

# **SECTION 16: AutoPay**

## **Processing AutoPay Transactions**

### **INTRODUCTION**

*Processing AutoPay Transactions* provides procedures for processing state charge card transactions. Each transaction charged to a One Card account is loaded into AutoPay for processing. Some data fields are system-filled with information provided from AKSAS, VISA, and the merchant. Other data fields are filled in during the reconciliation and voucher process.

There are three distinct processes that must be completed before a transaction can process in AKSAS.

#### **Reconcile**

Each transaction must first be reconciled in AutoPay. To reconcile a transaction,

- In the PVN reference line, the REFERENCE NUMBER field must contain a valid AKSAS vendor code. Temporary PVNs may be entered for non-1099 reportable payments.
- In the EMP reference line, the REFERENCE NUMBER field must contain a valid employee number. An agency default traveler number may be used for transactions generated for non-state employees (clients, prisoners, etc.) The EMP reference line only displays on travel transactions.
- At least one financial line must be entered to offset the default financial line.
- The sum of the financial line amounts must equal zero.

#### **Voucher**

After the transaction is reconciled, a 310-55: One Card Zero-Net Warrant is created in AutoPay by pressing a designated PF key. The 310-55 One Card Zero-Net Warrant fields are system-filled with (1) information entered during reconciliation, and (2) selected information from the billing transaction. A reconciled transaction can be vouchered without further review, or the reconciled transaction can be reviewed and changed, if necessary.

#### **Process**

To successfully process a transaction after vouchering, the 310:55 One Card Zero-Net Warrant must be certified, and may be authorized using the DC - Certify Transactions and DA - Authorize Transactions menu options on the AKSAS Main Menu.

### **AutoPay Screens**

**BT: Bill To Account Selection List** – Use to select a bill-to account (CBN or CTS).

**CT: Charge To Account Selection List** – Use to select a charge-to account (Card).

**TX: Billing Transaction Selection List** – Use to select a transaction to reconcile or voucher.

**Billing Transaction Reconciliation** – Use to reconcile an AutoPay transaction.

**310-55: One Card Zero-Net** – Use to voucher an AutoPay transaction.

**PROCEDURES****I. Compile and prepare source documentation.**

AutoPay transactions must be supported with a payment document such as an original invoice, contract, delivery order, commercial lodging facility receipt, ATM receipt, rental car agreement, or other authorization to charge.

**II. Access a transaction.**

Only employees with 360-10, 360-20, 360-30 or 360-31 authority can access AutoPay transactions. For more information on levels of access to AutoPay, refer to *Overview* in this Section.

A. On the AKSAS Main Menu, enter **AP** (Automated Payment System) in the **SELECTION** field. Press <Enter> to display the BT: Bill to Account Selection List screen.

B. Select a bill-to account. A bill-to account is a CBN or CTS.

1. If the account number displays on the screen, enter the selection number of the account in the **SELECTION NUMBER** field and press <Enter>.
2. If the account number does not display on the screen, enter the hierarchy number of the account in the **HIERARCHY NUMBER** field and press <Enter>. Account numbers that begin with the hierarchy number entered display. In the **SELECTION NUMBER** field, enter the selection number of the account and press <Enter>.
  - If the account number selected is a CBN to which multiple cards roll, the CT: Charge To Account Selection List screen displays. Go to Step II.C.
  - If the account number selected is a CBN to which one card rolls or a CTS, the TX: Billing Transaction Selection List screen displays. Go to Step III.

C. Select a charge-to account. A charge-to account is a Card.

1. If the account number displays on the screen, enter the selection number of the account in the **SELECTION NUMBER** field and press <Enter>. The TX: Billing Transaction Selection List displays. Go to Step III.
2. If the account number does not display on the screen, enter the hierarchy number of the account in the **HIERARCHY NUMBER** field and press <Enter>. Account numbers that begin with the hierarchy number entered displays. In the **SELECTION NUMBER** field, enter the selection number of the account and press <Enter>. The TX: Billing Transaction Selection List displays. Go to Step III.

**III. Reconcile a transaction.**

Only employees with 360-20, 360-30 or 360-31 authority can reconcile AutoPay transactions.

***NOTE:** If this transaction is a payment or credit for goods or services for another agency, reconcile the transaction with financial coding from your organization. The other agency's authorizing RD is entered during vouchering, and either agency can enter the correct offsetting financial coding.*

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- A. On the TX: Billing Transaction Selection List screen, in the **SELECTION NUMBER** field, enter the selection number of the transaction to be reconciled. Press <Enter> to display the Billing Transaction Reconciliation screen.

*NOTE: Only selections where the RECON (Y/N) field equals N can be reconciled.*

- B. In the **SOURCE RD CODE** field, enter the Source RD code of the person authorized to process AKSAS 310-55 transactions.
- C. Enter data in the **REFERENCE** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.

*NOTE: Sixteen reference lines are available during the reconciliation process, of which five or six are system-filled. One-hundred and eighty reference lines are available during the vouchering process.*

*NOTE: Refer to Special Features in this section for procedures on how to populate reference lines using saved transaction data.*

1. **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>.*

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

- For the PVN reference TYPE, enter the eight-character (three-alpha, five-numeric) vendor number from the Vendor Master File if the field is not system-filled or if the vendor number displayed is not correct. Temporary PVNs may be entered for non-1099 reportable payments. Refer to *Special Features* in this section for procedures on how to select a vendor number.

*NOTE: If a temporary vendor number is used, enter the reference number as three alpha characters followed by five 9s. A temporary vendor number is an agency-specific, three-alpha character prefix followed by 99999, such as ADM99999 (where ADM refers to Administration).*

*NOTE: Five generic PVNs have been established for non-1099 reportable charges. The generic PVNs are used when it is difficult to establish a PVN for a vendor, and when a vendor is infrequently used. The generic PVNs are (1) RRR00000 for meal charges (restaurants), (2) GGG00000 for fuel charges (gas stations), (3) TTT00000 for taxi fares (4) FFF00000 for foreign vendors and (5) ATM00000 for ATM fees.*

- For the EMP reference TYPE, enter the six-digit employee number assigned to the employee if the field is not system-filled or if the employee number displayed is not correct. Refer to *Special Features* in this section for procedures on how to select an employee number.

*NOTE: The EMP reference type and number can be manually added to any travel or purchasing transaction.*

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

4. **DATE** - Enter the date associated with the reference TYPE as **MM DD CCYY**. The reference DATE is required for reference TYPEs BIL, IND, INV, and STM.

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5. **COMMENTS** - Enter additional descriptive information for the reference line.

***NOTE:** For a manually entered PVN reference number, the COMMENTS field is system-filled with the vendor name (short description from the Vendor Master File) after you press <Enter> on the Billing Transaction Reconciliation screen.*

6. Repeat Steps 1-5 for each reference line to be entered.

- D. Enter data in the **FINANCIAL** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

***NOTE:** Nine financial lines are available during the reconciliation process, of which one is system-filled with default coding. One-hundred and eighty financial lines are available during the vouchering process.*

***NOTE:** Refer to Special Features in this section for procedures on how to copy financial line 1 to financial line 2 and how to populate financial lines using saved transaction data.*

***NOTE:** Collocation code, ledger code, and account code detail information can be accessed by entering the code in the appropriate field, placing your cursor on the code, and pressing PF12-HELP.*

1. **AMOUNT** - Enter the dollar amount as a positive number for expenditures or enter the amount with a leading minus (-) sign for credits.
2. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if left blank. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.
3. **CC** - Enter the eight-digit collocation code for this financial line.
4. **PGM** - Enter a five-digit program code, if required by your agency, for this financial line.
5. **LC** - Enter an eight-digit ledger code, if required by your agency, for this financial line.
6. **ACCT** - Enter the five-digit account for the AMOUNT entered on this financial line and type of purchase or service. Refer to the *AKSAS Handy Guide* for valid accounts associated with the 310-55: One Card Zero-Net Warrant transaction.
7. **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.
8. If this warrant request transaction liquidates an encumbered expenditure open item, enter the encumbrance data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the encumbrance and records the payment using the financial coding in the open item.

***NOTE:** Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered, it will be charged and the open item will not be partially or fully liquidated.*

- a. **TYPE** - Enter **EN** (Encumbered Expenditure) to liquidate an encumbered expenditure with this financial line.
- b. **NUM** - Enter the open item number to be liquidated by this financial line.

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- c. **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.
  - d. **FLI** (Fully Liquidate Indicator) - Defaults to **N** (liquidate the open item by the amount in this financial line). Enter **Y** to fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line. A batch error occurs when the liquidation amount is greater than the open item available amount. Enter **O** to override the batch error that prevents the overliquidation of the encumbrance open item.
9. Repeat Steps 1-8 for each financial line to be entered.
- E. Press <Enter> to display online errors. Correct errors until the message NO RECONCILIATION ERRORS TO DISPLAY is received.
  - F. Press <PF1-QUIT> to complete the reconciliation process and display the TX: Billing Transaction Selection List screen.

OR

Press <Enter-VCHR> to create/voucher the 310:55 One Card Zero-Net Warrant. Go to Step IV.B.

### IV. Voucher a transaction.

Only employees with 360-30 or 360-31 authority can voucher AutoPay transactions.

***NOTE:** If this transaction is a payment or credit for goods or services for another agency, the transaction was reconciled with financial coding of the agency to which the default coding is assigned. The other agency's authorizing RD is entered during vouchering, and either agency can enter the correct offsetting financial coding.*

- A. On the TX: Billing Transaction Selection List screen, in the **SELECTION NUMBER** field, enter the selection number of the transaction to be vouchered and press <PF6-VCHR>.

***NOTE:** Only selections where the RECON (Y/N) field equals Y and the VCHRED (Y/N) field equals N can be vouchered.*

- B. If this is the first transaction selected to voucher during this AKSAS session, the ENTER BATCH NUMBER window displays.
  - To add this document to an existing batch, in the **RESTART BATCH NUMBER** field, enter a batch number and press <Enter>. The 310-55: Online Created Errors screen displays.
  - To add this document to a new batch number, leave the field blank and press <Enter>. The 310:55 Online Created Errors screen displays.

If this is not the first transaction selected to voucher during this AKSAS session, the 310:55 Online Created Errors screen displays.

- C. To voucher the transaction without reviewing or changing the information, press <Enter-UPDAT> to complete the voucher process and display the TX: Billing Transaction Selection List screen.

OR

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To review or change the transaction before vouchering, press <PF5-BASE> to display the 310-55 base screen.

- D. Enter/review data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.
1. **TRANS CODE MINOR** – Defaults to 55.
  2. **WRT CLASS** – Defaults to EP (electronic payment).
  3. **SCHED PRINT DATE** – Leave blank.
  4. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
  5. **ADD'L AUTH RD** - If this transaction requires additional authorization, enter the RD code of the individual who will authorize this transaction.  
  
*NOTE: If this transaction is a payment or credit for goods or services for another agency, enter the RD code of the individual in the other agency who will change the offset financial coding and authorize this transaction.*
  6. **SOURCE RD CODE** – Displays the AKSAS Source RD code entered during the reconciliation process. Enter a different Source RD code as necessary.
  7. **DENOMINATOR** – Leave blank.
  8. The following payee name and address fields are completed **only** if a temporary vendor number (formatted as three alpha characters and five 9s) was entered in the REFERENCE NUMBER field for reference TYPE PVN on the Billing Transaction Reconciliation screen.
    - a. **PAYEE NAME** - Enter the name of the merchant from whom the charge was received.
    - b. **PAYEE ADDRESS** – Not required.
    - c. **CITY** – Not required.
    - d. **STATE** – Not required.
    - e. **ZIP** – Not required.
  9. **FISCAL PERIOD CODE** – Defaults to C (Current), A (Accrual) or P (Prior).
    - September 1 to June 30 (current year) - the fiscal period code defaults to C.
    - Unprocessed transactions in AutoPay on July 1 - the fiscal period code programmatically changed from C to P.
    - Transactions loaded to AutoPay on July 1<sup>st</sup> for prior year posting dates - the fiscal period code defaults to A.
    - July 2 to August 31 (reappropriation period) - the fiscal period code defaults to A for transactions charged before the current fiscal year start date, and defaults to C for transactions charged during the current fiscal year.

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***NOTE:** Refer to the AKSAS Handy Guide, Expenditures, AutoPay for more information on how fiscal period codes are assigned in AutoPay.*

E. Enter data in the **REFERENCE** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.

1. **TYPE** - Enter a reference line for each reference type(s).

***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>.*

2. **REFERENCE NUMBER** - Enter an identifier associated with the reference TYPE.

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

4. **DATE** - Enter the date associated with the reference TYPE as **MM DD CCYY**. The reference DATE is required for reference TYPEs BIL, IND, INV, and STM.

5. **COMMENTS** - Enter additional descriptive information for the reference line.

6. Repeat Steps 1-5 for each reference line to be entered.

F. Enter data in the **FINANCIAL** line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

1. **AMOUNT** - Enter the dollar amount as a positive number.

***NOTE:** If this financial line is for a credit transaction, enter the amount with a leading minus (-) sign.*

2. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.

3. **CC** - Enter the eight-digit collocation code for this financial line.

4. **PGM** - Enter a five-digit program code, if required by your agency, for this financial line.

5. **LC** - Enter an eight-digit ledger code, if required by your agency, for this financial line.

6. **ACCT** - Enter the five-digit account for the AMOUNT entered on this financial line. Refer to the *AKSAS Handy Guide* for valid accounts associated with the 310-55: One Card Zero-Net Warrant for this transaction.

7. **FY** - Defaults to the current federal fiscal year. If a federal fiscal year is required by your agency and the default value is not correct, enter a two-digit federal fiscal year.

8. If this warrant request transaction liquidates an encumbered expenditure open item, enter the encumbrance data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the encumbrance and records the payment using the financial coding in the open item.

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**NOTE:** Do not enter financial coding (SY, CC, PGM, LC, ACCT, 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.

- a. **TYPE** - Enter **EN** (Encumbered Expenditure) to liquidate an encumbered expenditure with this financial line.
- b. **NUM** - Enter the open item number to be liquidated by this financial line.
- c. **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.
- d. **FLI** (Fully Liquidate Indicator) - Defaults to **N** (liquidate the open item by the amount in this financial line). Enter **Y** to fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line. A batch error occurs when the liquidation amount is greater than the open item available amount. Enter **O** to override the batch error that prevents the overliquidation of the encumbrance open item.

9. Repeat Steps 1-8 for each financial line to be entered.

- G. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to complete the voucher process and display the TX: Billing Transaction Selection List screen.

### V. Submit the transaction for certification.

One Card Zero-Net Warrants require certification. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to Section 2: *AKSAS Security & Authorities, Certifying Officer Authority* for more information.

### VI. Verify the transaction processed.

- A. The next morning, check DM - Maintain Batches to determine if the One Card Zero-Net Warrant transaction processed successfully. If the transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for certification and processing. Refer to the *Appendix* for a list of error messages and corrective actions.
- B. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information for the transaction is correct.
  - If incorrect financial coding was charged, correct the error using a 430-xx: Agency Journal Entry transaction. Refer to *Section 9: Journal Entries, Correcting Agency Journal Entry* for procedures.

### VII. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

**ACCOUNTING ENTRIES**

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 310-55: One Card Zero-Net warrant transaction. The accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. The EX (exploded) accounting entries are generated from the SMF Offset Account Table (SOA). The 900xxxxx (where xxxxx = fund number) collocation code (CC) in the exploded lines is a “fund-only” CC and is determined from the user-defined collocation code. The financial effect of each entry is indicated in parentheses ( ) after the debit or credit indicator in the first column.

A 310-55: One Card Zero-Net warrant transaction clears the expenditure posted to the department/division default FQA and posts expenditures to the financial coding entered in the transaction by the user. AKSAS generates an offsetting entry to increase warrants outstanding in the fund associated with the user-entered collocation code.

If the warrant transaction liquidates an encumbrance, the financial coding in the encumbrance is used. The encumbrance open item identified in the warrant transaction is liquidated and expenditures increased for the appropriation associated with the collocation code contained in the open item. AKSAS generates offsetting entries to decrease the reserve for encumbrances and increase warrants outstanding in the fund associated with the open item.

**310-55: One Card Zero-Net warrant**

	Collocation Code	Account	Posting Type	Financial Source
<b>One Card Zero-Net Warrant</b>				
Debit (increase)	Reconciled FQA entered by user	Expenditure	01	UD
Credit (decrease)	Department/Division Default FQA	Expenditure – 73899 (uncleared OCA transactions)	01	EX
Debit (increase)	90011100 (PCC – General Fund) or determined from Default CC	22600 (Warrants Outstanding for Default FQA)	01	EX
Credit (increase)	90011100 (PCC – General Fund) or determined from Reconciled CC	22600 (Warrants Outstanding for Reconciled FQA)	01	UD
<b>One Card Zero-Net Warrant liquidating an encumbrance open item</b>				
Debit (decrease)	900xxxxx	Reserve for Encumbrances	01	EX
Credit (decrease)	From open item	Expenditure	04	UD
Debit (increase)	From open item	Expenditure	01	UD
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX

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**BT: Bill To Account Selection List Screen**

BT: Bill To Account Selection List  
 Department 00 Starting from Hierarchy Number 02000

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	55521111	DOA COMM PUR	1.99	05/25/11	1	1
2	02012	55522222	DOA COMM TRV	1311.27	05/25/11	9	9
3	02012	55523333	DOA COMM TRV	763.02	06/27/11	4	4
4	02024	55524444	DOA DAS TRAV	764.80	06/27/11	1	1
5	02030	55525555	DOA ETS PURC	59.63	05/25/11	1	1
6	02032	55526666	DOA ETS TRVL	4821.97	05/25/11	37	37
7	02032	55527777	DOA ETS TRVL	4559.28	06/27/11	18	18
8	02034	00700001	DOA, ETS JUN	508.89	05/25/11	2	2
9	02061	00240002	DOA VCCB CTS	3203.56	05/25/11	10	10
10	02062	55528888	DOA VCCB TRA	370.89	05/25/11	5	5
11	02062	55529999	DOA VCCB TRA	201.96	06/27/11	1	1
12	02072	55520000	DOA LBR REL	534.50	06/27/11	3	3

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

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

**SCREEN ACCESS**

Use the BT: Bill To Account Selection List screen to select a Central Bill Number (CBN) or Central Travel System Account (CTS).

1. At the AKSAS Main Menu, enter **AP** (Automated Payment System) in the **SELECTION** field. Press <Enter> to display the BT: Bill To Account Selection List screen.

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<b>BT: Bill To Account Selection List Field Entry Table</b>	
<b>Field Name</b>	<b>Description</b>
<b>ENTRY FIELDS</b>	
SELECTION NUMBER	To select a Bill To Account, enter the selection number (SEL NUM) of the account in the SELECTION NUMBER field and press <Enter>. For a CBN, the CT: Charge To Account Selection List screen displays. For a CTS, the TX: Billing Transaction Selection List screen displays.
HIERARCHY NUMBER	To display the list beginning with a specific hierarchy number, enter the five-digit hierarchy number in the HIERARCHY NUMBER field and press <Enter>. The BT: Bill to Account Selection List screen redisplay with the list beginning at the hierarchy number entered. The STARTING FROM HIERARCHY NUMBER field displays the hierarchy number entered in the HIERARCHY NUMBER field.
<b>DISPLAY FIELDS</b>	
DEPARTMENT	The two-digit department code for the accounts and transactions. Displays 00 for Division of Finance users.
STARTING FROM HIERARCHY NUMBER	The five-digit hierarchy number with which the Bill To Account listing begins.
SEL NUM	Selection Number. The line number of the account listed.
HIER NUM	Hierarchy Number. The reporting hierarchy number to which the Bill To Account is assigned.
ACCT NUMBER	Bill To Account Number. The last eight digits of a 16-digit Central Bill Number (CBN) or Central Travel System Account (CTS).
ACCOUNT NAME	The first 12 characters of the account name assigned to the account number. To display the full account name, press <PF11-NAME>. The full account name is displayed, and the TO BE VCHRED and TO BE PRCSSD columns are suppressed. To redisplay the suppressed columns, press <PF11> again.
AMOUNT	The total dollar amount billed or credited to the Bill To Account for the billing cycle.
CYCLE END DATE	The Billing Cycle End Date for the Bill To Account as MM/DD/YY. The Billing Cycle End Date is the 25th day of a month unless the 25th falls on a Saturday, Sunday, or holiday, then it is the following business day.
TO BE VCHRED	To Be Vouchered. The number of billing transactions associated with the Bill To Account waiting to be vouchered. If this field and the TO BE PRCSSD field display blanks, all transactions for the Bill To Account have been reconciled, vouchered, and processed in AKSAS. The Bill To Account and all related billing transactions are removed from the list during the next AKSAS month-end processing.
TO BE PRCSSD	To Be Processed. The number of billing transactions associated with the Bill To Account waiting to be processed in AKSAS. If this field and the TO BE VCHRED field display blanks, all transactions for the Bill To Account have been reconciled, vouchered, and processed in AKSAS. The Bill To Account and all related billing transactions are removed from the list during the next AKSAS month-end processing.

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<b>BT: Bill To Account Selection List Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER-CONT	<p>If a line number is entered in the SELECTION NUMBER field, the Charge To Account Selection List (multiple accounts rolling up) or the Billing Transaction Selection List (CTA or only one account rolls up) displays.</p> <p>If a hierarchy number is entered in the HIERARCHY NUMBER field, the Bill To Account Selection List screen redisplay the list of accounts beginning with the hierarchy number entered. The STARTING FROM HIERARCHY NUMBER field displays the number entered in the HIERARCHY NUMBER field.</p>
PF1-QUIT	Returns to the AKSAS Main Menu.
PF2-PGUP PF3-PGDN	If the number of Bill To Accounts is more than can be displayed on one screen, PF2 scrolls up and PF3 scrolls down through the listing. These PF keys do not display labels if all the accounts are listed on the first screen.
PF5-RIDX	Displays the TX: Billing Transaction Reference Index – Selection Menu, where a list of transactions can be generated by hierarchy number, vendor number, employee number, TA (travel authorization) number, merchant category or account number.
PF6-IDX	<p>Available on this screen to users with 360-40 (Division of Finance) access.</p> <p>Displays the Merchant, Vendor and Employee Index Record Maintenance screens, where index records can be viewed, changed, or deleted.</p>
PF7-PEND	<p>Available on this screen to users with 360-40 (Division of Finance) access.</p> <p>If pending credit transactions exist for an account, the text “(There are X pending trxn on file)” displays on the BT: Bill To Account Selection List screen for department 00 (Systems Administration) and the label PEND displays under PF7. Press &lt;PF7&gt; to display the PT: Pending Transaction Selection List. If no pending credit transactions exist, the label PEND does not display under PF7.</p>
PF8-DFLT	<p>Available on this screen to users with 360-31 (Full Authority with Default Coding) or 360-40 (Division of Finance) access.</p> <p>Displays the SHR: Billing Hierarchy Ranges screen, where you can add, change, or delete hierarchy ranges, default financial coding, EMP reference indicator, source RD code, and alternate traveler name.</p>
PF9-PFKYS	Displays PF keys 13-24.
PF11-NAME (toggle)	Displays the full 25 characters of the ACCOUNT NAME field, and suppresses display of the TO BE VCHRED and TO BE PRCSSD columns. Press <PF11> again to redisplay the suppressed columns and truncate the account name.
PF12-HELP	Not currently used.
PF21-PFKYS	Displays PF keys 1-12.

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**CT: Charge To Account Selection List Screen**

CT: Charge To Account Selection List      Bill To Hier 01100 Acct 00205555  
 Starting From Hierarchy Number 01000

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	01012345	SEAL JAMES	966.00	05/25/11	2	2
2	01125	01023456	WHALE J	33.00	05/25/11	1	1
3	01125	01034567	DOLPHIN MICH	152.60	05/25/11	1	1
4	01125	01045678	WALRUS CHERY	58.94	05/25/11	2	2
5	01125	01056789	SEAGULL MARG	1581.38	05/25/11	2	2
6	01125	01067890	EAGLE PATRIC	120.87	05/25/11	4	4
7	01125	01001234	SEALION MCHU	170.00	05/25/11	1	1
8	01125	01098765	BEAR ALLISON	269.81	05/25/11	2	2
9	01125	01087654	MOOSE SHELLE	16.00	05/25/11	1	1
10	01125	01076543	OTTER PAUL	38.98	05/25/11	2	2
11	01125	01065432	PENGUIN SHELLE	16.00	05/25/11	1	1
12	01125	01054321	CARIBOU SAUL	38.98	05/25/11	2	2

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

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

**SCREEN ACCESS**

Use the CT: Charge To Account Selection List screen to select a Card Account.

1. At the BT: Bill To Account Selection List screen, enter the selection number of a CBN (Acct Number field begins with 555) in the **SELECTION NUMBER** field. Press <Enter> to display the CT: Charge To Account Selection List screen.

## SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>CT: Charge To Account Selection List Field Table</b>	
<b>Field Name</b>	<b>Description</b>
<b>ENTRY FIELDS</b>	
SELECTION NUMBER	To select a Charge To Account, enter the selection number (SEL NUM) of the account in the SELECTION NUMBER field and press <Enter>. The Billing Transaction Selection List displays.
HIERARCHY NUMBER	To display the list beginning with a specific hierarchy number, enter the five-digit hierarchy number in the HIERARCHY NUMBER field and press <Enter>. The CT: Charge To Account Selection List screen redisplayes with the list beginning at the hierarchy number entered. The STARTING FROM HIERARCHY NUMBER field displays the hierarchy number entered in the HIERARCHY NUMBER field.
<b>DISPLAY FIELDS</b>	
BILL TO HIER	The reporting hierarchy number of the Bill To Account to which the displayed Charge To Accounts point.
BILL TO ACCT	The last eight digits of the Bill To Account to which the displayed Charge To Accounts point.
STARTING FROM HIERARCHY NUMBER	The five-digit hierarchy number with which the Charge To Account listing begins.
SEL NUM	Selection Number. The line number of the account listed.
HIER NUM	Hierarchy Number. The reporting hierarchy number to which the Charge To Account is assigned.
ACCT NUMBER	Charge To Account Number. The last eight digits of a 16-digit Card Account.
ACCOUNT NAME	The first 12 characters (including commas and spaces) of the Account Name. To display the full Account Name, press <PF11-NAME>. The full account name is displayed, and the TO BE VCHRED and TO BE PRCSDD columns are suppressed. To redisplay the suppressed columns, press <PF11> again.
AMOUNT	The total dollar amount billed or credited to the Charge To Account for the billing cycle.
CYCLE END DATE	The Billing Cycle End Date for the Bill To Account as MM/DD/YY. The Billing Cycle End Date is the 25th day of a month unless the 25th falls on a Saturday, Sunday, or holiday, then it is the following business day.
TO BE VCHRED	To Be Vouchered. The number of billing transactions associated with the Charge To Account waiting to be vouchered.  If this field displays a blank, all transactions for the Charge To Account have been reconciled and vouchered.
TO BE PRCSDD	To Be Processed. The number of billing transactions associated with the Charge To Account waiting to be processed in AKSAS.  If this field displays a blank, all transactions for the Charge To Account have been reconciled, vouchered, and processed in AKSAS.

## SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>CT: Charge To Account Selection List Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER-CONT	<p>If a line number is entered in the SELECTION NUMBER field, the Billing Transaction Selection List displays.</p> <p>If a hierarchy number is entered in the HIERARCHY NUMBER field, the Charge To Account Selection List screen redisplay the list of accounts beginning with the hierarchy number entered. The STARTING FROM HIERARCHY NUMBER field displays the number entered.</p> <p>If both fields are blank, returns to the BT: Bill To Account Selection List screen.</p>
PF1-QUIT	Returns to the BT: Bill To Account Selection List screen.
PF2-PGUP PF3-PGDN	If the number of Charge To Accounts is more than can be displayed on one screen, PF2 scrolls up and PF3 scrolls down through the listing. These PF keys do not display labels if all the accounts are listed on the first screen.
PF4-BILL	Returns to the BT: Bill To Account Selection List screen.
PF9-PFKYS PF10-SAVSD	Displays PF keys 13-24.
	Displays the Saved Transaction Data window from which a template can be selected to populate fields in a selected transaction.
PF11-NAME (toggle)	Displays the full 25 characters of the ACCOUNT NAME, and suppresses display of the TO BE VCHRED and TO BE PRCSSD columns. Press <PF11> again to redisplay the suppressed columns and truncate the account name.
PF12-HELP	Not currently used.
PF21-PFKYS	Displays PF keys 1-12.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

**TX: Billing Transaction Selection List Screen**

TX: Billing Transaction Selection List

Bill To Hier 02192 Acct 55521111 Amount 1,547.90  
 Chrg To Hier 02192 Acct 00242222 Amount 591.12  
 Name RAVEN, RUTH S

Selection Number==> \_\_\_\_ Bill Cycle End Date 06/27/11

Sel Num	Trxn Date	Post Date	Merchant Name	Amount	Recon (Y/N)	Vchred (Y/N)	Prcssd (Y/N)
1	05/20/11	05/26/11	WESTMARK SITK	-57.12	N	N	N
2	05/25/11	05/27/11	AGENT FEE 8	18.60	N	N	N
3	05/25/11	05/27/11	ALASKA AIR T0	401.64	N	N	N
4	05/26/11	05/27/11	WINGS OF ALAS	228.00	N	N	N

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

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

**SCREEN ACCESS**

Use the TX: Billing Transaction Selection List screen to select a transaction to reconcile or voucher.

1. At the BT: Bill To Account Selection List screen, enter the selection number of a CTA or CBN/managing account (when the CBN has only one card with transactions) in the **SELECTION NUMBER** field. Press <Enter> to display the TX: Billing Transaction Selection List screen.

OR

At the CT: Charge to Account Selection List screen, enter the selection number of a Card in the **SELECTION NUMBER** field. Press <Enter> to display the TX: Billing Transaction Selection List screen.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>TX: Billing Transaction Selection List Field Table</b>	
<b>Field Name</b>	<b>Description</b>
<b>ENTRY FIELDS</b>	
SELECTION NUMBER	<p>To select a billing transaction for reconciliation, enter the Selection Number (SEL NUM) of the transaction in the SELECTION NUMBER field and press &lt;Enter&gt;. The Billing Transaction Reconciliation screen displays.</p> <p>To select a billing transaction for vouchering, enter the Selection Number (SEL NUM) of the transaction in the SELECTION NUMBER field and press &lt;PF6-VCHR&gt;. The 310-55 Online Created Errors screen displays.</p>
<b>DISPLAY FIELDS</b>	
BILL TO HIER	The reporting hierarchy number of the Bill To Account to which the displayed transactions point.
BILL TO ACCT	The last 8 digits of the Account Number that was billed for the displayed charge or credit transactions.
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 transactions point. (For a CTA, the Bill To and Charge To information is the same.)
CHARGE TO ACCT	The last 8 digits of the Charge To Account Number to which the transaction was charged or credited. (For a CTA, the Bill To and Charge To information is the same.)
CHRG TO AMOUNT	The total dollar amount charged or credited to the Charge To account during the billing cycle. (For a CTA, the Bill To and Charge To information is the same.)
NAME	The name of the CTA or Card account to which the listed transactions were charged or credited.
BILL CYCLE END DATE	The Billing Cycle End Date for the Bill To Account. The Billing Cycle End Date is the 25th day of a month unless the 25th falls on a Saturday, Sunday, or holiday, then it is the following business day.
SEL NUM	Selection Number. The line number of the transaction listed.
TRXN DATE	Transaction Date. The date, MM/DD/YY, when the charge or credit transaction took place.
POST DATE	Posting Date. The date, MM/DD/YY, when the charge or 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 charge or credit transaction.
RECON (Y/N)	<p>Reconciled (Yes/No). Indicates whether the transaction is reconciled (Y) or not reconciled (N). If the transaction is reconciled and not vouchered, selecting the transaction and pressing &lt;PF6-VCHR&gt; creates a 310-55 One Card Zero-Net warrant. If the transaction is not reconciled, selecting the transaction and pressing &lt;ENTER&gt; displays the Billing Reconciliation screen.</p> <p>If any transaction on the screen contains Y in the RECON column, the PF6-VCHR key is displayed.</p>

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>TX: Billing Transaction Selection List Field Table</b>	
<b>Field Name</b>	<b>Description</b>
VCHRED (Y/N)	Vouchered (Yes/No). Indicates whether the transaction is vouchered (Y) or not vouchered (N). If the transaction is reconciled and vouchered, the transaction can be certified and processed in AKSAS. If the transaction is not vouchered, selecting the transaction and pressing <PF6-VCHR> creates a 310-55 One Card Zero-Net warrant.
PRCSSD (Y/N)	Processed (Yes/No). Indicates whether the transaction is processed in AKSAS (Y) or not processed (N). If the transaction is reconciled, vouchered, and processed, no further action is necessary. If the transaction is not processed, the transaction needs to be certified, authorized, corrected, or processed through overnight batch processing.

<b>TX: Billing Transaction Selection List Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER-CONT	If a line number is entered in the SELECTION NUMBER field, the Billing Transaction Reconciliation screen displays.  If the SELECTION NUMBER field is blank, returns to the previous screen – BT: Bill To Account Selection List or CT: Charge To Account Selection List.
PF1-QUIT	Returns to the previous screen - BT: Bill To Account Selection List or CT: Charge To Account Selection List.
PF2-PGUP PF3-PGDN	If the number of Billing Transactions is more than can be displayed on one screen, PF2 scrolls up and PF3 scrolls down through the listing. These PF keys do not display labels if all the transactions are listed on the first screen.
PF4-BILL	Returns to the BT: Bill To Account Selection List screen.
PF5-CHRG	Returns to the CT: Charge To Account Selection List. If the Bill To Account and the Charge To Account are the same, the PF5 key label does not display.
PF6-VCHR	Vouchers the transaction selected (creates a 310-55 transaction) and displays the 310-55: Add Warrant Online Created Errors screen. To select a transaction for vouchering, enter the SEL NUM of the transaction in the SELECTION NUMBER field and press <PF6>. A transaction must first be reconciled (contains Y in the RECON column) before it can be vouchered.  If no transactions on the screen are reconciled (contains Y in the RECON column), the PF6 label does not display.
PF7-CRDT	If pending credit transactions exist for an account, the text “Credits Pending (X)” displays on the TX: Billing Transaction Selection List screen and the PF7 key label displays. Press <PF7> to display the PT: Pending Transaction Selection List screen. If no pending credit transactions exist, the PF7 label does not display.
PF9-PFKYS	Displays PF keys 13-24.
PF10-PDATE (toggle) TDATE	If PF10-PDATE displays, pressing PF10-PDATE sorts the transactions by post date then by transaction date.  If PF10-TDATE displays, pressing PF10-TDATE sorts the transactions by transaction date then by post date.

## SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>TX: Billing Transaction Selection List Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
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><b>NOTE:</b> 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	<p>Not currently used.</p>
PF18-UVCHR	<p>Available to users with 360-40 access only (Systems Administration).</p> <p>Unvouchers a vouchered transaction that has not yet processed. To select a transaction to be unvouchered, enter the SEL NUM of the transaction in the SELECTION NUMBER field and press &lt;PF18&gt; (Shift-PF6). A transaction must first be vouchered (contains Y in the VCHRED column) before it can be unvouchered. If a transaction has processed (contains Y in the PRCSSD column), it cannot be unvouchered.</p> <p>If no transactions on the screen are vouchered (contains Y in the VCHRED column), the PF18 label does not display.</p>
PF21-PFKYS	<p>Displays PF keys 1-12.</p>
PF23-SHOW	<p>Displays the Select Filter Level window that allows you to select the type of transactions you want to display. The default displays all transactions for the account. You can choose to display only those transactions</p> <ul style="list-style-type: none"> <li>• to be reconciled,</li> <li>• to be vouchered,</li> <li>• to be processed, or</li> <li>• completed</li> </ul>

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

Billing Transaction Reconciliation Screen											
Billing Transaction Reconciliation					Chrg To Hier: 01125 Acct 00202345						
Status: - NOT RECONCILED					Bill Cycle End Date 05/25/11						
Trxn Amount:		164.90		Trxn Date: 05/23/11		Post Date: 05/24/11					
Merchant Name: ALASKA A				MCC: 3256		Mrch TIN: 920000000					
-----											
Source RD Code: _____			Fiscal Period Code: C								
Ref	Type	Reference Number	Amount	Date	Comments (truncated)						
1	PVN	ALA84921	164.90	05 23 2011	AK AIRLINES S/WA						
2	EMP	999901	164.90	05 23 2011	DEFAULT EMP #, GOVER						
3	TKT	0123456789012	164.90	05 25 2011	RAVEN/RUTH						
4	CTA		164.90	05 25 2011	OFFC OF THE GOV SOA						
5	MCC	3256	164.90	05 23 2011	ALASKA A						
6	BIL	01125	164.90	05 25 2011	01125						
7											
8											
9											
-----											
-----Open Item-----											
Fin	Amount	SY	CC	Pgm	LC	Acct	FY	Type	Num	Line	FLI
1	-164.90	11	1911101			73899	11				
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											

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

**SCREEN ACCESS**

Use the Billing Transaction Reconciliation screen to reconcile One Card transactions.

1. At the TX: Billing Transaction Selection List screen, enter a selection number in the **SELECTION NUMBER** field. Press <Enter> to display the Billing Transaction Reconciliation screen.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>Billing Transaction Reconciliation Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
Chrg To Hier	DISPLAY ONLY	Identifies the hierarchy number of the account to which the charge posted.
Acct	DISPLAY ONLY	Identifies the last 8 digits of the account number to which the charge posted.
Status	SYSTEM-ASSIGNED  NOT RECONCILED: The transaction has not been successfully reconciled.  R – RECONCILED: The transaction has been reconciled.  V – VOUCHERED: The transaction has been reconciled and vouchered.  P – PROCESSED: The transaction has been reconciled, vouchered, certified, and processed.	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 day of a month unless the 25th falls on a Saturday, Sunday, or holiday, then it is the following business day.
Trxn Amount	DISPLAY ONLY	The dollar amount charged/credited for this transaction.
Trxn Date	DISPLAY ONLY	The date the merchant charged/credited for the exchange or transfer of goods, services, or funds.
Post Date	DISPLAY ONLY	The date the transaction was processed by the state's charge card provider bank.
Merchant Name	DISPLAY ONLY	Identifies the merchant that charged/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).
<b>Source RD Code</b>	REQUIRED, defaults to the source RD code entered on the Billing Hierarchy Range Maintenance screen or is blank.  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.
FISCAL PERIOD CODE	DISPLAY ONLY, defaults to C, P or A.  C Current fiscal year P Prior fiscal year A Accrual  If the default value is not correct for this transaction, refer to the <i>AKSAS Handy Guide</i> to determine the corrective action.	Identifies the State fiscal year (chart of accounts year) associated with this transaction.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

Billing Transaction Reconciliation Field Entry Table		
Field Name	Field Value	Comments
<p><b>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, employee number, TA number, invoice, or account number. For additional information about reference fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b></p>		
REF	DISPLAY ONLY	Reference line number.
TYPE	<p>OPTIONAL, some types display by default.</p> <p>Enter a valid reference type for reporting purposes, if desired.</p> <p>The following reference types display by default:</p> <p>PVN Pay Vendor Number                      EMP Employee Number                      MCC Merchant Category Code                      TKT Ticket Number                      CAR Rental Agreement                      LOD Folio Number                      CBN Central Bill Number                      CTA Central Travel Account Number                      OCD One Card Account Number                      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 &lt;PF12-Help&gt; on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/ MANDATORY REFERENCES and press &lt;Enter&gt;. In the ENTER WARRANT CLASS field, enter EP and press &lt;Enter&gt;.</p>
REFERENCE NUMBER	<p>REQUIRED, some reference numbers display by default.</p> <p><b>For reference type PVN</b>, enter the 8-character (3-alpha, 5-numeric) vendor number that identifies the vendor in the Vendor Master File if the field is not system-filled.</p> <p>OR</p> <p>Enter a vendor name and press &lt;PF12-HELP&gt; to display and select a list of vendors that match the search criteria.</p> <p>If a temporary vendor number is used, enter three alpha characters representing the agency followed by five 9s.</p> <p><b>For the reference type EMP</b>, enter the 6-digit employee number that identifies the employee in AKPAY if the field is not system-filled.</p> <p>OR</p> <p>Blank out the field and press &lt;PF12-HELP&gt; to display and select a list of employees within the same hierarchy range.</p> <p>If the traveler is not a state employee, enter four 9s followed by the two-digit number representing the agency.</p>	<p>The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (RD code, vendor number, etc.), AKSAS verifies the REFERENCE NUMBER entered is valid.</p> <p>A temporary vendor number must be formatted as three alpha characters followed by five 9s. For example, a temporary vendor number used by Administration is entered as ADM99999.</p> <p>Five generic PVNs have been established for non-1099 reportable charges. The generic PVNs are used when it is difficult to establish a PVN for a vendor, and when a vendor is infrequently used. The generic PVNs are</p> <ul style="list-style-type: none"> <li>• RRR00000 meal charges (restaurants)</li> <li>• GGG00000 fuel charges (gas stations)</li> <li>• TTT00000 taxi fares</li> <li>• FFF00000 foreign vendors</li> <li>• ATM00000 ATM fees</li> </ul> <p>A generic employee (traveler) number must be formatted as four 9s followed by two numbers. For example, a generic employee number used by Administration is entered as 999902.</p>

## SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>Billing Transaction Reconciliation Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
<b>REFERENCE NUMBER - continued</b>	<p><b>For all other references</b>, enter an identifier, up to 22 alphanumeric characters, associated with the reference TYPE.</p> <p>The following reference types display reference numbers by default:</p> <p>MCC 4-digit Merchant Category Code</p> <p>TKT Airline Ticket Number</p> <p>CAR Car Rental Agreement Number</p> <p>LOD Lodging Folio Number</p> <p>CBN Blank (with cursor on field, press PF12-HELP to display the last 10 digits of the Central Bill Number)</p> <p>CTA Blank (with cursor on field, press PF12-HELP to display the last 10 digits of the Central Travel Account)</p> <p>OCD Blank (with cursor on field, press PF12-HELP to display the last 10 digits of the One Card account number)</p> <p>BIL 5-digit Hierarchy Number of the Bill-To Account</p>	
AMOUNT	<p>OPTIONAL, some amounts display by default.</p> <p>Enter the dollar amount associated with the reference TYPE. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p>	Dollar amount associated with the reference line.
DATE	<p><b>REQUIRED</b>, for BIL, IND, INV, or STM reference types. Some dates display by default.</p> <p>Enter a date associated with the reference TYPE as <b>MM DD CCYY</b>.</p> <p>The following reference types display dates by default:</p> <p>PVN Transaction Date</p> <p>EMP Transaction Date</p> <p>MCC Transaction Date</p> <p>TKT Transaction Date</p> <p>CAR Transaction Date</p> <p>LOD Transaction Date</p> <p>CBN Billing Cycle End Date</p> <p>CTA Billing Cycle End Date</p> <p>OCD Billing Cycle End Date</p> <p>BIL Billing Cycle End Date</p>	Date associated with the reference TYPE.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>Billing Transaction Reconciliation Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
COMMENTS	<p>OPTIONAL, some comments display by default.</p> <p>Enter additional descriptive information, up to 30 characters, for the reference.</p> <p>The following reference types display comments by default:</p> <p>PVN Vendor Name associated with PVN.</p> <p>EMP Employee Name</p> <p>MCC Merchant Name associated with the transaction</p> <p>TKT Name of traveler, if not masked</p> <p>CAR Name of traveler, if not masked</p> <p>LOD Date(s) of guest stay</p> <p>CBN Name of Central Bill Number</p> <p>CTA Name of Central Travel Account</p> <p>OCD Name of Card Account</p> <p>BIL Hierarchy number of Bill-To Account</p>	<p>Additional descriptive information for the reference such as vendor name or description of the purchased product or service.</p>
<p><b>Financial Line Fields - The following fields define the accounting structures to which the payment 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 lines 2 through 9, do not enter data in the SY, CC, PGM, LC, ACCT, and FY fields if the financial line liquidates an open item. For additional information about financial fields, refer to <i>Section 4: Financial Transactions &amp; Batch Processing</i>.</b></p>		
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	<p>REQUIRED, line 1 displays by default.</p> <p>Enter the dollar amount for this financial line, up to 11 digits (9 to the left of the decimal, 2 to the right).</p> <p>If this financial line identifies a credit amount, enter the amount with a leading minus (-) sign.</p>	The dollar amount associated with this financial line.
SY	<p>REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made.</p> <p>If the default value is not correct for lines 2 through 9, enter the 2-digit set-up year associated with the collocation code.</p>	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	<p>REQUIRED, line 1 displays by default.</p> <p>Enter the 8-digit collocation code for this financial line.</p>	<p>With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.</p> <p>With the cursor on the CC field, press PF12-HELP to display the CC detail window.</p>
PGM	<p>OPTIONAL, line1 may display by default.</p> <p>Enter a 5-digit program code if required by your agency for this financial line.</p>	<p>Identifies the external program for this financial line.</p> <p>With the cursor on the Pgm field, press PF12-HELP to display the Program detail window.</p>
LC	<p>OPTIONAL, line 1 may display by default.</p> <p>Enter an 8-digit ledger code if required by your agency for this financial line.</p>	<p>Identifies a combination of project, contract, and/or grant for this financial line.</p> <p>With the cursor on the LC field, press PF12-HELP to display the LC detail window.</p>

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>Billing Transaction Reconciliation Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
<b>ACCT</b>	<p>REQUIRED, line 1 displays by default.</p> <p>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.</p>	<p>Identifies the account to which this financial line will be recorded.</p> <p>With the cursor on the Acct field, press PF12-HELP to display the Account detail window.</p>
<b>FY</b>	<p>REQUIRED, defaults to the current federal fiscal year if no entry is made.</p> <p>If the default value is not correct for lines 2 through 9, and a federal fiscal year is required by your agency, enter a 2-digit federal fiscal year.</p>	<p>Identifies the federal fiscal year if a federal program is associated with this financial line.</p>
<p><b>Open Item Fields – For lines 2 through 9, enter data in the OPEN ITEM fields if this transaction liquidates an open item. When this 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 <i>Section 4: Financial Transactions &amp; Batch Processing</i>.</b></p> <p><b>Do not enter financial coding (SY, CC, PGM, LC, ACCT, and FY) on financial lines 2 through 9 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.</b></p>		
<b>TYPE</b>	<p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter <b>EN</b> to liquidate an encumbered expenditure open item with this financial line.</p>	<p>Identifies the type of open item to be liquidated by this financial line.</p>
<b>NUM</b>	<p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter the 7-digit open item number of the open item to be liquidated by this financial line.</p>	<p>Identifies the specific open item to be liquidated by this financial line.</p>
<b>LINE</b>	<p>REQUIRED, for financial lines liquidating open items.</p> <p>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.</p>	<p>Identifies the financial line number being liquidated.</p>
<b>FLI</b>	<p>REQUIRED, for financial lines liquidating open items. Defaults to <b>N</b> if no entry is made.</p> <p><b>N</b> No, do <b>not</b> fully liquidate the open item. Liquidate by the amount of this financial line.</p> <p><b>Y</b> Yes, fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line.</p> <p><b>O</b> Override the batch error that prevents the overliquidation of the encumbrance open item.</p>	<p>Fully Liquidate Indicator. If this indicator is set to <b>Y</b>, the open item line identified is fully liquidated (reduced to zero), regardless of the AMOUNT specified on this financial line.</p> <p>For encumbrances (EN) only, if this indicator is set to <b>O</b>, the encumbrance identified is fully liquidated, (reduced to zero), and the amount in excess of the encumbrance is paid from unencumbered funds.</p>

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>Billing Transaction Reconciliation Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER-UPDAT	<p>Submits the entered information and displays the Online Created Errors screen.</p> <p>If there are online errors, the error messages are displayed. Press &lt;PF5-Base&gt; to return to the Billing Transaction Reconciliation screen to correct the errors.</p> <p>If no online errors exist, the message “No Reconciliation Errors to Display” displays. Press &lt;PF1-QUIT&gt; to reconcile the transaction and return to the TX: Billing Transaction Selection List screen to select another transaction for reconciliation, vouchering, or processing or press &lt;Enter&gt; to reconcile and voucher the transaction.</p>
PF1-QUIT	Returns to the TX: Billing Transaction Selection List screen. Does not save any entered information.
PF4-BILL	Returns to the BT: Bill To Account Selection List screen. Does not save any entered information.
PF5-BASE	Displays the Billing Transaction Reconciliation base screen.
PF6-FINS	Displays the financial screen with nine financial lines, of which eight are available for data entry.
PF7-REFS	Displays the reference screen with sixteen reference lines, of which ten or eleven are available for data entry.
PF8-GETSD	<p>Populates the financial lines, reference lines, and source RD code on the transaction with the financial lines, reference lines and source RD code saved on the Display/Update Saved Transaction Data window if the status = NOT RECONCILED or RECONCILED.</p> <p>The label does not display if the status = VOUCHERED or PROCESSED.</p>
PF9-PFKYS	Displays PF keys 13-24.
PF10-SAVSD IW	<p>If the transaction STATUS = NOT RECONCILED or RECONCILED, displays the Saved Transaction Data window. The Saved Transaction Data window displays up to ten templates from which the user may select. After an easytran is created and/or selected, the user may press &lt;PF8-GETSD&gt; to automatically populate the financial lines, reference lines and source RD code with the transaction data saved on the Display/Update Saved Transaction Data window.</p> <p>If the transaction STATUS = PROCESSED, goes to the Warrant Detail Inquiry screen for the 310-55 One Card Zero-Net Warrant.</p> <p>A label does not display if the status = VOUCHERED.</p>
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, PROCESSING AUTOPAY TRANSACTIONS

<b>Billing Transaction Reconciliation Function Keys</b>	
Function Key	Description
PF12-HELP	<p><b>For the Mrch TIN</b>, place the cursor on the TIN number field and press &lt;PF12&gt;. The Supplier Information window displays with vendor 1099 information supplied by the card provider bank.</p> <p><b>For the reference type PVN</b>, place the cursor in the REFERENCE NUMBER field and press &lt;PF12&gt;.</p> <ul style="list-style-type: none"> <li>• If a <u>vendor name</u> is entered in the PVN field, the vendor search window displays with a list of vendors that match the name entered on the PVN Reference Number line.</li> <li>• If the PVN field is populated with a Pay Vendor Number, the Vendor Detail window displays.</li> </ul> <p><b>For the reference type EMP</b>, place the cursor in the REFERENCE NUMBER field and press &lt;PF12&gt;.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the EMP field is populated with an employee number, the Employee Detail window displays.</li> <li>• If a last name or partial last name followed by an asterisk (*) is entered in the EMP reference number field, the Select Employee Number window displays with a list of employees with last names matching the entered value.</li> </ul> <p><b>For the reference type CTA, CBN, and OCD</b>, place the cursor in the blank REFERENCE NUMBER field and press &lt;PF12&gt;. The last 10-digits of the account number displays.</p> <p><b>For the financial collocation code field in lines 2-9</b>, place the cursor in the CC field and press &lt;PF12&gt;. The CC/LC Detail window displays.</p> <p><b>For the financial program code field in lines 2-9</b>, place the cursor in the PGM field and press &lt;PF12&gt;. The Program Detail window displays.</p> <p><b>For the financial ledger code field in lines 2-9</b>, place the cursor in the LC field and press &lt;PF12&gt;. The CC/LC Detail window displays.</p> <p><b>For the financial account code field in lines 2-9</b>, place the cursor in the ACCT field and press &lt;PF12&gt;. The Account Detail window displays.</p>
PF18-CPYF	Place the cursor in the FINANCIAL LINE 2 AMOUNT field and press <PF18>. Financial Line 2 is populated with the offsetting amount, and all financial coding except the account code from Financial Line 1.
PF21-PFKYS	Displays PF keys 1-12.
PF22-STAT	Displays the Transaction Status Info window, which lists AutoPay status dates and information for the transaction, such as last update date, voucher date, and batch/sequence number.
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 does not display if addenda information is not passed by the vendor.</p>

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

**310-55: One Card Zero-Net Screen**

```

FDE 310-55:  PAY=AK AIRLINES      S/WA                      B 0000005 S 0001
TRANS CODE MINOR 55                WRT CLASS EP  SCHED PRINT DATE
DOCUMENT NUMBER AP00000050001      WRT NUMBER 1153683_ PRINT DATE 09 09 2011
SOURCE RD CODE 1230_                ADD'L AUTH RD _____
WARRANT AMOUNT 0.00_                SPREAD AMT (Y/N) N   DENOMINATOR _____
PAYEE NAME _____
PAYEE ADDRESS _____
CITY _____ STATE _____ ZIP _____ - _____
FISCAL PERIOD CODE C  ROUTING CODE _  ROUTING RD CODE _____
REF TYPE  REFERENCE NUMBER  AMOUNT  DATE  MORE REFS Y
1 PVN  ALA84921_____  542.90_____  8_ 10 2011
  COMMENTS AK AIRLINES      S/WA_____
2 EMP  105419_____  542.90_____  8_ 10 2011
  COMMENTS ALASKA A _____
3 TKT  0272127051158_____  542.90_____  8_ 10 2011
  COMMENTS RAVEN/MARYANN _____
                                     MORE FINS Y
                                     -----OPEN ITEM-----
FIN  AMOUNT  SY  CC  PGM  LC  ACCT  FY  NMR  TYPE  NUM  LINE  FLI
1 -542.90_____  12 1911101_ _____  73899 11 _____
2 542.90_____  12 1911101_ _____  72121 11 _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT          SUBMT ERRS  BASE  FINS  REFS  REMTS  PFKYS          HELP
    
```

```

Enter-PF13---PF14---PF15---PF16---PF17---PF18---PF19---PF20---PF21---PF22---PF23---PF24---
UPDAT          CPYF          PFKYS
    
```

**SCREEN ACCESS**

- Use the 310-55: One Card Zero-Net screen to voucher One Card transactions.
1. At the TX: Billing Transaction Selection List screen, enter a selection number in the **SELECTION NUMBER** field. Press <PF6-VCHR> to display the 310-55 Online Created Errors screen.
  2. At the 310-55 Online Created Errors screen, press <PF5-BASE> to display the 310-55 One Card Zero-Net base screen.

## SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>310-55: One Card Zero-Net Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this warrant request.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
TRANS CODE MINOR	DISPLAY ONLY	Identifies the specific type of warrant request. A 310-55 is a One Card Zero-Net warrant.
WRT CLASS	DISPLAY ONLY	Identifies the type of warrant. One Card Zero-Net Warrants have the warrant class EP (Electronic Payment).
SCHED PRINT DATE	NOT USED FOR THIS TRANSACTION	For a general warrant, identifies the date the warrant will be printed.
<b>DOCUMENT NUMBER</b>	REQUIRED, defaults to batch and sequence number assigned by AKSAS if left blank.  An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.	Processed document identifier.
WRT NUMBER	SYSTEM-ASSIGNED	System-assigned warrant number for this transaction.
PRINT DATE	SYSTEM-ASSIGNED	System-assigned to the date the warrant is vouchered.
<b>SOURCE RD CODE</b>	REQUIRED, defaults to the source RD code entered on the Billing Hierarchy Range Maintenance screen or to the AKSAS input (sign-on) RD code.  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.
ADD'L AUTH RD	OPTIONAL  If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.	Identifies an approval authority associated with this One Card Zero-Net transaction.  If this transaction is a payment or credit for goods or services for another agency, enter the RD code of the individual in the other agency who will authorize this transaction.
WARRANT AMOUNT	DISPLAY ONLY, defaults to blank	For a general warrant, this field equals the sum of the financial line AMOUNT fields.
SPREAD AMT (Y/N)	DISPLAY ONLY, defaults to N	For a general warrant, indicates whether the WARRANT AMOUNT should be entered by financial line (N), or automatically spread across all financial lines (Y). Values entered in the DENOMINATOR and NMR fields determine how the amount is distributed.
DENOMINATOR	NOT USED FOR THIS TRANSACTION	For a general warrant, with the NMR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to each financial line.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>310-55: One Card Zero-Net Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
<p><b>Payee Name and Address Fields - The PAYEE NAME is completed only if a temporary vendor number is entered in the REFERENCE NUMBER field for reference TYPE PVN (pay vendor number). The PAYEE ADDRESS, CITY, STATE, and ZIP fields for a temporary vendor number are not retained in AKSAS. A temporary vendor number is formatted as three alpha characters and five 9s. For valid vendor numbers, leave these fields blank. The payee name, address, etc., will be obtained from the Vendor Master File.</b></p>		
PAYEE NAME	<p>REQUIRED, if a temporary vendor number is entered for reference TYPE PVN.</p> <p>Enter the payee name, up to 35 characters.</p>	Identifies the payee name associated with the transaction if a temporary vendor number is entered for reference TYPE PVN.
PAYEE ADDRESS	<p>OPTIONAL, NOT RECOMMENDED, if a temporary vendor number is entered for reference TYPE PVN.</p> <p>Enter the mailing or distribution address of the payee, up to 2 lines, 35 characters each.</p>	Identifies the payee address associated with the transaction if a temporary vendor number is entered for reference TYPE PVN.
CITY	<p>OPTIONAL, NOT RECOMMENDED, if a temporary vendor number is entered for reference TYPE PVN.</p> <p>Enter the city name, up to 30 characters.</p>	Identifies the city associated with the transaction if a temporary vendor number is entered for reference TYPE PVN.
STATE	<p>OPTIONAL, NOT RECOMMENDED, if a temporary vendor number is entered for reference TYPE PVN.</p> <p>Enter the 2-character state postal abbreviation. Leave blank for foreign addresses.</p>	Identifies the state associated with the transaction if a temporary vendor number is entered for reference TYPE PVN.
ZIP	<p>OPTIONAL, NOT RECOMMENDED, if a temporary vendor number is entered for reference TYPE PVN.</p> <p>Enter the 5- or 9-digit postal zip code. Leave blank for foreign addresses.</p>	Identifies the zip code associated with the transaction if a temporary vendor number is entered for reference TYPE PVN.
FISCAL PERIOD CODE	<p>DISPLAY ONLY, defaults to C, P or A.</p> <p>C Current fiscal year P Prior fiscal year A Accrual</p> <p>If the default value is not correct for this transaction, refer to the <i>AKSAS Handy Guide</i> to determine the corrective action.</p>	Identifies the State fiscal year (chart of accounts year) associated with this transaction.
ROUTING CODE	NOT USED FOR THIS TRANSACTION	For a general warrant, indicates whether the warrant is mailed directly to the payee or returned to the agency for hand delivery.
ROUTING RD CODE	NOT USED FOR THIS TRANSACTION	For a general warrant, identifies the person to whom warrants with ROUTING CODE = A should be distributed.
<p><b>Reference Line Fields - The following fields contain reporting cross-reference information. Some reference fields are system-filled according to the account type and MCC. Other 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 &amp; Batch Processing.</b></p>		
REF	DISPLAY ONLY	Reference line number.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>310-55: One Card Zero-Net Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
TYPE	<p>OPTIONAL, some types display by default.</p> <p>Enter a valid reference type for reporting purposes, if desired.</p> <p>The following reference types display by default:</p> <p>PVN Pay Vendor Number                      EMP Employee Number                      MCC Merchant Category Code                      TKT Ticket Number                      CAR Rental Agreement                      LOD Folio Number                      CBN Central Bill Number                      CTA Central Travel Account Number                      OCD One Card Account Number                      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 &lt;PF12-Help&gt; on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/ MANDATORY REFERENCES and press &lt;Enter&gt;. In the ENTER WARRANT CLASS field, enter EP and press &lt;Enter&gt;.</p>
REFERENCE NUMBER	<p>REQUIRED, some reference numbers display by default.</p> <p><b>For reference type PVN</b>, enter the 8-character (3-alpha, 5-numeric) vendor number that identifies the vendor in the Vendor Master File, if the field is not system-filled.</p> <p>If a temporary vendor number is used, enter three alpha characters representing the payee name followed by five 9s.</p> <p><b>For the reference type EMP</b>, enter the 6-digit employee number that identifies the employee in AKPAY if the field is not system-filled.</p> <p>If the traveler is not a state employee, enter four 9s followed by the two-digit number representing the agency.</p> <p><b>For all other references</b>, enter an identifier, up to 22 alphanumeric characters, associated with the reference TYPE.</p> <p>The following reference types display reference numbers by default:</p> <p>MCC 4-digit Merchant Category Code                      TKT Airline Ticket Number                      CAR Car Rental Agreement Number                      LOD Lodging Folio Number                      CBN 16-digit Central Bill Number                      CTA 16-digit Central Travel Account Number                      OCD 16-digit One Card Account Number                      BIL 5-digit Hierarchy Number of the Bill-To Account</p>	<p>The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (RD code, vendor number, etc.), AKSAS verifies the REFERENCE NUMBER entered is valid.</p> <p>A temporary vendor number must be formatted as three alpha characters followed by five 9s. For example, a temporary vendor number used by Administration is entered as ADM99999.</p> <p>Five generic PVNs have been established for non-1099 reportable charges. The generic PVNs are used when it is difficult to establish a PVN for a vendor, and when a vendor is infrequently used. The generic PVNs are</p> <ul style="list-style-type: none"> <li>• RRR00000 meal charges (restaurants)</li> <li>• GGG00000 fuel charges (gas stations)</li> <li>• TTT00000 taxi fares</li> <li>• FFF00000 foreign vendors</li> <li>• ATM00000 ATM fees</li> </ul> <p>A generic employee (traveler) number must be formatted as four 9s followed by two numbers. For example, a generic employee number used by Administration is entered as 999902.</p>

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<b>310-55: One Card Zero-Net Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
AMOUNT	OPTIONAL, some amounts display by default.  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	REQUIRED, for BIL, IND, INV, or STM reference types, some dates display by default.  Enter a date associated with the reference TYPE as <b>MM DD CCYY</b> .  The following reference types display dates by default: 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	Date associated with the reference TYPE.
MORE REFS	DISPLAY ONLY	Indicates if additional reference lines display when <PF7-REFS> is pressed.
COMMENTS	OPTIONAL, some comments display by default.  Enter additional descriptive information, up to 30 characters, for the reference.  The following reference types display comments by default: PVN Vendor name associated with PVN. EMP Employee name or title of default employee number (e.g., 999901) 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	Additional descriptive information for the reference such as vendor name or description of the purchased product or service.
MORE FINS	DISPLAY ONLY	Indicates if additional financial lines display when <PF6-FINS> is pressed.
<p><b>Financial Line Fields - The following fields define the accounting structures to which the payment is recorded. Line 1 displays default coding maintained on the Billing Hierarchy Maintenance screen. For additional information about default coding, refer to Agency Administration Table in this Section. For lines 2 through 9, do not enter data in the SY, CC, PGM, LC, ACCT, and FY fields if the financial line liquidates an open item. For additional information about financial fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b></p>		

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<b>310-55: One Card Zero-Net Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	REQUIRED, line 1 displays by default.  Enter the dollar amount for this financial line, up to 11 digits (9 to the left of the decimal, 2 to the right).  If this financial line identifies a credit amount, enter the amount with a leading minus (-) sign.	The dollar amount associated with this financial line.
SY	REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made.  If the default value is not correct for lines 2 through 9, 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	REQUIRED, line 1 displays by default.  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.  With the cursor on the CC field, press PF12-HELP to display the CC detail window.
PGM	OPTIONAL, line1 may display by default.  Enter a 5-digit program code if required by your agency for this financial line.	Identifies the external program for this financial line.  With the cursor on the PGM field, press PF12-HELP to display the Program detail window.
LC	OPTIONAL, line 1 may display by default.  Enter an 8-digit ledger code if required by your agency for this financial line.	Identifies a combination of project, contract, and/or grant for this financial line.  With the cursor on the LC field, press PF12-HELP to display the LC detail window.
ACCT	REQUIRED, line 1 displays by default.  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.  With the cursor on the ACCT field, press PF12-HELP to display the Account detail window.
FY	REQUIRED, defaults to the current federal fiscal year if no entry is made.  If the default value is not correct for lines 2 through 9, and a federal fiscal year is required by your agency, enter a 2-digit federal fiscal year.	Identifies the federal fiscal year if a federal program is associated with this financial line.
<p><b>Open Item Fields – For lines 2 through 9, enter data in the OPEN ITEM fields if this transaction liquidates an open item. When this 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 <i>Section 4: Financial Transactions &amp; Batch Processing</i>.</b></p> <p><b>Do not enter financial coding (SY, CC, PGM, LC, ACCT, and FY) on financial lines 2 through 9 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.</b></p>		
TYPE	REQUIRED, for financial lines liquidating open items.  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.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>310-55: One Card Zero-Net Field Entry Table</b>		
<b>Field Name</b>	<b>Field Value</b>	<b>Comments</b>
NUM	REQUIRED, for financial lines liquidating open items.  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	REQUIRED, for financial lines liquidating open items.  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.
FLI	REQUIRED, for financial lines liquidating open items. Defaults to <b>N</b> if no entry is made.  <b>N</b> No, do <b>not</b> fully liquidate the open item. Liquidate by the amount of this financial line. <b>Y</b> Yes, fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line. <b>O</b> Override the batch error that prevents the overliquidation of the encumbrance open item.	Fully Liquidate Indicator. If this indicator is set to <b>Y</b> , 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 <b>O</b> , the encumbrance identified is fully liquidated, (reduced to zero), and the amount in excess of the encumbrance is paid from unencumbered funds.

<b>310-55: One Card Zero-Net Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
ENTER-UPDAT	Submits the entered information and displays the Online Created Errors screen.  If there are online errors, the error messages are displayed. Press <PF5-Base> to return to the 310-55: One Card Zero-Net screen to correct the errors.  If no online errors exist, the message "No Online Errors to Display" displays. Press <Enter> to voucher and submit the transaction.
PF1-QUIT	Cancels the voucher process. Displays the Voucher Status pop-up window with the message "Voucher Function Cancelled. Press <Enter> to Continue." Press <Enter> to confirm canceling of the voucher process and return to the TX: Billing Transaction Selection List screen.
PF3-SUBMT	Submits the entered information and displays the Online Created Errors screen.  If there are online errors, the error messages are displayed. Press <PF5-Base> to return to the 310-55: One Card Zero-Net screen to correct the errors.  If no online errors exist, the message "No Online Errors to Display" displays. Press <PF3> again to submit the transaction. Press <Enter> to voucher the transaction.
PF4-ERRS	Displays the Batch Created Errors screen.
PF5-BASE	Redisplays the 310-55: One Card Zero-Net Warrant screen.
PF6-FINS	Displays the financial line screen for entry of additional financial lines.
PF7-REFS	Displays the reference line screen for entry of additional reference lines.
PF8-REMTS	Displays the Remittance screen. Remittance advice is not used for 310-55: One Card Zero Net Warrants.

SECTION 16: AUTOPAY, PROCESSING AUTOPAY TRANSACTIONS

<b>310-55: One Card Zero-Net Function Keys</b>	
<b>Function Key</b>	<b>Description</b>
PF9-PFKYS	Displays PF keys 13-24.
PF12-HELP	<p><b>For the reference type PVN</b>, place the cursor in the REFERENCE NUMBER field and press &lt;PF12&gt;.</p> <ul style="list-style-type: none"> <li>• If a <u>vendor name</u> is entered in the PVN field, the vendor search window displays with a list of vendors that match the name entered on the PVN Reference Number line.</li> <li>• If the PVN field is populated with a Pay Vendor Number, the Vendor Detail window displays.</li> </ul> <p><b>For the reference type EMP</b>, place the cursor in the REFERENCE NUMBER field and press &lt;PF12&gt;.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the EMP field is populated with an employee number, the Employee Detail window displays.</li> <li>• If a last name or partial last name followed by an asterisk (*) is entered in the EMP reference number field, the Select Employee Number window displays with a list of employees with last names matching the entered value.</li> </ul> <p><b>For the financial collocation code field in lines 2-180</b>, place the cursor in the CC field and press &lt;PF12&gt;. The CC/LC Detail window displays.</p> <p><b>For the financial program code field in lines 2-180</b>, place the cursor in the PGM field and press &lt;PF12&gt;. The Program Detail window displays.</p> <p><b>For the financial ledger code field in lines 2-180</b>, place the cursor in the LC field and press &lt;PF12&gt;. The CC/LC Detail window displays.</p> <p><b>For the financial account code field in lines 2-180</b>, place the cursor in the ACCT field and press &lt;PF12&gt;. The Account Detail window displays.</p>
PF18-CPYF	Copy Financial Line. You can copy financial coding from the previous line. When your cursor is in the amount field of any distribution line except line 1, press <PF18> (Shift-PF6) to copy the financial coding from the preceding line.
PF21-PFKYS	Displays PF keys 1-12.