To update an existing template, enter the selection number and press **PF3**.

The details of the template will be shown.

- In this example we selected the template named "DEFAULT".
- We will add references, financial coding and updated the description.

SAVED TRANSACTION DATA

Display/Update Saved Transaction Data

Data Num: 01 Desc: DEFAULT

RD Code: _____

Ref	Type	Reference Number	Amount	Date
1	TA	99-9999		10 31 2013
		Comment: Jnu-Anc 10/1/13		
2				
		Comment: _____		
3				
		Comment: _____		

---Open Item---

SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	Pct%
1	2400210								50
2	2400205								50
3									
4									

LC Acct FY Type Num Line Pct%

SAVED TRANSACTION DATA

BSF: Display/Update Saved Transaction Data

Saved Data Num: 01 Desc: #1 Auto Pay Training

Source RD Code: _____

Ref	Type	Reference Number	Amount	Date
1	TA	99-9999		10 31 2013
		Comment: Jnu-Anc 10/1/13		
2				
		Comment: _____		
3				
		Comment: _____		

---Open Item---

SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	Pct%
1	2400210								50
2	2400205								50
3									
4									

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

Updating a Template

To save a template, press ENTER=UPDT.

- User will receive a message that states "Transaction Data Saved".

- Pressing F1 will take the user back to the selection list.

BSF: Display/Update Saved Transaction Data
TRANSACTION DATA SAVED
Saved Data Num: 01 Desc: #1 AUTO PAY TRAINING
Source RD Code: _____

SAVED TRANSACTION DATA

Ref Type	Reference Number	Amount	Date
1 TA_	99-9999		10 31 2013
2	Comment: JNU-ANC 10/1/13		
3	Comment: _____		

SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	Open Item	Pct%
1	2400210									50
2	2400205									50
3										
4										

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

BSF: List/Select Saved Transaction Data

SAVED TRANSACTION DATA

Sel Num	Description
==> 01	#1 AUTO PAY TRAINING
02	AUTO PAY TRAINING
03	
04	

Selection: _____ * ==> Current Selection

ENTER=SLCT PF1=QUIT PF3=VIEW/UPDT

- Notice how Selection #1 now has a description of #1 AutoPay Training, instead of Default.

Selecting & loading a Template

- The user can select a template at any screen that shows PF10 (SAVSD)
- BT: Bill to Account List Screen
- CT: Charge to Account Selection List Screen
- Billing Transaction Reconciliation Screen

BT: Bill To Account Selection List
 Department 00 Starting from Hierarchy Number 00001
 Selection Number==> _____ -OR- Hierarchy Number==> _____

Sel Num	Hier Num	Acct Number	Account Name	Amount	Cycle End Date	To Be Vchred	To Be Prcssd
1	01100	00205760	GOV CTS CAR	83.98	08/26/13		
2	01100	00205760	GOV CTS CAR	137.80	10/25/13	1	1
3	01110	55529666	GOV HUMAN RI	937.87	09/25/13		
4	01110	55529666	GOV HUMAN RI	890.49	10/25/13	1	1
5	01111	00205786	GOV CTS HUMA	5962.33	10/25/13	1	2
6	01120	55529633	GOV EXECUTIV	56322.25	07/25/13	1	1

Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
 QUIT PGUP PGDN RIDX IDX DFLT PFKYS SAVSD NAME HELP

After F10 is selected, the user will want to verify the template needed is marked.

- In this example the template named #1 AutoPay Training is selected.

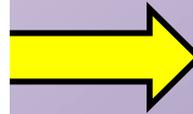
SAVED TRANSACTION DATA

BSF: List/Select Saved Transaction Data

Sel Num	Description
====> 01	#1 AUTO PAY TRAINING
02	AUTO PAY TRAINING
03	
04	
05	
06	
07	
08	
09	
10	

Selection: **02** * ==> Current Selection

ENTER=SLCT PF1=QUIT PF3=VIEW/UPDT



SAVED TRANSACTION DATA

BSF: List/Select Saved Transaction Data

Sel Num	Description
01	#1 AUTO PAY TRAINING
====> 02	AUTO PAY TRAINING
03	
04	
05	
06	
07	
08	
09	
10	

Selection: __ * ==> Current Selection

ENTER=SLCT PF1=QUIT PF3=VIEW/UPDT

- We want the template named AutoPay Training.
- Therefore we enter 02 into the selection and press ENTER to mark #2.

Once the correct template is selected...

Press F1. The user will be taken back to the original screen where the user pressed F10

```
SAVED TRANSACTION DATA

BSF: List/Select Saved Transaction Data

Sel
Num      Description
-----
01      #1 AUTO PAY TRAINING
==> 02      AUTO PAY TRAINING
03
04
05
06
07
08
09
10

Selection: __ *
ENTER=SLCT  PF1=QUIT  PF3=VIEW
```

```
BT: Bill To Account Selection List
Department 00      Starting from Hierarchy Number 00001

Selection Number==> ____ -OR- Hierarchy Number==> ____

Sel  Hier  Acct      Cycle      To Be      To Be
Num  Num   Number   Account Name  Amount      End Date   Vchred   Prcssd
---  ---  -
1   01100  00205760  GOV CTS CAR      83.98      08/26/13      1         1
2   01100  00205760  GOV CTS CAR     137.80     10/25/13      1         1
3   01110  55529666  GOV HUMAN RI     937.87     09/25/13      1         1
4   01110  55529666  GOV HUMAN RI     890.49     10/25/13      1         1
5   01111  00205786  GOV CTS HUMA    5962.33     10/25/13      1         2
6   01120  55529633  GOV EXECUTIV    56322.25    07/25/13      1         1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  QUIT  PGUP  PGDN      RIDX  IDX      DFLT  PFKYS  SAVSD  NAME  HELP
```

Billing Transaction Reconciliation

Status: - NOT RECONCILED

Chrg To Hier: 02032 Acct 01161765
Bill Cycle End Date 09/25/13

Trxn Amount: 290.89 Trxn Date: 08/26/13
Merchant Name: TYLER RENTAL-CRAIG 400 MCC: 5085

Post Date: 08/28/13
Mrch TIN: 920135584

Source RD Code: _____ Fiscal Period Code: C

Ref	Type	Reference Number	Amount	Date	Comments (truncated)
1	PVN		290.89	8_ 26 2013	
2	MCC	5085	290.89	8_ 26 2013	TYLER RENTAL-CRAIG 4
3	CBN		290.89	9_ 25 2013	DOA ETS TRVL DUAL
4	OCD		290.89	9_ 25 2013	WILSON, BRIAN W
5	BIL	02032	290.89	9_ 25 2013	02032
6					
7					
8					
9					

Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	FLI
1	-290.89	13	2600492			73899	13				
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

- To load a template into a specific transaction, the user must be in the **Billing Transaction Reconciliation** screen.
- Press the F8 Button (GETSD) to populate the transaction with the template you previously selected.

- The transaction will show the default data from the template selected.

```

Billing Transaction Reconciliation          Chrg To Hier: 02190 Acct 01695044
Status:  - NOT RECONCILED                  Bill Cycle End Date 09/25/13

Trxn Amount:          123.00  Trxn Date: 08/27/13  Post Date: 08/29/13
Merchant Name: ACTION SECURITY          MCC: 7393  Mrch TIN: 920047603
-----
Source RD Code: _____ Fiscal Period Code: C
Ref Type      Reference Number      Amount      Date      Comments (truncated)
1 PVN          _____          123.00      8_ 27 2013
2 MCC 7393     _____          123.00      8_ 27 2013  ACTION SECURITY
3 CBN          _____          123.00      9_ 25 2013  DOA DMV PURCHASING
4 OCD          _____          123.00      9_ 25 2013  CASTRO, CARLA J
5 BIL 02190    _____          123.00      9_ 25 2013  02190
6 TA 12-1020   _____          123.00      9_ 1_ 2013  JNU-FLORDIA 8/12-8/1
7 _____          _____          _____      _____
8 _____          _____          _____      _____
9 _____          _____          _____      _____
-----Open Item-----
Fin  Amount      SY  CC      Pgm      LC      Acct  FY Type  Num  Line  FLI
1  -123.00      13  2177441  _____  _____  73899  13
2  30.75        _____  2010192  _____  _____  _____  _____
3  92.25        _____  2400210  _____  _____  _____  _____
-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT          BILL  BASE          REFS  GETSD PFKYS SAVSD COMNT HELP

```

- NOTE: you can add or edit as needed.

**Finding a
Document &
Warrant number**

- Users can view the document number for multiple transactions through the **filter option (PF5, RIDX)**

TX: Billing Transaction Reference Index - Selection Menu

Display Autopay Transactions for the selection:

Hierarchy Number: 02032 -OR-
 Vendor Number: _____ -OR-
 Employee 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-
 SLCT QUIT

- Enter your search criteria and press **ENTER**
- This will take the user to the TX: Billing Transaction Selection List

Show: All Transactions

TX: Billing Transaction Selection List
 Trxns for Ref Type: BIL Num: 02032

Selection Number==> _____

Sel Num	Hier Num	Account Number	Trxn Date	Post Date	Merchant Name	Amount
1	02032	00245964	06/29/13	07/01/13	HOLIDAY STNSTORE 0632	14.61
2	02032	01683115	07/01/13	07/02/13	LOWES #02512*	93.67
3	02032	01837992	07/01/13	07/03/13	THREE BEARS #80 WAS	6.79
4	02032	01837992	07/01/13	07/03/13	HOLIDAY STNSTORE 0650	10.36
5	02032	01837992	07/01/13	07/03/13	AGENT FEE 8900591714497	19.67

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

➤ Once in the TX: Billing Transaction Selection List...

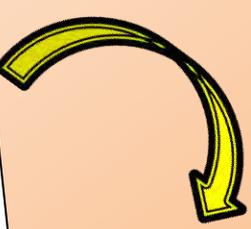
TX: Billing Transaction Selection List
Trxns for Ref Type: BIL Num: 02032

Show: All Transactions

Selection Number=> _____

Sel Num	Hier Num	Account Number	Trxn Date	Post Date	Merchant Name	Amount
1	02032	00245964	06/29/13	07/01/13	HOLIDAY STNSTORE 0632	14.61
2	02032	01683115	07/01/13	07/02/13	LOWES #02512*	93.67
3	02032	01837992	07/01/13	07/03/13	THREE BEARS #80 WAS	6.79
4	02032	01837992	07/01/13	07/03/13	HOLIDAY STNSTORE 0650	10.36
5	02032	01837992	07/01/13	07/03/13	AGENT FEE 8900591714497	19.67

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
SLCT QUIT PGUP PGDN



NOTE: the Column named "Merchant Name". This is a default.

Transaction Selection List
Type: BIL Num: 02032

Show: All Transactions

Selection Number=> _____

Sel Num	Hier Num	Account Number	Trxn Date	Post Date	Traveler Name	Amount
1	02032	00245964	06/29/13	07/01/13		14.61
2	02032	01683115	07/01/13	07/02/13		93.67
3	02032	01837992	07/01/13	07/03/13		6.79
4	02032	01837992	07/01/13	07/03/13	ISENBERG/BRANDO	10.36
5	02032	01837992	07/01/13	07/03/13		19.67

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
SLCT QUIT PGUP PGDN



- Press F11
 - 1st time shows the traveler's name (if travel related)
 - 2nd time shows the batch/document number.

TX: Billing Transaction Selection List
Trxns for Ref Type: BIL Num: 02032

Show: All Transactions

Selection Number=> _____

Sel Num	Hier Num	Merchant Name	Batch Seq Num	Vchr RD	Process Date	Amount
1	02032	HOLIDAY STNSTORE 0632	AQ01280840010	02525	07/10/13	14.61
2	02032	LOWES #02512*	AQ01315410006	02525	08/28/13	93.67
3	02032	THREE BEARS #80 WAS	AQ01315410007	02525	08/28/13	6.79
4	02032	HOLIDAY STNSTORE 0650	AQ01315410001	02525	08/27/13	10.36
5	02032	AGENT FEE 8900591714497				19.67

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
SLCT QUIT PGUP PGDN

- Users can find a document number and warrant for processed transactions for specific transactions.

TX: Billing Transaction Selection List

Bill To Hier 01161 Acct 002 [REDACTED] Amount 369.10
 Chrg To Hier 01161 Acct 002 [REDACTED] Amount 369.10
 Name GOV CTS DIV OF ELECTIONS

Selection Number==> **1**

Bill Cycle End Date 10/25/13

Sel Num	Trxn Date	Post Date	Merchant Name	Amount	Recon (Y/N)	Vchred (Y/N)	Prcssd (Y/N)
1	10/02/13	10/04/13	AURORA INN	344.10	Y	Y	Y
2	10/04/13	10/07/13	WRIGHT AIR SE	25.00	N	N	N

- At the Billing Transaction selection list:
 - Select the transaction that has a "Y" in Vchred/Prcssd as this will then take you to the Billing Transaction Reconciliation Screen

Billing Transaction Reconciliation Chrg To Hier: 01100 Acct 00205760
 Status: P - PROCESSED Wmnt Num: 03246969 Bill Cycle End Date 10/25/13
 Recon RD: 01240 Date: 10/23/13 Voucher RD: 01240 Date: 10/23/13
 Trxn Amount: 68.90 Trxn Date: 10/08/13 Post Date: 10/11/13
 Merchant Name: BUDGET RENT A CAR ANCH MCC: 3366 Mrch TIN: 920140935

Source RD Code: 01240 Fiscal Period Code: C

Ref Type	Reference Number	Amount	Date	Comments (truncated)
1 PVN	BRC96227	68.90	10 8 2013	BUDGET RENT A CAR AN
2 EMP	999901	68.90	10 8 2013	DEFAULT EMP #, GOVER
3 CAR	A1718209	68.90	10 8 2013	
4 CTA		68.90	10 25 2013	GOV CTS CAR RENTAL
5 MCC	3366	68.90	10 8 2013	BUDGET RENT A CAR AN
6 BIL	01100	68.90	10 25 2013	01100
7 TA	01-0663	68.90	10 8 2013	RUARO, RAM
8				
9				

Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	N	Op
1	-68.90	14	1911101			73899	14			
2	68.90	14	1911101		1140950	72112	14			

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11
 CONT QUIT BILL BASE FINS REFS PFKYS IW C

TRANSACTION STATUS INFO

CREATE DATE	DATE LAST UPDATE	RD CODE LAST UPDATE	
09/03/13	09/04/13	01240	
VOUCHER DOCUMENT NUMBER	VOUCHER WARRANT NUMBER	PROCESS DATE	PROCESS DOCUMENT NUMBER
AQ01319790015	03200187	09/04/13	AQ01319790015

PRESS <ENTER> TO CONTINUE.

- Press the Shift PF10 from the Billing Transaction Reconciliation Screen
- This will bring up the Transaction Status Info showing Document Number & Warrant

Billing Transaction Reconciliation Chrg To Hier: 01100 Acct 00205760
 Status: P - PROCESSED Wrt Num: 03246969 Bill Cycle End Date 10/25/13
 Recon RD: 01240 Date: 10/23/13 Voucher RD: 01240 Date: 10/23/13
 Trxn Amount: 68.90 Trxn Date: 10/08/13 Post Date: 10/11/13
 Merchant Name: BUDGET RENT A CAR ANCH MCC: 3366 Mrch TIN: 920140935

Source RD Code: 01240 Fiscal Period Code: C

Ref	Type	Reference Number	Amount	Date	Comments (truncated)
1	PVN	BRC96227	68.90	10 8 2013	BUDGET RENT A CAR AN
2	EMP	999901	68.90	10 8 2013	DEFAULT EMP #, GOVER
3	CAR	A1718209	68.90	10 8 2013	
4	CTA		68.90	10 25 2013	GOV CTS CAR RENTAL
5	MCC	3366	68.90	10 8 2013	BUDGET RENT A CAR AN
6	BIL	01100	68.90	10 25 2013	01100
7	TA	01-0663	68.90	10 8 2013	RUARO, RANDALL
8					
9					

INQ-WD: WARRANT DETAIL INQUIRY
 WARRANT CLASS EP - ONE CARD ZERO-NET
 WRT PRINT AMOUNT
 ACCUM LIAB AMOUNT
 ADDRESS NAME: CORPORATE SALES AND LEASING INC
 L1: DBA BUDGET RENT A CAR OF ANCHORAGE
 L2: 4707 SPENARD RD
 CITY/STATE: ANCHORAGE
 BANK NUMBER
 ACCOUNT NUMBER
 CASHED AMOUNT
 REDEEMED DATE 20131025
 WRT NUMBER 03246969
 STATUS AW
 DATE LAST ACTIVITY 10/25/2013
 SCHED PRINT DATE 10/23/2013
 WRT PRINT DATE 10/25/2013
 REDEEMED DATE 10/25/2013
 RECONCILED DATE 10/25/2013
 BANK DATA ***** AK 99517-3237 *****
 MICROFILM NUMBER
 FOR NEXT WARRANT DETAIL
 ENTER NEW WRT NUM ==>
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT QUIT BAL BASE FINS REFS REMTS PFKYS HELP

- By Pressing just F10 (no shift) the user will be taken to the actual warrant detail screen
- ONLY if the transaction has been processed (identified as with an IW under the PF10 button)

Recap of Learning Objectives

- ✓ Learned what AutoPay is.
- ✓ Learned the difference between a OneCard and CTS Account.
- ✓ Overview of the screens and what they look like.
- ✓ Learned how to reconcile and voucher a transaction.

Recap of Learning Objectives

- ✓ Learned about function keys, filtering and easy trans.
- ✓ Learned how to find document numbers and warrants.

What to know about Temporary PVNs

- There are eight generic PVNs specifically for 310-55 AutoPay Transactions.
- These are used when it is difficult to establish a PVN for a vendor or when a vendor is infrequently used.
- (see Accounting Procedures Manual, Section 10 Vendors, Overview for more information on temp PVNs)

The Eight Temporary PVNs

- **RRR00000 – for meal charges (restaurants)**
- **GGG00000 – for fuel charges (gas stations)**
- **TTT00000 – for taxi fares**
- **FFF00000 – for foreign vendors**

The Eight Temporary PVNs

- **ATM00000** – Cash Advance Fees (not ATM fees)
- **INS00000** – for in-state charges
- **OOS00000** – for out of state charges
- **FRD00000** – for fraudulent charges/credits

Need Help?

- ❑ Accounting Procedure Manual (APM) : (Department of Administration, Division of Finance, Accounting)

<http://doa.alaska.gov/dof/manuals/apm/index.html>

Section 16 – AutoPay

- Overview
- Processing AutoPay
- Special Features
- PF Key Cheat Sheet
- How do I... in AutoPay?

- ❑ State of Alaska, Charge Card Web Site (Department of Administration, Division of Finance, Charge Cards)

http://doa.alaska.gov/dof/charge_cards/index.html

- ❑ Questions or Assistance needed with AutoPay or OneCards/CTS

DOA.DOF.OneCard.Support@alaska.gov