ALASKA STATEWIDE ACCOUNTING SYSTEM (AKSAS)

INTRODUCTION TO AKSAS

Presented by: Department of Administration
Division of Finance

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Goals and Objectives

After you complete this chapter, you will understand:

- What accounting is
- Why we do accounting
- Who makes the rules
- Why we need rules
- What entities are
- The different types of entities
- Logical levels
- The reports-to relationship
- What collocation codes and ledger codes are
- A fully qualified account
- How legislation relates to structures in AKSAS

Accounting

What is accounting?

Accounting is:

- Recording activity to keep track of monies budgeted, monies expended and monies received
- Analyzing activity to inform people about what happened
- More than just money – it places controls on resources.

Why do we do accounting?

To provide information that is useful. Groups interested in accounting information include:

- Citizens and media who are interested in assessing stewardship
- Elected officials who make tax and spending decisions to plan for the future
- Program managers who ensure resources are used properly, and who document resources spent and received (e.g., for auditors)
- Creditors and investors who evaluate credit-worthiness
- Grantors who ensure grant funds are used properly

Who makes the rules?

- Governmental Accounting Standards Board (GASB)
- Legislature (and Legislative Intent)
- Governor
- Federal Government
- Department of Administration, Division of Finance
- Office of the Governor, Office of Management and Budget (OMB)
- Department Commissioner and Directors
- Program Managers
- Project Managers
- Grant Administrators
- Finance Officers

- Accountants
- Accounting Technicians and Accounting Clerks
- Program / Administrative Staff

Where are the rules?

- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB)
- Federal laws and regulations
- Alaska Statutes (AS)
- Alaska Administrative Code (AAC)
- Alaska Administrative Manual (AAM) *
- Accounting Procedures Manual (APM) *
- AKSAS Handy Guide *
- Policy memos and directives (verbal and/or written)
- Procedure memos and directives (verbal and/or written)

* Located on Division of Finance website at http://doa.alaska.gov/dof/

Why do you need rules?

Rules are established for the purpose of standardization and comparability, between years for example. Users of financial reports expect and require information to be recorded and reported in accordance with established rules. In doing so, this gives users assurance that information is accurate and complete.

Rules are established to place controls on:

- Spending
- Receiving
- Budgets
- Safeguarding of assets

What is the Alaska Statewide Accounting System?

The Alaska Statewide Accounting System (AKSAS) was custom developed and has been in operation since July 1, 1985. It represents the official accounting records of the state. In addition to AKSAS, other financial systems have been established and are maintained by the various departments. These separate systems create interfaces that enter their data into AKSAS.

Reporting Structures (Entities)

Reporting structures are hierarchies created to account for and report financial activity along user-defined lines. Financial transactions are recorded to and reported on by an entity or a structure. Each hierarchy consists of individual entities to which financial transactions can be recorded and reported.

Financial activity is summarized through the hierarchy from the bottom up, beginning with the entities where financial transactions are recorded and summarizing activity at each higher level based on reporting relationships.

All reporting structures consist of five-digit entity numbers and are maintained on the entity structure file (ESF). Entities can be viewed online through IE - Entity and CC/LC Inquiry. Hard copy reports are also available through RR - Report Request Maintenance.

AKSAS has seven financial reporting structures, six account structures, and an RD code structure.

Financial reporting structures

- Fund (FU)
- Appropriation (AR)
- Organization (OR)
- Program (PR) – external or internal
- Project (PJ)
- Grant (GR)
- Contract (CO)

Account structures

- Assets (AS)
- Liabilities (LI)
- Fund equity (FE)
- Restricted revenue (RR)
- Unrestricted revenue (RU)
- Expenditures (EX)

Responsibility distribution (RD) code structure (non-financial structure):

```
HELP:  VALID ENTITY TYPES                                          11/24/2010
          Financial Reporting Structures              Account Structures
 TYPE    ENTITY DESCRIPTION (STRUCTURES)    TYPE   ENTITY DESCRIPTION (ACCOUNTS)
 ----    -------------------------------    ----   -----------------------------
  AR     APPROPRIATIONS                      AC     ACCOUNTS (ALL TYPES)

                                             AS     ASSET ACCOUNTS
  CO     CONTRACTS                           LI     LIABILITY ACCOUNTS
  FU     FUNDS                               FE     FUND EQUITY ACCOUNTS
  GR     GRANTS                              RR     RESTRICTED REVENUE ACCOUNTS
  OR     ORGANIZATIONS                       RU     UNRESTRICTED REVENUE ACCOUNTS
  PJ     PROJECTS                            EX     EXPENDITURE ACCOUNTS
  PR     PROGRAMS
  RD     RD CODES  Responsibility Distribution - Non Financial

                    TYPE   ENTITY DESCRIPTION (OTHER)
                    ----   -----------------------------
                     CC    COLLOCATION CODES
                     LC    LEDGER CODES

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

Logical Levels

The relationship of each entity and structure to the hierarchy is defined by its assigned logical level (LL) and reports-to relationship. You can find more information on LLs for each structure type using the PF12 (help) key on the AKSAS main menu.

Each entity in a structure is assigned a logical level, corresponding to its relationship to entities above and below it. The logical level number assigned to an entity must be greater than the logical level number

assigned to its reports-to entity. Up to 99 logical levels are available for a reporting structure. At the AKSAS main menu, press the PF12 key to find the descriptions.

```
                              SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
  → X LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS



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

Reports-to Relationships

Reports-to relationships define the exact location of an entity in a reporting structure by specifying the next-higher-level entity through which its activity should be summarized. For example, in the appropriation structure, an allocation (LL70) reports to an appropriation (LL50). In summarizing financial data for reporting, AKSAS traces a path from the bottom to the top of the structure through reports-to relationships.

Beginning and Ending Sequence Numbers

AKSAS assigns each entity on the entity structure file (ESF) a beginning and ending sequence number. These numbers are used as keys or indexes to identify the entity number on the management report file (MRF).

Structure Definitions

Fund Structure

The fund structure is used to maintain the funds of the state in accordance with statutes and generally accepted accounting principles. Funds are self-balancing sets of accounts authorized by the Legislature to account for and report on particular activities and to account for the assets, liabilities and equities of the state. All financial activity of the state is accounted for within a fund. Funds are classified according to the nature of the activities and the source of financing. Examples of funds used by the state are the general fund, special revenue funds, enterprise funds, internal service funds, and fiduciary funds. Financial activity is recorded to the fund structure through collocation codes. The Division of Finance sets up and maintains the fund structure.

Below is a screen print of the logical level 10 funds that have been established in AKSAS. This example indicates the different categories in which lower level funds have been established. These categories are in accordance with the Governmental Accounting Standards Board.

```
INDENTED STRUCTURE: 2013 FUNDS                                  01/24/2013 PAGE:  1
 00001    STATE OF ALASKA FUND TO  TYPE
       ENTITY                DESCRIPTION     PL LL RPTS TO   SEQ  RANGE A
    ----------------- -------------------- -- -- -------- ----------- -
  1 00001              STATE OF ALASKA FUND  1  1              1   441 Y
  2  00009             TREASURY              2  4 00001        2    88 Y
  3   00090            TREASURY INVESTMENTS  3  5 00009        3    88 Y
  4    90000           DOR INVESTMENTS       4 10 00090        4    64 Y
  5    90001           ARMB INVESTMENTS      4 10 00090       65    88 Y
  6  00010             GASB FUNDS            2  4 00001       89   437 Y
  7   00100            PRIMARY GOV FUNDS     3  5 00010       90   367 Y
  8    10000           GOVERNMENTAL FUND     4  7 00100       91   250 Y
  9      11000         GENERAL FUND GROUP    5 10 10000       92   183 Y
 10      12000         SPECIAL REVNUE FUNDS  5 10 10000      184   215 Y
 11      13000         CAPITAL PRJCTS FUNDS  5 10 10000      216   232 Y
 12      14000         DEBT SERVICE FUNDS    5 10 10000      233   245 Y
 13      15000         PERMANENT FUNDS GRP   5 10 10000      246   250 Y
 14    20000           PROPRIETARY FUNDS     4  7 00100      251   318 Y
 15      21000         ENTERPRISE FUNDS GRP  5 10 20000      252   313 Y
 16      22000         INTERNAL SERVICE FDS  5 10 20000      314   318 Y
ENTER SELECTION==> __ OR==> NUMBER _____ COA YR ____ TERM YR ____  LEV LIMIT __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN        DTAIL                   PFKYS             HELP
```

Appropriation Structure

The appropriation structure maintains the statewide budget (capital and operating) for the fiscal year and includes structural entities for all appropriations and allocations identified in the appropriations bill. The Division of Finance reviews and approves structural transactions that add and change appropriation entities to assure correspondence to the appropriations bills. The Office of Management and Budget (OMB) and the Division of Finance oversee the recording of the budget to the appropriation structures. Agencies can add lower level appropriation entities to manage and control spending and to record receipts. Financial activity is recorded to the appropriation structure through collocation codes.

Below is a screen print of an online management report showing the budget amounts that have been recorded in AKSAS for AR 11725 2012. These amounts should total all of the appropriated amounts that are included in the legislative bill.

```
YTD/AUTHORIZATION/ACTUALS                    RRN:0232089 RSN:08535 12/20/2013
APPROPRIATION EXPENDITURES BY ACCOUNT
11725-14 FINANCE ORIG:14             ALLOCATIONS         (T   B S R) FN:11100
COA:2014                                            YTD AUTH
         ENTITY NUMBER - DESCRIPTION                PT 5,6,7
--- ------------------------------------      ---------------------
S**  70000 TOTAL EXPENDITURES                      11,032,000.00
S**   70009 TOT EXPS-PRECLOSING                    11,032,000.00
S**    70008 OPERATING ACCT TOTAL                  11,032,000.00
S**     70100 GROUP CTRL-PER SER                    7,562,000.00
S**      71000 PERSONAL SERVICES                    7,562,000.00
S**     70200 GROUP CTRL - OTHER                    3,470,000.00
S**      70201 GC-OTHER-NONGRANT                    3,470,000.00
S**       72000 TRAVEL                                 35,200.00
S**       73000 SERVICES                             3,365,400.00
S**       74000 COMMODITIES                             69,400.00




 FOR NEXT SECTION ENTER==> NUMBER ________ YEAR ____ LEVEL LIMIT __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          RR                PFKYS            HELP
```

Legislation

The next two pages are excerpts from the operating legislation for fiscal year 2014. The first page shows a description of the bill. The second page shows appropriations and allocations for the Department of Administration.

LAWS OF ALASKA

2013

Source
CCS HB 65

Chapter No.
14

AN ACT

Making appropriations for the operating and loan program expenses of state government and for certain programs, capitalizing funds, and making reappropriations; and providing for an effective date.

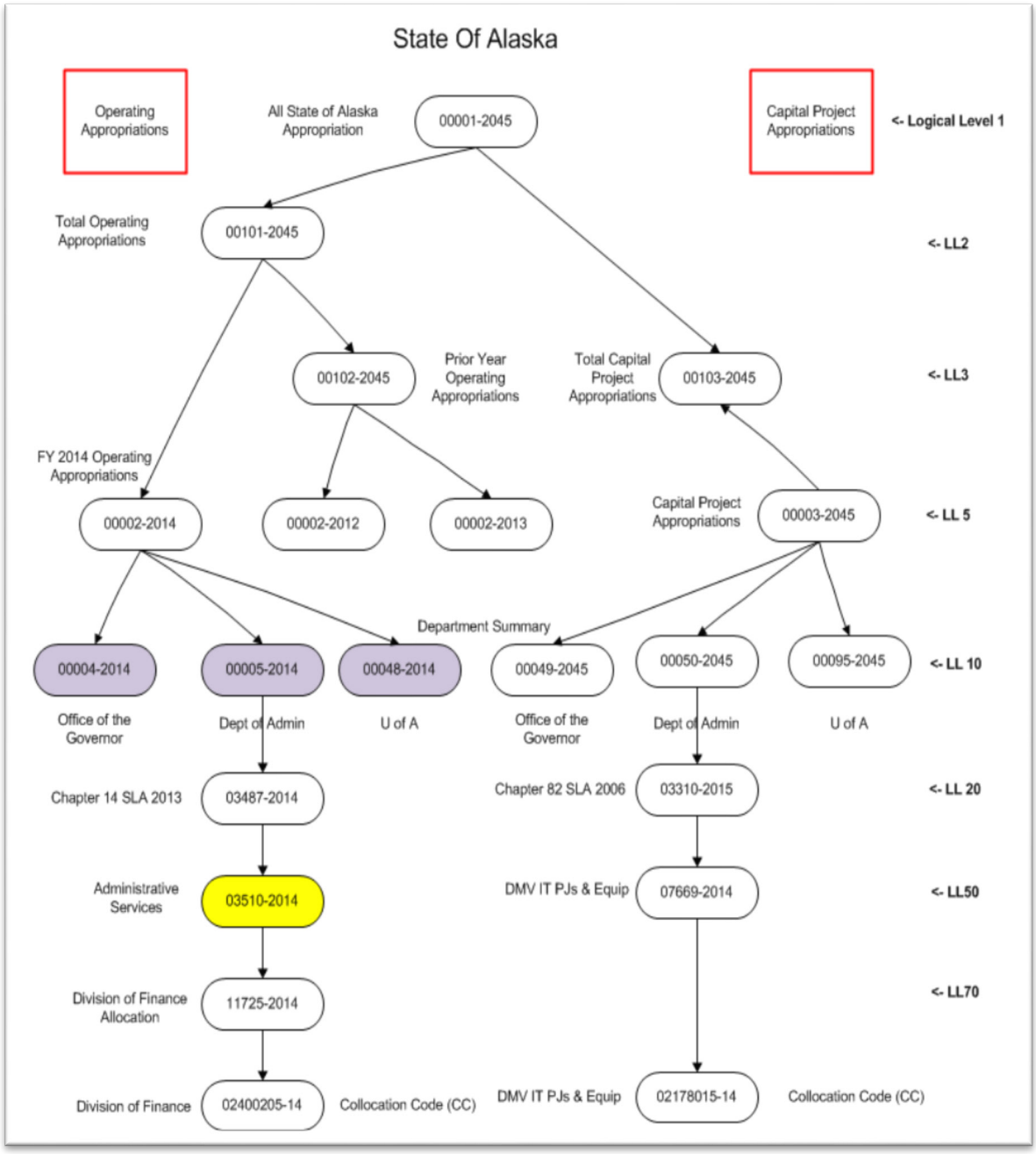
BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

THE ACT FOLLOWS ON PAGE 1

Chapter level AR for Department of Administration is 03487-14

			Appropriation	General	Other
		Allocations	Items	Funds	Funds
	*****		*****		
	****** **Department of Administration** ******				
	******		******		
LL 50	**Centralized Administrative**		**78,282,600**	**14,277,100**	**64,005,500**
AR 03510-14	**Services**				
	The amount appropriated by this appropriation includes the unexpended and unobligated balance on June 30, 2013, of inter-agency receipts appropriated in sec. 1, ch. 15 SLA 2012, page 2, line 12, and collected in the Department of Administration's federally approved cost allocation plans.				
LL 70	Office of Administrative Hearings	2,915,700	**AR 11695-14**		
	DOA Leases	1,564,900	**AR 11698-14**		
	Office of the Commissioner	1,077,800	**AR 11700-14**		
	Administrative Services	3,625,700	**AR 11715-14**		
	DOA Information Technology Support	1,385,700	**AR 11720-14**		
	Finance	11,000,900	**AR 11725-14**		
	E-Travel	2,961,800	**AR 11727-14**		
	Personnel	17,641,900	**AR 11729-14**		

CCS HB 65, Sec. 1 **-2-**



The illustration above indicates how activity is recorded in AKSAS. When activity is recorded through a collocation code, program code, ledger code and an account code, it is also recorded in any combination of the seven financial reporting structures. The activity recorded through this collocation code also records the same activity in several appropriations, beginning with appropriation 11725-2012. Financial activity is also recorded in all of the upper level appropriations until you reach the top appropriation, 00001-2015.

Organization Structure

The organization structure maintains the management and reporting hierarchy for each state agency. The organization structure is used to summarize appropriation activity along organizational lines, such as geographical lines, to summarize financial data by region or location. Agencies set up and maintain their own organization structure. Financial activity is recorded to the organization structure through collocation codes.

Program Structure

The program structure maintains agency-assigned programs for keeping track of financial activity across appropriation and organizational lines. Financial activity can be recorded to the program structure through collocation codes. The program can be identified within the collocation code, and all financial activity recorded through the collocation code is automatically reported for the program. This is called an internal program. Alternatively, the program code can be entered as a separate code in the transaction financial lines. This is called an external program. When the program is added as a separate code, only financial activity associated with the financial line in which the program code is entered is recorded in the program structure. Agencies set up and maintain their own program structure.

Project, Contract and Grant Structures

The project, contract and grant structures provide inception-to-date basis reporting for activities that cross multiple state or federal fiscal years. The meaning of each of these structures is up to each agency. For instance, the Department of Transportation and Public Facilities (DOT/PF) uses part of its contract structure to define the election district, and another part of its contract structure to define operating reimbursable services agreements. Financial activity is recorded in the project, contract and grant structures through ledger codes. The structures can be linked to each other through ledger codes as one ledger code can report to all three structures. Agencies set up and maintain their own project, contract and grant structures.

Account Structures

The account structures maintain the real and nominal account balances according to fund accounting and reporting requirements and generally accepted accounting principles (GAAP). Real accounts maintain the balances of the assets, liabilities and equities of the funds of the state. Nominal accounts are the revenues and expenditures used to report the results of operations. Below you will find the definitions of each account structure.

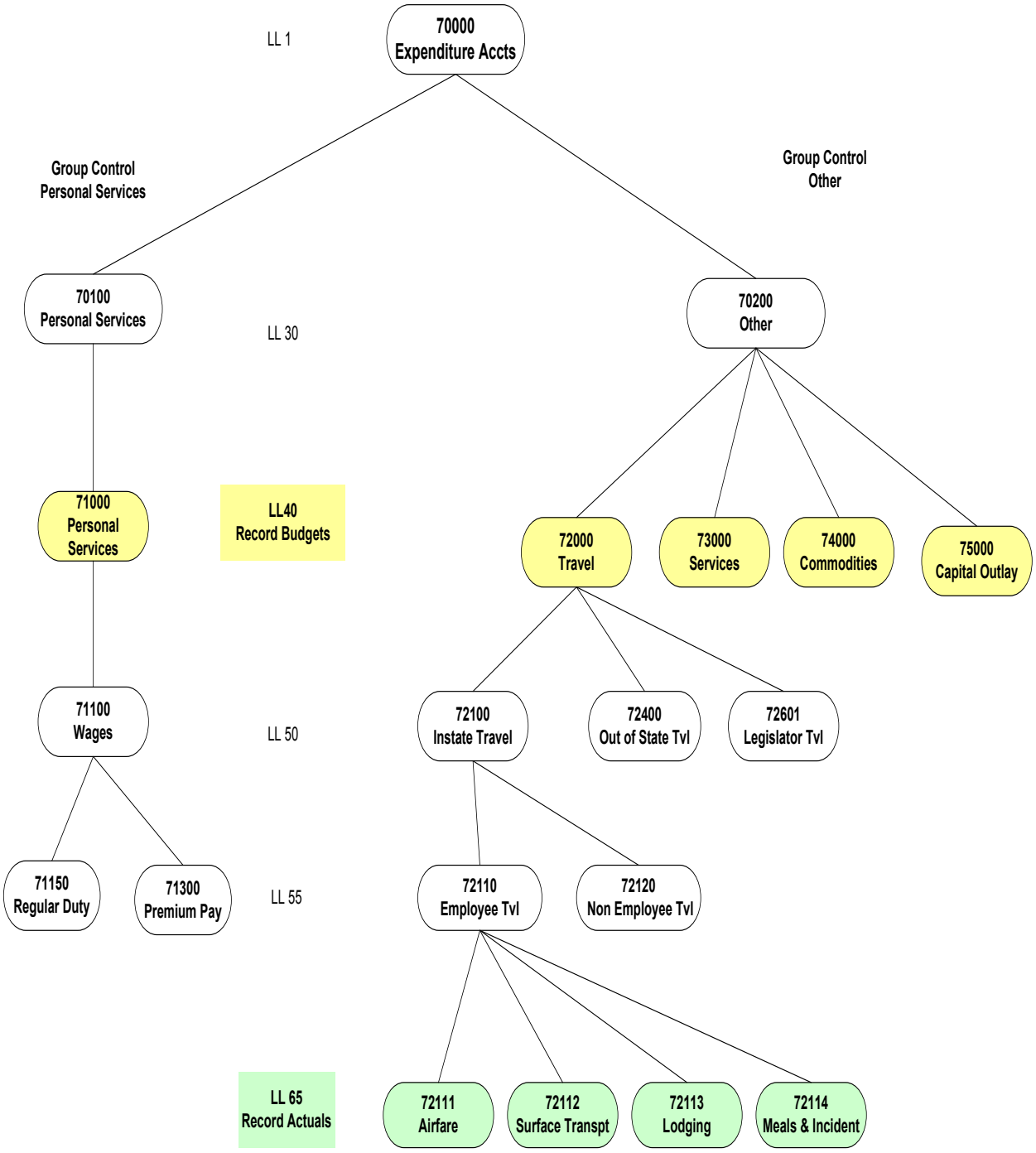
- Asset account structure – Maintains cash and investments managed by the Department of Revenue, Treasury Division. Also maintains cash-held-in-trust and accounts receivables in operating funds.
- Liability account structure – Maintains the state's liabilities, such as warrants outstanding and accounts payable.
- Fund equity account structure – Accounts for reserves and available fund balances.
- Restricted revenue account structure – Maintains appropriated revenues earmarked for particular uses through appropriations.
- Unrestricted revenue account structure – Maintains the state's general revenues received from taxes, royalties, etc.
- Expenditure account structure – Maintains disbursements according to the nature of the goods or services being purchased.

RD Code Structure

The RD code structure maintains the responsibility/distribution (RD) codes used to control user security in AKSAS. RD codes allow users to sign into AKSAS; control the features users can access; identify the transactions the users are allowed to originate, certify and approve; control the type of reports users may request; and identify who should receive reports.

Expenditure Accounts

Below is an example of the expenditure account code structure and its reports-to relationship. Notice that the budgets are recorded at logical level 40 and actuals are recorded at logical level 65. This only applies to the expenditure account code structure.



Collocation Codes and Ledger Codes

AKSAS uses collocation codes and ledger codes to record financial activity to the financial reporting structures. Collocation codes are required in all transactions and identify the fund, appropriation,

organization, internal program and default ledger code to which financial activity is recorded. Ledger codes are optional and identify the project, and/or contract, and/or grant to which financial data is recorded.

Collocation codes and ledger codes are identified by eight-digit codes and are maintained on the collocation code/ledger code file (CLF). They can be viewed online through IE - Entity and CC/LC Inquiry. Hard-copy reports are also available through RR - Report Request Maintenance.

Collocation Codes

The collocation code is a required eight-digit code entered in financial transactions. The collocation code, or CC, is entered with an associated two-digit set-up year, or SY, to identify the budget year associated with the collocation code.

Collocation codes must point to the fund and organization structures and usually point to the appropriation structure. They may also point to the program structure and may contain a default ledger code.

Collocation codes are the means by which financial information flows into the financial reporting structures. Collocation codes are not accounting structures and do not have hierarchy or reports-to relationships to each other.

Ledger Codes

The ledger code, or LC, is an optional eight-digit code that may be entered when recording a financial transaction. Ledger codes point to the project, and/or contract, and/or grant structures, and are used for agency-specific accounting and reporting, such as cost accounting and federal reporting. Ledger codes can be entered as separate codes in financial lines, or they can be identified as default ledger codes in the collocation codes for appropriations associated with the project, and/or contract, and/or grant. If a ledger code is the default ledger code in the collocation code, all financial activity recorded through the collocation code is automatically reported in the structures to which the ledger code points. If the ledger code is entered as a separate code in the financial line, only the financial activity associated with that financial line is recorded to the structural entities to which the ledger code points.

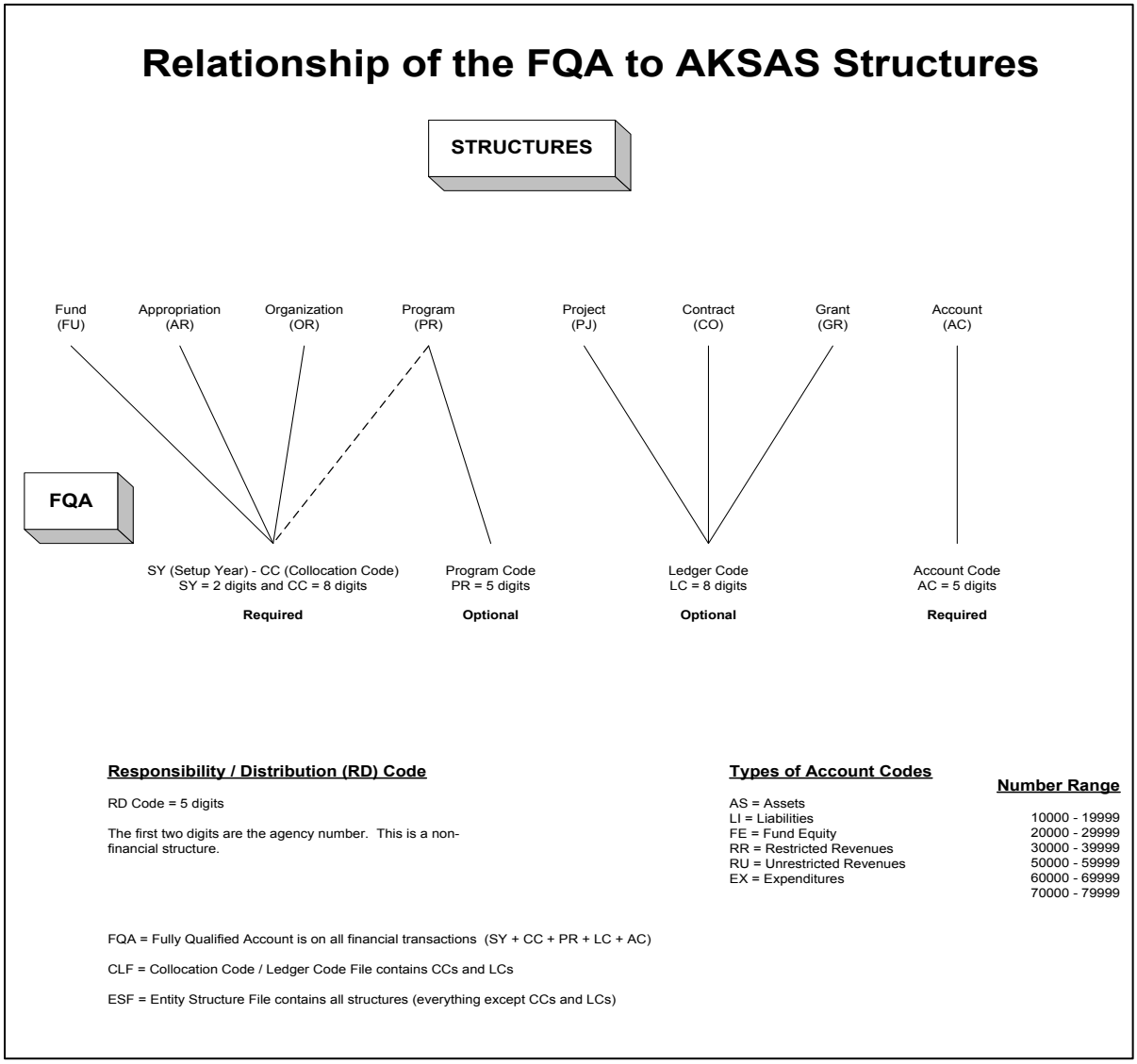
Ledger codes are the means by which financial information flows into the entity structures. Ledger codes are not accounting structures and do not have hierarchy or reports-to relationships to each other.

Fully Qualified Account (FQA)

A fully qualified account (FQA) is the financial information entered in a transaction that identifies the accounting structures to which the financial activity is recorded. The FQA contains the required set-up year, collocation code and account. The FQA may also contain an optional program and/or ledger code.

- Set-up year (SY) – The year associated with the financial activity charged through the collocation code. For example, a collocation code with a set-up year of 10 will point to the fiscal year 2010 appropriation, while the same collocation code with a set-up year of 09 will point to the fiscal year 2009 appropriation. The set-up year is an integral part of the collocation code.
- Eight-digit collocation code (CC) – Must point to the fund (FU) and organization (OR) structures. Usually points to the appropriation (AR) and sometimes the program (PR) structures. A collocation code must always be used with financial transactions.
- Five-digit account code (AC) – The real (balance sheet) or nominal (income statement) accounts of the State of Alaska. An account code must always be used with a financial transaction.

- Five-digit program code (PR) – Reports to the program structure. May be linked to the appropriation structure through the collocation code (internal program code) or may be added as a separate code (external program code) in the financial transaction.
- Eight-digit ledger code (LC) – Points to the project (PJ), and/or contract (CO), and/or grant (GR) structures. A ledger code can be identified as a default ledger code in the collocation code profile and the system will automatically add the ledger code to all financial transactions with the collocation code, or it may be added as a separate code in the financial transaction.



Summary

You should now be able to:

- Explain what accounting is
- Explain why we do accounting
- Know who makes the rules
- Explain why we need rules
- Know what entities are and the different types of entities
- Know what logical levels are

- Know how the reports-to relationship works
- Know what collocation codes and ledger codes are
- Know how to identify a fully qualified account
- Know how legislation relates to structures in AKSAS

Review

1. We do accounting to provide information that is useful to which groups?

a. Citizens, media, elected officials
b. Program managers
c. Creditors, investors, grantors
d. All of the above

2. What are entities?

a. Account and financial reporting structures
b. Financial reporting structures
c. Account structures
d. Responsibility/distribution (RD) non-financial
e. Both A and D

3. What is a logical level?

a. Each entity is assigned a logical level.
b. The reports-to relationship above and below the entity
c. Must be less than the reports-to entity
d. Hierarchy defines the logical level.

4. In the expenditure account code structure, at what logical level are budgets recorded?

a. Logical level 65
b. Logical level 10
c. Logical level 40
d. Logical level 50

5. In the appropriation structure, at what logical level is the departmental summary?

a. Logical level 10
b. Logical level 20
c. Logical level 50
d. Logical level 70

6. What is a fully qualified account?

a. The financial information entered in a transaction by a user and includes SY, CC, PR, AC.
b. The financial information entered in a transaction by a user and includes CC, PR, LC, AC.
c. The financial information entered in a transaction by a user and includes SY, CC, PR, LC, AC.
d. The financial information entered in a transaction by a user and includes SY, CC, AC.

7. What are the seven financial reporting structures?

a. FU, AR, OR, AC, PJ, CO, GR
b. FU, AR, PR, OR, CO, GR, AC
c. PJ, CO, GR, CC, FU, OR, AR
d. FU, OR, AR, PR, PJ, CO, GR

8. What are the six account reporting structures?

a. AS, LI, RR, RU, FE, EX
b. LI, AS, RR, EX, AC, FE
c. AC, FE, EX, RR, AS, LI
d. CC, AS, LI, FE, RR, RU

9. Why do we need collocation codes?

a. To identify the fund, organization and internal program code
b. Collocation codes are required.
c. To record financial activity to the financial reporting structures
d. Collocation codes provide hierarchy reporting for appropriations.
e. Both B and C

10. What is the purpose of using ledger codes?

a. Ledger codes are used for agency-specific accounting and reporting.
b. Ledger codes point to a project, contract and grant.
c. Ledger code is a default on the collocation code.
d. Ledger codes have hierarchy reporting.
e. Both A and B

11. What is the organization structure used for?

a. To maintain management and reporting hierarchy for a state agency
b. To summarize financial activity by region or location
c. To summarize appropriation activity by region or location
d. To record activity through a collocation code
e. All of the above

12. Projects, contracts and grants provide what type of reporting to agencies?

a. Inception-to-date reporting for activity that crosses multiple state and federal fiscal years
b. These structures are given meaning by each state agency.
c. Financial activity is recorded and reported through the ledger code.
d. All of the above

13. What is the difference between an internal program code and an external program code?

a. Internal program is recorded on the financial line; external program is recorded through the collocation code.
b. External program is recorded on the financial line; internal program is recorded through the collocation code.
c. External program code does not appear on the online audit trail; internal program code does not appear on the online audit trail.
d. Both A and C

CHAPTER 2: Signing Into AKSAS

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Goals and Objectives

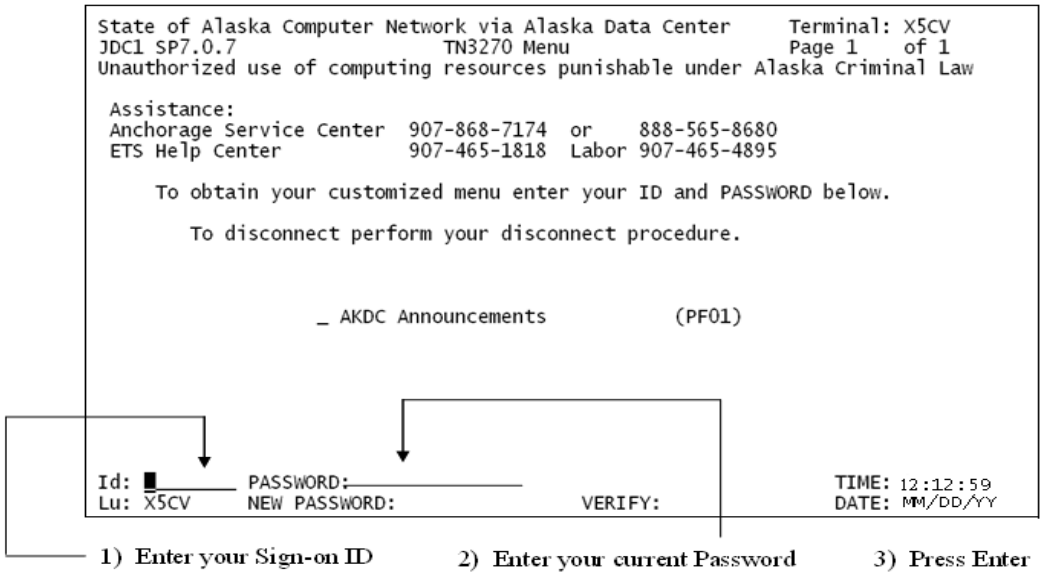
After you complete this chapter, you will understand how to:

- Log into the main frame
- Change your mainframe password
- Identify the inquiry RD codes
- Identify the AKSAS main menu

Logging into the Main Frame

When AKSAS was implemented in 1985, personal computer technology was still being developed. Function keys (found on the top row of your keyboard) were referred to as “PF” keys. AKSAS screens were designed using the “PF” terminology. Keyboards today label function keys with “F” not “PF.” When “PF” is referenced in this material it indicates a function key application.

To login to the main frame you will need a sign on ID and a password. You will need to change your password every 45 days. The system will prompt you when it is time to change your password. Passwords are a minimum of five characters and maximum of 10 characters. Password changes are made on the screen shown below.



To change your password:

- Input your ID.
- Tab to Password and type in your current password.
- Tab to New Password and type in a new password.
- Tab to verify and re-type the new password.
- Press Enter.

If done correctly, you should see “Password Successfully Changed” displayed on the screen.

Note: Use the tab key to move between fields on all AKSAS screens.

Below is a screen print of a main frame main menu. Each user's screen will vary based on their security role.

```
State of Alaska Computer Network via Alaska Data Center     Terminal: X36I
JDC1 SP7.0.9            Menu for Your name here             Page 1    of 1
Unauthorized use of computing resources punishable under Alaska Criminal Law

 Assistance:
 State of Alaska Service Center 888-565-8680 (press option 4)
 Department of Labor Employees Only 907-465-4895


                   _ AKDC Announcements          (PF01)

                   _ AKSAS CICS                  (PF02)  <----

                   _ Finance Development CICS    (PF03)

                   _ Payroll CICS                (PF04)

                   _ Special AKSAS CICS          DOWN


Command:
ACF01137 XXXXXXX LAST SYSTEM ACCESS 10.29- MM/DD/YY FROM X3X6
Id: XXXXXXX  PASSWORD:                                   TIME: 13:27:26
Lu: X36I     NEW PASSWORD:                VERIFY:         DATE: MM/DD/YY
```

- Select the function key (PF) that corresponds with AKSAS CICS on your menu. On the menu above, it is PF2. Note: All users are not created equal and you may have a different PF key for AKSAS or different menu options.

```
AKSA  <------------------------ Type in "AKSA" - press enter!


ACF01137 XXXXXXX LAST SYSTEM ACCESS 14.38-MM/DD/YY FROM X59V
ACFAE139 CICS X59V Signon OK: User=XXXXXXX NAME= Your Name Here!
      *** ALASKA DATA CENTER  XJUFCICS  R6.5 ***
```

You are now at the NATURAL logon procedure mailbox display. The mailbox is used to notify users of AKSAS enhancements, when month-end reports run, schedules for payroll processing, structure schedules, and when AKSAS is available for users. The mailbox is updated frequently, so each time you go into AKSAS, you will want to read the messages.

- Continue to press Enter until you have reached the AKSAS sign-on screen, shown below.
- Enter your RD code and password to enter AKSAS.

```
ALASKA STATEWIDE ACCOUNTING SYSTEM

               AAA         KKK    KKK   SSSS         AAA         SSSS
              AAAAA       KKK    KKK   SSSSSS       AAAAA       SSSSSS
            AAAAAAAA     KKK   KKK    SSSSSSSS    AAAAAAAA     SSSSSSSS
           AAA   AAA    KKK  KKK     SSSS  SS    AAA   AAA    SSSS  SS
          AAA   AAA    KKK KKK       SSSS        AAA   AAA     SSSS
         AAAAAAAAA    KKK KK          SSSS     AAAAAAAAA       SSSS
        AAA   AAA    KKK  KKK     SS  SSSS    AAA   AAA    SS  SSSS
       AAA   AAA    KKK   KKK    SSSSSSSS    AAA   AAA    SSSSSSSS
      AAA   AAA    KKK    KKK    SSSSSSS    AAA   AAA     SSSSSSS
     AAA   AAA    KKK     KKK     SSSS     AAA   AAA       SSSS




================================================================================
 PLEASE ENTER USER INFORMATION:     RD CODE==>        PASSWORD==>
================================================================================
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT
```

Inquiry RD Codes

If you do not have an RD code and password, there is an inquiry RD code available to each agency. The first three numbers of all inquiry RD codes are 999, and the last two numbers are specific to each agency. For example, the Department of Administration is department 02, so the RD code is 99902. See below for a listing of agencies and agency number.

The password for all inquiry RD Codes is INQUIRY. These are exempt from the 45-day requirement for changing passwords. Do not change the passwords for inquiry RD codes.

DEPARTMENT / AGENCY		
Number	**Department / Agency Name**	**Inquiry RD Code**
01	Office of the Governor	99901
02	Department of Administration	99902
03	Department of Law	99903
04	Department of Revenue	99904
05	Department of Education and Early Development	99905
06	Department of Health and Social Services	99906
07	Department of Labor and Workforce Development	99907
08	Department of Commerce, Community and Economic Dev	99908
09	Department of Military and Veterans Affairs	99909
10	Department of Natural Resources	99910
11	Department of Fish and Game	99911
12	Department of Public Safety	99912
18	Department of Environmental Conservation	99918
20	Department of Corrections	99920
24	Department of Transportation and Public Facilities	99924
31	Legislative Affairs Agency	99931
32	Division of Legislative Finance	99932
33	Division of Legislative Audit	99933
41	Alaska Court System	99941
45	University of Alaska	99945
57	Retirements and Benefits	99957

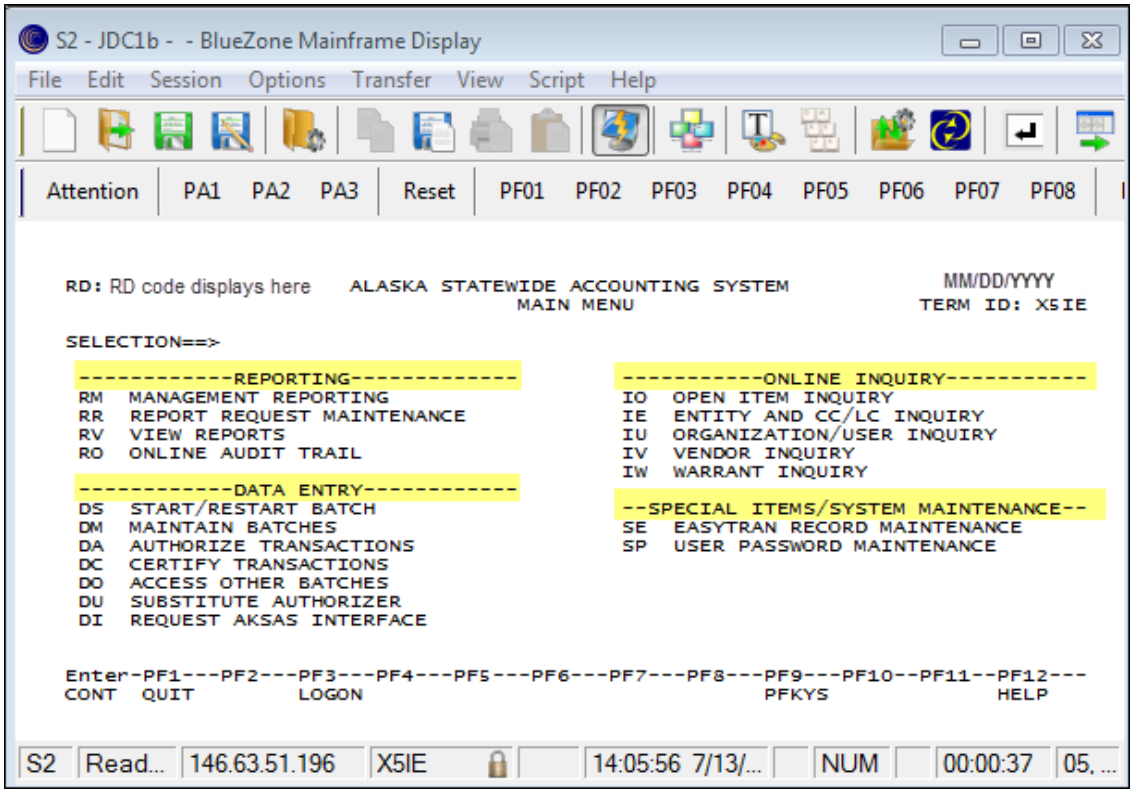
Password for all inquiry RD Codes is **INQUIRY**.

AKSAS Main Menu

Once you sign on, you will be taken to the AKSAS main menu, which contains a number of different selections:

- Reporting
- Data entry
- Online inquiry
- Special items/system maintenance

This class deals primarily with the online inquiry menus. We will also touch on the online audit trail functions in AKSAS.



Inquiry Options	Description
IO – Open Item Inquiry	View open item detail or find an open item
IE – Entity and CC/LC Inquiry	View entity detail or find entity number
IV – Vendor Inquiry	View vendor detail or find a vendor number
IW – Warrant Inquiry	View warrant detail or find a warrant
RO - Online Audit Trail	Inquire on detailed financial activity for a specified period.

Summary

You should now be able to:

- Log into the main frame
- Change your password

- Log into AKSAS using an RD code
- Understand the inquiry RD codes and password
- Identify the AKSAS main menu options

Review

1. What year was AKSAS implemented?

a. 1984
b. 1985
c. 1986
d. 1987

2. How often will AKSAS prompt you to change your passwords?

a. Every 30 days
b. Every 35 days
c. Every 40 days
d. Every 45 days

3. What PF key is used to access AKSAS CICS?

a. PF key varies based on the user's security.
b. AKSAS CICS is always PF2.
c. AKSAS is assigned its own PF key based on the inquiry RD.
d. PF key can change when you change your password.

4. Should you change the passwords for the inquiry RD codes?

a. Yes.
b. No.

5. What are the four main menu categories in AKSAS?

a. Online Inquiry, Online Audit Trail, Special Items/System Maintenance, Data Entry.
b. Reporting, Online Audit Trail, Online Inquiry, Data Entry.
c. Entity and CC/LC Inquiry, Open Item Inquiry, Warrant Inquiry, Vendor Inquiry.
d. Reporting, Online Inquiry, Data Entry, Special Items/System Maintenance.

CHAPTER 3: Open Item Inquiry – IO

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Goals and Objectives

After you complete this chapter, you will understand how to:

- Access the open item screen
- Identify the information on the base detail screen (PF5)
- Access the reference information screen (PF7)
- Find additional financial lines (PF6)
- Access the activity screen (PF3)
- Find a listing of open item types

Accessing the Open Item Screen

To access the open item inquiry screen:

- Type IO at the main menu, as shown below.

```
RD:                    ALASKA STATEWIDE ACCOUNTING SYSTEM
                                MAIN MENU                      TERM ID: X3RM

SELECTION==> IO

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                   IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE             IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                           IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                     IV  VENDOR INQUIRY
                                            IW  WARRANT INQUIRY
 ------------DATA ENTRY------------
 DS  START/RESTART BATCH                    --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DM  MAINTAIN BATCHES                       SE  EASYTRAN RECORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                 SP  USER PASSWORD MAINTENANCE
 DC  CERTIFY TRANSACTIONS                   TP  THIRD PARTY BILLING
 DO  ACCESS OTHER BATCHES
 DU  SUBSTITUTE AUTHORIZER
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

- Press Enter. This brings you to the open item inquiry selection screen.
- Under Open Item Type, enter the alpha characters for the open item you want to look up (e.g., EN = encumbrance).

```
IO - OPEN ITEM INQUIRY - SELECTION

OPEN ITEM TYPE __
_1_ DETAIL         OPEN ITEM NUMBER _______
_2_ ACTIVITY       OPEN ITEM NUMBER _______
_3_ BY REFERENCE   REF TYPE ___  REF NUMBER ______________________
_4_ BY ENTITY      ENTITY TYPE __  NUM _____ TERM YR ____
_5_ BY CC/LC/EP    TYPE __  BEG NUM ________ THRU ________  SY ____



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

This screen has a number of options:

1. **Detail –** Provides the detail of an open item
2. **Activity –** Provides the activity of an open item
3. **By Reference –** Provides a list of open items that match the reference type and reference number
4. **By Entity –** Provides a list of open items that match the entity type and number
5. **By CC/LC/EP –** Provides a list of open items that match the collocation code, ledger code or external program selected

Open Item Detail

If you know the open item number, you can enter the open item type and the number. Later in this chapter, we will show you where to find the list of open item types.

- In Open Item Type, type EN.
- Make the selection by placing an X in front of Detail.
- In Open Item Number, type 0248405.

```
IO - OPEN ITEM INQUIRY - SELECTION

OPEN ITEM TYPE en
X DETAIL         OPEN ITEM NUMBER 0248405
_ ACTIVITY       OPEN ITEM NUMBER _______
_ BY REFERENCE   REF TYPE ___  REF NUMBER ______________________
_ BY ENTITY      ENTITY TYPE __  NUM _____ TERM YR ____
_ BY CC/LC/EP    TYPE __  BEG NUM ________ THRU ________  SY ____



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

- Press Enter. This will take you to the base screen, shown below. The base screen is also known as the PF5 screen. When you are in an open item, you can press PF5 and it will return you to this screen.

```
INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                  01/22/2014
    SOURCE RD CODE            02214                ENCUMBRANCE NUM 0248405
   ORIGINAL PLACED          8,000.76               DATE ESTABLISHED 07/08/2013
  ADJUST TO PLACED              0.00             DATE LAST ACTIVITY 01/07/2014
TOTAL LIQUIDATIONS          1,928.45-                     DATE DUE
   CURRENT BALANCE          6,072.31                   RETENTION? YES
 DESCRIPTION SHORT TBC                                  LIQ RULE LN
  DESCRIPTION LONG TONGASS BUSINESS CENTER                 DENOM 0
                   MAINTENANCE AGREEMENT 07/01/13-06/30/14
                   SHARP AR-M550N S/N 7500365Y (LR)
REF TYPE      NUMBER                AMOUNT         DATE    COMMENTS (TRUNCATED)
  1 PVN TBC97093                                          TONGASS BUSINESS CEN
  2 DO  02-20-0005-14                8,000.76  07/08/2013
  3 SN  7500365Y
  4 ACC 200800
FIN  CURRENT-BALANCE  CA SY    CC     PGM     LC    ACCT  FY NMR
  1         6,072.31  14 14  2020150                73677 13


FOR LINE DETAIL ENTER==>FIN ___      FOR NEXT OI ENTER==> OI TYPE/NUM __ _______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

Open Item Detail Discussion

The open item detail screen provides information about the open item as described below.

```
INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                  01/22/2014
    SOURCE RD CODE            02214                ENCUMBRANCE NUM 0248405
   ORIGINAL PLACED          8,000.76   A           DATE ESTABLISHED 07/08/2013
  ADJUST TO PLACED              0.00   B         DATE LAST ACTIVITY 01/07/2014
TOTAL LIQUIDATIONS          1,928.45-  C                 DATE DUE
   CURRENT BALANCE          6,072.31   D              RETENTION? YES
 DESCRIPTION SHORT TBC                                  LIQ RULE LN
  DESCRIPTION LONG TONGASS BUSINESS CENTER   E              DENOM 0
                   MAINTENANCE AGREEMENT 07/01/13-06/30/14
                   SHARP AR-M550N S/N 7500365Y (LR)
F REF TYPE      NUMBER                AMOUNT         DATE    COMMENTS (TRUNCATED)
  1 PVN TBC97093                                          TONGASS BUSINESS CEN
  2 DO  02-20-0005-14                8,000.76  07/08/2013
  3 SN  7500365Y
  4 ACC 200800
G FIN  CURRENT-BALANCE  CA SY    CC     PGM     LC    ACCT  FY NMR
  1         6,072.31  14 14  2020150                73677 13


FOR LINE DETAIL ENTER==>FIN ___      FOR NEXT OI ENTER==> OI TYPE/NUM __ _______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

This screen displays information such as:

- **A (Original Placed)** – The amount used when the open item was established.
- **B (Adjust To Placed)** – Sometimes you will find the amount that was established (originally encumbered) needs to be reduced or increased. Any change transaction amounts are reflected here. The activity screen (PF3) is the place to view the transaction history of the open item.
- **C (Total Liquidations)** – The amount of payments made to date.
- **D (Current Balance)** – This is the actual amount that remains in the open item at this date.
- **E (Description Long)** – The first line is generally the name of the vendor. Sometimes it specifies what is being purchased (computers, office supplies, equipment) rather than from whom the item or service is being purchased. The second line of the long description gives additional details about the scope or purpose of the obligation.
- **F (REF Type)** – This area includes reference information such as vendor number, delivery/contract number, user defined reference (UDR), and comments that identify the obligation.
- **G (FIN Current Balance)** – This represents the coding of the current remaining balance. In this example, we can see that the open item is being charged to only one line of coding. There can be multiple lines of coding associated with a single open item. If all four financial lines are used, press (PF6) to display any additional lines.
- **ACTVY (PF3)** – The activity screen shows all transactions that have occurred to date starting with the add open item transaction (110-10) and listing payments, changes and liquidations.

- To view the reference screen, shown below, press the PF7 key.

```
 INQ-OI: ENCUMBRANCE DETAIL INQUIRY - REF LINES                    01/22/2014
 ENCUMBRANCE NUM 0248405                                        OVERFLOW? NO
 REF TYPE     NUMBER              AMOUNT          DATE     COMMENTS (TRUNCATED)
   1 PVN TBC97093                                          TONGASS BUSINESS CEN
   2 DO  02-20-0005-14               8,000.76  07/08/2013
   3 SN  7500365Y
   4 ACC 200800
   5 UDR LR2014
   6
   7
   8
   9
  10
  11
  12
  13
  14
  15
  16
  17 SRD 02214                                 08/12/2013
  18 OD  AA26009580014                         08/12/2013
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY       BASE  FINS  REFS        PFKYS       COMNT HELP
```

- To view the financial coding screen, shown below, press the PF6 key.

```
INQ-OI: ENCUMBRANCE DETAIL INQUIRY          ENCUMBRANCE NUM 0248405 01/22/2014
FIN CURRENT-BALANCE   CA SY   CC      PGM     LC    ACCT  FY NMR
  1         6,072.31  14 14  2020150               73677 13
    LINE DESC

    LINE DESC

    LINE DESC

    LINE DESC

    LINE DESC

    LINE DESC

    LINE DESC

    LINE DESC

    LINE DESC
FOR FINANCIAL LINE DETAIL ENTER ==>FIN ___        DENOM 0          OVERFLOW? NO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS             HELP
```

- To return to the base screen, shown below, press PF5.

```
INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                  01/22/2014
    SOURCE RD CODE            02214              ENCUMBRANCE NUM 0248405
   ORIGINAL PLACED          8,000.76            DATE ESTABLISHED 07/08/2013
  ADJUST TO PLACED              0.00           DATE LAST ACTIVITY 01/07/2014
TOTAL LIQUIDATIONS          1,928.45-                  DATE DUE
   CURRENT BALANCE          6,072.31                 RETENTION? YES
 DESCRIPTION SHORT TBC                                LIQ RULE LN
  DESCRIPTION LONG TONGASS BUSINESS CENTER                DENOM 0
                   MAINTENANCE AGREEMENT 07/01/13-06/30/14
                   SHARP AR-M550N S/N 7500365Y (LR)
REF TYPE      NUMBER              AMOUNT         DATE    COMMENTS (TRUNCATED)
  1 PVN TBC97093                                        TONGASS BUSINESS CEN
  2 DO  02-20-0005-14               8,000.76  07/08/2013
  3 SN  7500365Y
  4 ACC 200800
FIN  CURRENT-BALANCE  CA SY    CC      PGM     LC    ACCT  FY NMR
  1         6,072.31  14 14  2020150               73677 13


FOR LINE DETAIL ENTER==>FIN ___     FOR NEXT OI ENTER==> OI TYPE/NUM __ _______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

- To view the activity for the open item, press PF3.

```
ALL RECORDS PROCESSED
 INQ-OI:  OPEN ITEM ACTIVITY REPORT        OPEN ITEM EN-0248405      01/22/2014

  PROCESS     TRANS                                            SOURCE   DOCUMENT
   DATE       CODE       DESCRIPTION          TRANS AMOUNT      RD      NUMBER
 ----------  ------ -------------------- ------------------ ----- -------------
 01/07/2014  110-20                                    0.00   2214 AA26547980013
 01/07/2014  310-10                                  472.23-  2214 AA26547980009
 12/06/2013  310-10                                  237.01-  2214 AA26471470013
 11/07/2013  310-10                                  401.87-  2214 AA26395670021
 10/04/2013  310-10                                  314.12-  2214 AA26319660013
 09/05/2013  310-10                                  226.90-  2214 AA26257180015
 08/12/2013  110-10 TONGASS BUSINESS CEN           8,000.76   2214 AA26009580014
 08/12/2013  310-10                                  276.32-  2214 AA26174360014

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PG1   PGDN        WRNT#                   PFKYS             HELP
```

- Press Enter to return to the base screen.
- Press Enter to return to the open item inquiry selection screen.

Open Item Activity

If you want to view the activity associated with an open item, you can type in the open item number, as shown below. This is the same as pressing PF3 from the base screen of the open item.

- In Open Item Type, type EN.
- Tab to Activity.
- Make the selection by placing an X in front of Activity.
- In Open Item Number, type 0248405.

```
 IO - OPEN ITEM INQUIRY - SELECTION

 OPEN ITEM TYPE en

 _ DETAIL        OPEN ITEM NUMBER _______

 x ACTIVITY      OPEN ITEM NUMBER 0248405

 _ BY REFERENCE  REF TYPE ___  REF NUMBER ______________________

 _ BY ENTITY     ENTITY TYPE __  NUM _____ TERM YR ____

 _ BY CC/LC/EP   TYPE __  BEG NUM ________ THRU ________  SY ____

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

- Press Enter. The open item activity report will be displayed, as shown below.

```
ALL RECORDS PROCESSED
 INQ-OI:  OPEN ITEM ACTIVITY REPORT        OPEN ITEM EN-0248405      01/22/2014

  PROCESS     TRANS                                                SOURCE   DOCUMENT
   DATE       CODE       DESCRIPTION          TRANS AMOUNT         RD       NUMBER
 ----------  ------ -------------------- ------------------ ----- -------------
 01/07/2014  110-20                                    0.00   2214 AA26547980013
 01/07/2014  310-10                                 472.23-   2214 AA26547980009
 12/06/2013  310-10                                 237.01-   2214 AA26471470013
 11/07/2013  310-10                                 401.87-   2214 AA26395670021
 10/04/2013  310-10                                 314.12-   2214 AA26319660013
 09/05/2013  310-10                                 226.90-   2214 AA26257180015
 08/12/2013  110-10 TONGASS BUSINESS CEN          8,000.76   2214 AA26009580014
 08/12/2013  310-10                                 276.32-   2214 AA26174360014









Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PG1   PGDN        WRNT#                   PFKYS             HELP
```

- Press Enter to return to the open item inquiry selection screen.

Open Item by Reference Type

If you want a list of open items based on a reference, you can complete the fields as shown below. In this example, we are using the reference for PVN (pay vendor number). It will give us a listing of all encumbrances associated with a specific vendor.

- In Open Item Type, type EN.
- Tab to By Reference.
- Make the selection by placing an X in front of By Reference.
- In Ref Type, type PVN.
- In Ref Number, type WFB07226.

```
 IO - OPEN ITEM INQUIRY - SELECTION

 OPEN ITEM TYPE EN

 _ DETAIL        OPEN ITEM NUMBER _______

 _ ACTIVITY      OPEN ITEM NUMBER _______

 X BY REFERENCE  REF TYPE PVN  REF NUMBER WFB07226______________

 _ BY ENTITY     ENTITY TYPE __  NUM _____ TERM YR ____

 _ BY CC/LC/EP   TYPE __  BEG NUM ________ THRU ________  SY ____




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

- Press Enter. This will bring you to the open item report by reference page, as shown below.

```
ALL RECORDS PROCESSED
 INQ-OI:  OPEN ITEM REPORT BY REFERENCE                          12/24/2013
 OPEN ITEM TYPE EN   REF TYPE-NUMBER PVN-WFB07226                  PAGE   1
                                   ESTABLISH   LAST ACTVY
     NUMBER       DESCRIPTION        DATE        DATE       CURRENT BALANCE
    --------  --------------------  ----------  ----------  -----------------
  1  0226026  WELLSFARGO            03/18/2009  08/28/2012
  2  0228106  WELLS FARGO           07/13/2011  07/31/2012
  3  0236025  WELLSFARGO            07/01/2012  08/12/2013
  4  0238106  WELLS FARGO           08/13/2012  08/01/2013
  5  0246020  WELLSFARGO            07/01/2012  12/09/2013          9,547.64
  6  0248109  WELLS FARGO           08/07/2013  12/10/2013         35,752.46
  7  6715138  WELLS FARGO BANKS     09/28/2010  07/27/2011
  8  6725138  UI COMP ACCOUNTING/A  08/17/2011  07/23/2012
  9  6735138  UI COMP ACCOUNTING/A  08/03/2012  07/19/2013
 10  6745138  UI COMP ACCOUNTING/A  07/26/2013  11/04/2013         35,828.83




ENTER SELECTION==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PG1   PGDN                              PFKYS             HELP
```

Notice that the screenshot displays the reference used. If you do not type in the reference exactly as it exists in AKSAS, you will not find the open item you are seeking.

Press Enter to return to the open item inquiry selection screen.

Below is another example.

```
IO - OPEN ITEM INQUIRY - SELECTION

OPEN ITEM TYPE en

_ DETAIL        OPEN ITEM NUMBER _______

_ ACTIVITY      OPEN ITEM NUMBER _______

x BY REFERENCE  REF TYPE udr  REF NUMBER finproj__________

_ BY ENTITY     ENTITY TYPE __  NUM _____ TERM YR ____

_ BY CC/LC/EP   TYPE __  BEG NUM ________ THRU ________  SY ____




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

Below is a list of open items for the reference that was entered.

```
 INQ-OI:  OPEN ITEM REPORT BY REFERENCE                                12/24/2013
 OPEN ITEM TYPE EN   REF TYPE-NUMBER UDR-FINPROJ ←                       PAGE   1
                                    ESTABLISH   LAST ACTVY
    NUMBER       DESCRIPTION          DATE         DATE       CURRENT BALANCE
   --------  --------------------  ----------  ----------  ------------------
  1  0208111  ASSET IMPEMENTATION   08/05/2009  09/05/2013
  2  0218117  ASSET TIMECLOCKS      08/12/2011  09/05/2013
  3  0228105  OCE`                  07/13/2011  07/31/2012
  4  0228108  CGI SOFT AND MNG ADV  10/04/2011  09/19/2013      10,765,699.11
  5  0228109  WOSTMANN AND ASSC     10/04/2011  12/19/2013       1,962,598.59
  6  0228111  CGI-ERP IMPL          10/13/2011  12/19/2013      18,120,056.38
  7  0228113  ORACLE SFTWR&LICSNS   10/24/2011  12/09/2011         493,295.52
  8  0228114  RED HAT SFTW&LICSNS   12/08/2011  12/09/2011
  9  0228118  EN POINTE TECH        02/28/2012  03/13/2012           2,235.24
 10  0228126  THINK OFFICE LLC      08/08/2012  08/16/2012
 11  0238112  CANON                 08/15/2012  08/01/2013
 12  0238113  CANON SOLUTIONS       09/19/2012  08/13/2013
 13  0238115  CNTNL HALL/PRTOTYP    09/25/2012  12/14/2012             238.00
 14  0238125  ATT FOR TERI'S IPAD   12/07/2012  08/02/2013
 15  0238126  CANON                 12/10/2012  08/01/2013
ENTER SELECTION==> _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PG1   PGDN                                PFKYS            HELP
```

- Press Enter to return to the open item inquiry selection screen.

Note: AKSAS is a live system, so the screen that you see on your computer may show additional open items that have processed since the time that the student guide was last updated.

Open Item by Entity Type

If you want a list of open items based on any entity type, you may select the by entity line on the open item selection screen. Available entity types include:

- AR – Appropriation
- FU – Fund
- OR – Organization
- PR – Program
- PJ – Project
- CO – Contract
- GR – Grant

In this example, we are going to use the appropriation entity for our selection. When selecting appropriations, it is best to use a term year. If you do not select a term year, it will return all open items for all years that are still active. Using the term year will narrow your search to a specific year.

- In Open Item Type, type EN.
- Tab to By Entity.
- Make the selection by placing an X in front of By Entity.
- In Entity Type, type AR.
- In Num, type 11725.

- Enter a Term Year of 2012 (remember if you leave this field blank, it will bring back all the open items associated with this AR number regardless of the year).
- Press Enter.

```
IO - OPEN ITEM INQUIRY - SELECTION

OPEN ITEM TYPE EN

_ DETAIL        OPEN ITEM NUMBER _______

_ ACTIVITY      OPEN ITEM NUMBER _______

_ BY REFERENCE  REF TYPE ___ REF NUMBER ______________________

X BY ENTITY     ENTITY TYPE AR  NUM 11725 TERM YR 2012

_ BY CC/LC/EP   TYPE __  BEG NUM ________ THRU ________  SY ____



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

You should now see a list of the encumbrances that were returned based on our search criteria. The top of the screen reads open item cross reference, followed by SY: 2012-2012 AR: 11725. This is a way to verify that your search criteria selection is correct.

The list also displays the following columns:

1. **Open Item –** Displays the open item type and the number
2. **LIN –** Displays the financial line associated with the selection based on your search criteria, which was AR 11725
3. **COA –** Chart of account year
4. **SY –** Displays the set-up year associated with the collocation code
5. **CC –** Displays the collocation code
6. **PGM –** Displays the program code
7. **LC –** Displays the ledger code
8. **ACCT –** Displays the account code
9. **FY –** Displays the federal fiscal year
10. **Balance –** Displays the current balance of the LIN for the open item

```
OPEN ITEM CROSS REFERENCE SY:2012-2012 AR:11725                    12/24/2013
                                                                     PAGE   1
   OPEN   ITEM LIN  COA  SY    CC      PGM       LC      ACCT FY    BALANCE
   ---------- --- ----- -- -------- ------- ---------- ----- -- -------------
 1 EN-0221000   5       12  2400210                    73155 11
 2 EN-0221001   7       12  2400210                    73155 11
 3 EN-0221019   6       12  2400210                    73806 12
 4 EN-0221020   8       12  2400210                    73806 12
 5 EN-0221021   8       12  2400210                    73806 12
 6 EN-0221022   8       12  2400210                    73805 12
 7 EN-0221030   2       12  2400210                    73805 12
 8 EN-0221046   7       12  2400210                    73154 12
 9 EN-0228101   1       12  2400210                    73404 11
10 EN-0228105   1       12  2400210                    73677 11
11 EN-0228106   1       12  2400210                    73051 11
12 EN-0228112   1       12  2400210                    73155 12
13 EN-0228116   1       12  2400210                    73052 12
14 EN-0228122   1       12  2400210                    74226 12
15 EN-0228123   1       12  2400210                    76150 12

ENTER SELECTION==> 7_   NEW OPEN ITEM TYPE==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN        DTAIL ACTVY             PFKYS             HELP
```

To view a specific open item on the list, type in the selection number in the enter selection area at the bottom of the screen. Note: In this example, line 2 of the open item is associated with AR 11725-2012 (see underline above).

- Enter 7.
- Press Enter. This will bring you to the encumbrance detail inquiry screen, shown below.

```
INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                  12/24/2013
    SOURCE RD CODE              02151                ENCUMBRANCE NUM 0221030
   ORIGINAL PLACED       1,764,949.01               DATE ESTABLISHED 10/07/2011
  ADJUST TO PLACED          59,781.07-            DATE LAST ACTIVITY 07/19/2012
TOTAL LIQUIDATIONS       1,705,167.94-                     DATE DUE 06/30/2012
   CURRENT BALANCE               0.00                    RETENTION? YES
 DESCRIPTION SHORT FY12 MICS/ADN 022058                    LIQ RULE LN
  DESCRIPTION LONG FY12 MICS/ADN 0220586                      DENOM 0

                    APPROVED ANNUALLY TO PROCESS MONTHLY AJE
REF TYPE      NUMBER                AMOUNT         DATE    COMMENTS (TRUNCATED)
  1 ADN 0220586
  2 REQ 02                                                 DOA STW
  3 SVC 02                                                 ETS
  4 UDR APOC INCREASE                   600.00  02/16/2012
FIN  CURRENT-BALANCE  CA SY    CC      PGM     LC    ACCT  FY NMR
  1             0.00  14 12  2200669               73805 12
  2             0.00  14 12  2400210               73805 12
  3             0.00  14 12  2500300               73805 12
  4             0.00  14 12  2510313               73805 12
FOR LINE DETAIL ENTER==>FIN ___     FOR NEXT OI ENTER==> OI TYPE/NUM __ _______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

- To verify that financial line 2 of the open item is associated with AR 11725-2012, press PF6.
- Notice at the bottom of the screen OVERFLOW? YES. This means that there are more financial lines available for this open item. To view the additional financial lines you would continue to press F6.

```
INQ-OI: ENCUMBRANCE DETAIL INQUIRY          ENCUMBRANCE NUM 0221030 12/24/2013
FIN CURRENT-BALANCE   CA SY   CC      PGM     LC    ACCT  FY NMR
  1             0.00  14 12  2200669               73805 12
    LINE DESC
  2             0.00  14 12  2400210               73805 12
    LINE DESC
  3             0.00  14 12  2500300               73805 12
    LINE DESC
  4             0.00  14 12  2510313               73805 12
    LINE DESC
  5             0.00  14 12  2570500       2473866 73805 12
    LINE DESC
  6             0.00  14 12  2029004               73805 12
    LINE DESC
  7             0.00  14 12  2800210               73805 12
    LINE DESC
  8             0.00  14 12  2800220               73805 12
    LINE DESC
  9             0.00  14 12  2800410               73805 12
    LINE DESC
FOR FINANCIAL LINE DETAIL ENTER ==>FIN 2__       DENOM 0          OVERFLOW? YES
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS             HELP
```

- To see the financial line detail, type in the number at the bottom of the screen. In this example, you will type 2 next to FIN, as shown above, and press Enter.

Recall that in Chapter 1, we discussed the fully qualified account (FQA). You can see below that the collocation code that was used on the financial line has populated the financial activity into:

- Appropriation – 11725
- Fund – 11100
- Organization – 9180

The FQA did not use a program code or ledger code.

We can also see the account code that was used and the description of the account code, which helps us understand what the expenditure was for.

```
INQ-OI:  FINANCIAL LINE DETAIL                                        12/24/2013
OPEN ITEM EN-0221030 LINE 2
COLLOCATION CODE:  2400210 FINANCE                              COA YEAR 2014
   APPROPRIATION     11725 FINANCE                           SET-UP YEAR 2012
   FUND              11100 GENERAL FUND                     FEDERAL YEAR 2012
   ORGANIZATION       9180 OPERATING PROJECTS

PROGRAM                                            NEXT YEAR? NO

LEDGER CODE:                                       NEXT YEAR? NO
   PROJECT
   CONTRACT
   GRANT

ACCOUNT              73805 I/A IT NON-TELECOMM


   ORIGINAL PLACED      1,355,102.69        1,258,881.36- LIQUIDATED
ADJUSTMENTS PLACED         96,221.33-                     NEXT YEAR LIQUIDATED
      TOTAL PLACED      1,258,881.36        1,258,881.36- TOTAL LIQUIDATED
                                                          CURRENT BALANCE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              LNACT                        PFKYS             HELP
```

To see the activity related to a specific FQA, press PF4. On the top of the screen, notice that it says "Open Item Fin Line Activity." This screen is specific to the financial line that we selected.

```
ALL RECORDS PROCESSED
 INQ-OI:  OPEN ITEM FIN LINE ACTIVITY      OPEN ITEM EN-0221030      12/24/2013

  PROCESS    TRANS                                          SOURCE   DOCUMENT
   DATE      CODE       DESCRIPTION          LINE AMOUNT     RD      NUMBER
 ----------  ------ -------------------- ----------------- ----- -------------
 07/11/2012  430-40 JUNE MICS LESS $1,23        115,819.77-  2151 AA25082110002
 07/09/2012  110-20                              96,221.33-  2151 AA25092330001
 06/06/2012  430-40 MAY MICS                    100,605.75-  2151 AA24995260002
 05/03/2012  430-40 APRIL MICS                   87,077.52-  2151 AA24909820002
 04/12/2012  430-40 MARCH MICS                   88,143.61-  2151 AA24848120002
 03/06/2012  430-40 FEBRUARY MICS                91,207.60-  2151 AA24772690002
 02/16/2012  430-40 JANUARY MICS                 97,917.36-  2151 AA24706230002
 01/12/2012  430-40 DECEMBER MICS                99,182.12-  2151 AA24652570002
 12/14/2011  430-40 NOVEMBER MICS                98,203.36-  2151 AA24591910002
 11/21/2011  430-40 OCTOBER MICS                106,500.81-  2151 AA24524520002
 10/20/2011  430-40 JULY MICS AS ADJUSTE        133,514.63-  2151 AA24380880021
 10/20/2011  430-40 AUGUST MICS AS ADJUS        131,155.00-  2151 AA24382050021
 10/20/2011  430-40 SEPTEMBER MICS              109,553.83-  2151 AA24444640021
 10/07/2011  110-10 FY12 MICS/ADN 022058      1,355,102.69   2151 AA24441350003


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PG1   PGDN        WRNT#                    PFKYS             HELP
```

- Press Enter twice to return to the PF6 Financial Line screen.
- Press Enter again to return to the List of Open Items screen.
- Press Enter again to return to the Open Item Inquiry Selection screen.

Open Item by CC/LC Type

If you want a list of open items based on a single collocation or ledger code, or a range of collocation or ledger codes, you can use the by CC/LC/EP selection on the open item selection screen.

If you have a range of collocation codes you want as your selection, you can enter the first CC number you would like to capture in the beg num field, and enter the ending CC number you would like to capture in the

thru field. This will give you a list of all open items for the range in your criteria selection. The list will be inclusive of the beginning and ending numbers in the range. You can do the same for ledger codes.

In this example, we are going to use a single collocation code. For the collocation code selection, you can use a set-up year to limit the list to a specific year.

- In Open Item Type, type EN.
- Tab to By CC/LC/EP.
- Make the selection by placing an X in front of By CC/LC/EP.
- In the Type field, enter CC.
- In the Beg Number field, enter 02400210.
- In the Thru field, enter 02400210. Note: By entering the same CC in the Beg Num field and the Thru field, we are selecting a single CC.
- In the set-up year (SY) field, enter 2012.

```
IO - OPEN ITEM INQUIRY - SELECTION

OPEN ITEM TYPE EN

_ DETAIL        OPEN ITEM NUMBER _______

_ ACTIVITY      OPEN ITEM NUMBER _______

_ BY REFERENCE  REF TYPE ___  REF NUMBER ______________________

_ BY ENTITY     ENTITY TYPE __  NUM _____ TERM YR ____

x BY CC/LC/EP   TYPE cc  BEG NUM 02400210 THRU 02400210  SY 2012



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

- Press Enter.

You should now see a list of the encumbrances that were returned based on our search criteria. The top of the screen reads open item cross reference, followed by SY: 2012-2012 CC: 02400210-02400210. This is a way to verify that your search criteria selection is correct.

The list also displays the following columns:

1. **Open Item –** Displays the open item type and the number.
2. **LIN –** Displays the financial line associated with the selection based on your search criteria, which was CC 02400210.
3. **COA –** Chart of account year.
4. **SY –** Displays the set-up year associated with the collocation code.
5. **CC –** Displays the collocation code.
6. **PGM –** Displays the program code.
7. **LC –** Displays the ledger code.
8. **ACCT –** Displays the acct code.
9. **FY –** Displays the federal fiscal year.

10. **Balance –** Displays the current balance of the LIN for the open item. In this example, the line amount should equal the line amount on the PF6 financial detail screen for line 2.

You can verify that you have only captured the selection of CC 02400210 by pressing PF3 to page forward through the data. Press PF2 to return to the first page. The pages are displayed in the top right-hand corner of your screen.

```
OPEN ITEM CROSS REFERENCE SY:2012-2012 CC:02400210-02400210          12/24/2013
                                                                       PAGE   1
   OPEN   ITEM LIN  COA  SY    CC      PGM       LC       ACCT FY    BALANCE
   ---------- --- ----- -- -------- ------- ---------- ----- -- -------------
 1 EN-0221000   5       12  2400210                     73155 11
 2 EN-0221001   7       12  2400210                     73155 11
 3 EN-0221019   6       12  2400210                     73806 12
 4 EN-0221020   8       12  2400210                     73806 12
 5 EN-0221021   8       12  2400210                     73806 12
 6 EN-0221022   8       12  2400210                     73805 12
 7 EN-0221030   2       12  2400210                     73805 12
 8 EN-0221046   7       12  2400210                     73154 12
 9 EN-0228101   1       12  2400210                     73404 11
10 EN-0228105   1       12  2400210                     73677 11
11 EN-0228106   1       12  2400210                     73051 11
12 EN-0228112   1       12  2400210                     73155 12
13 EN-0228116   1       12  2400210                     73052 12
14 EN-0228122   1       12  2400210                     74226 12
15 EN-0228123   1       12  2400210                     76150 12

ENTER SELECTION==> 10   NEW OPEN ITEM TYPE==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN        DTAIL ACTVY             PFKYS             HELP
```

- In Enter Selection, type 10.
- Press Enter.

This brings you to the open item detail inquiry screen, shown below.

```
INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                  12/24/2013
    SOURCE RD CODE              02620              ENCUMBRANCE NUM 0228105
   ORIGINAL PLACED          4,551.60             DATE ESTABLISHED 07/13/2011
  ADJUST TO PLACED            346.02           DATE LAST ACTIVITY 07/31/2012
TOTAL LIQUIDATIONS          4,897.62-                   DATE DUE
   CURRENT BALANCE              0.00                RETENTION? YES
 DESCRIPTION SHORT OCE`                              LIQ RULE LN
  DESCRIPTION LONG OCE`IMAGISITICS MAINTENANCE/SUPPLIESFY12   DENOM 0

REF TYPE      NUMBER                AMOUNT         DATE    COMMENTS (TRUNCATED)
  1 PVN IMI02021                    5,940.42  07/13/2011 OCE CORPORATE PRINTI
  2 ACC 259151
  3 ACC 101787
  4 ACC 247206
FIN  CURRENT-BALANCE  CA SY    CC      PGM      LC     ACCT  FY NMR
  1             0.00  14 12  2400210                   73677 11
  2             0.00  14 12  2408651                   73677 11
  3             0.00  14 12  2408671                   73677 11

FOR LINE DETAIL ENTER==>FIN ___      FOR NEXT OI ENTER==> OI TYPE/NUM __ _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

Changing Open Items in the Detail Inquiry PF5 Screen

While you are in the open item detail screen, you can select additional open item types and/or another open item number to view.

- At the bottom of the Open Item screen, input the two alpha characters for the open item type number and the open item number you wish to view.
- In the For Next OI Enter===> OI Type/Num field, type EN.
- In the Number field, enter 0228111.

```
 INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                12/24/2013
     SOURCE RD CODE             02620                ENCUMBRANCE NUM 0228105
    ORIGINAL PLACED          4,551.60              DATE ESTABLISHED 07/13/2011
   ADJUST TO PLACED            346.02             DATE LAST ACTIVITY 07/31/2012
 TOTAL LIQUIDATIONS          4,897.62-                    DATE DUE
    CURRENT BALANCE              0.00                  RETENTION? YES
  DESCRIPTION SHORT OCE`                                 LIQ RULE LN
   DESCRIPTION LONG OCE`IMAGISITICS MAINTENANCE/SUPPLIESFY12   DENOM 0


 REF TYPE      NUMBER                AMOUNT         DATE    COMMENTS (TRUNCATED)
   1 PVN IMI02021                    5,940.42  07/13/2011 OCE CORPORATE PRINTI
   2 ACC 259151
   3 ACC 101787
   4 ACC 247206
 FIN  CURRENT-BALANCE  CA SY    CC     PGM     LC    ACCT  FY NMR
   1             0.00  14 12  2400210                73677 11
   2             0.00  14 12  2408651                73677 11
   3             0.00  14 12  2408671                73677 11

FOR LINE DETAIL ENTER==>FIN ___      FOR NEXT OI ENTER==> OI TYPE/NUM en 0228111
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

- Press Enter.

You will now see the new open item detail inquiry screen based on your selection.

```
 INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                12/24/2013
     SOURCE RD CODE             02622                ENCUMBRANCE NUM 0228111
    ORIGINAL PLACED              0.00              DATE ESTABLISHED 10/13/2011
   ADJUST TO PLACED     32,323,889.02             DATE LAST ACTIVITY 12/19/2013
 TOTAL LIQUIDATIONS     14,203,832.64-                    DATE DUE
    CURRENT BALANCE     18,120,056.38                  RETENTION? YES
  DESCRIPTION SHORT CGI-ERP IMPL                         LIQ RULE LN
   DESCRIPTION LONG CGI-ERP IMPLEMENTATION_CONTRACT          DENOM 0
                    CO 2010-0200-9388-B

 REF TYPE      NUMBER                AMOUNT         DATE    COMMENTS (TRUNCATED)
   1 PVN AMS03080               33,116,689.02  07/12/2011 CGI AMS INC
   2 ACC 120000102
   3 CO  2010-0200-9388-B
   4 UDR FINPROJ                                           ERP
 FIN  CURRENT-BALANCE  CA SY    CC     PGM     LC    ACCT  FY NMR
   1    18,120,056.38  14 12  2408671                73753 12



FOR LINE DETAIL ENTER==>FIN ___      FOR NEXT OI ENTER==> OI TYPE/NUM __ _______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

- Press Enter to return to the list of Open Items screen.
- Press Enter again to return to the Open Item Inquiry Selection screen.
- Press PF1 to return to the AKSAS main menu.

Finding the Alpha Characters for Open Item Types

To find the list of valid open item types, you will need to begin from the AKSAS main menu.

- Press PF12 to access the help screen. Note: The help screen can only be accessed from the AKSAS main menu.

```
RD:   194            ALASKA STATEWIDE ACCOUNTING SYSTEM            12/24/2013
                                  MAIN MENU                     TERM ID: X479

SELECTION==>

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                   IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE             IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                           IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                     IV  VENDOR INQUIRY
                                            IW  WARRANT INQUIRY
 ------------DATA ENTRY------------
 DS  START/RESTART BATCH                    --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DM  MAINTAIN BATCHES                       SE  EASYTRAN RECORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                 SP  USER PASSWORD MAINTENANCE
 DC  CERTIFY TRANSACTIONS                   TR  TAX REPORTING
 DO  ACCESS OTHER BATCHES                   TP  THIRD PARTY BILLING
 DU  SUBSTITUTE AUTHORIZER
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

- On the System Table Inquiry screen, tab to Valid Open Item Types under Open Items & Warrants.
- Make the selection by placing an X in front of the Valid Open Item Types.

```
                              SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    X VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS



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

- Press Enter.

Pressing enter will return a listing of the open item types with the two-alpha character code and the title of the various types, as shown below.

```
HELP:  VALID OPEN ITEM TYPES                                        12/24/2013


                CODE   OPEN ITEM TYPE(S)
                ----   -------------------------------------
                 EN    ENCUMBERED EXPENDITURE
                       ENCUMBERED REVENUE

                 PY    PAYABLE

                 RC    RECEIVABLE

                 TR    TREASURY RECEIPT

                 AG    AGENCY RECEIPT
                       AGENCY RECEIPT - MISC ACCOUNTS

                 RS    REIMBURSABLE SERVICE AGREEMENT (RSA)

                 SP    SCHEDULED PAYMENT

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

- Press Enter to return to the System Table Inquiry screen.
- Press PF1 to return to the main menu.

Summary

You should now be able to:

- Access the open item screen
- Identify the information on the base screen (PF5)
- Access the reference information screen (PF7)
- Find additional financial lines (PF6)
- Access the activity screen (PF3)
- Find a listing of open item types

Review

1. What are the two ways you can access the open item activity screen?

a. From the open item inquiry selection screen, enter the open item type, select detail, and enter the open item number; from the open item base screen, press PF3 or from the open item inquiry selection screen, enter the open item type, select activity and enter the open item number.
b. From the open item inquiry selection screen, enter the open item type, select detail, and enter the open item number; from the open item base screen, press PF6; from the open item inquiry selection screen, enter the open item type, select activity and enter the open item number.
c. From the open item inquiry selection screen, enter the open item type, select activity and enter the open item number; from the open item inquiry selection screen, enter the open item type, select detail, and enter the open item number; from the open item base screen, press PF7.
d. From the open item inquiry selection screen, enter the open item type, select detail, and enter the open item number; from the open item base screen, press PF4 (LNACT) or from the open item inquiry selection screen, enter the open item type, select activity and enter the open item number.

2. What screen shows the references for an open item?

a. PF5
b. PF6
c. PF7
d. PF3

3. What screen shows the financial lines for an open item?

a. PF5
b. PF6
c. PF7
d. PF3

4. What is it called when an encumbrance has been reduced or increased with a change encumbrance transaction?

a. Original placed
b. Current balance
c. Total liquidations
d. Adjusted to place

5. Can you see financial line detail for an open item?

a. Yes.
b. No.

Exercise

You have just been asked to look up some information on an encumbrance for Office Plus. You've only been given the following information about the open item:

- Collocation code – 02800210 – 2012
- Expenditure account code – 74229
- Reference type – DO
- Reference number – 02-80-0079-12
- Vendor number – OFP00116

Based on this information, please answer the following:

1. **What is the encumbrance number?**

2. **How much was originally encumbered?**

3. **Have there been any payments made?**

4. **What is the current balance?**

5. **What are the appropriation, fund and organization numbers for financial line 1?**

6. **Did this activity post to a project, contract or grant? Which ones, if any?**

CHAPTER 4: Vendor Inquiry – IV

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Goals and Objectives

After you complete this chapter, you will understand:

- How to access the vendor inquiry screen (IV)
- The pay vendor numbers
- How to identify the information on the base/detail screen
- How to find a vendor using a wild card
- How to verify vendor information
- How to view payments made to a vendor
- How to view vendor lists

Accessing the Vendor Inquiry Screen (IV)

- From the AKSAS main menu, type IV.

```
                      ALASKA STATEWIDE ACCOUNTING SYSTEM            MM/DD/YY
                                   MAIN MENU                      TERM ID: X4E9

SELECTION==> IV

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                  IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE            IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                          IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                    IV  VENDOR INQUIRY
                                           IW  WARRANT INQUIRY

 ------------DATA ENTRY------------        --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DS  START/RESTART BATCH                   SE  EASYTRAN RECORD MAINTENANCE
 DM  MAINTAIN BATCHES                      SP  USER PASSWORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                TP  THIRD PARTY BILLING
 DC  CERTIFY TRANSACTIONS
 DO  ACCESS OTHER BATCHES
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

- Press Enter.

```
IV - VENDOR INQUIRY - SELECTION

(Enter data for one of the following selections)

 VENDOR DETAIL

     VENDOR NUMBER  _______

 VENDOR SEARCH

       VENDOR NAME __________ AND __________ AND __________ AND __________
      (Word Search)

     TAX OR EMP ID _____________

VENDOR NUMBER LIST ________

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

You are now on the vendor inquiry selection screen.

Pay Vendor Numbers

When making payments in AKSAS, you must have a pay vendor number (PVN). A PVN contains eight characters, including three alpha (ABC) and five numeric (54321) characters. This schematic also includes temporary vendors.

Vendor Search Using PVN

If you know the vendor number, you can type it in the vendor number field.

- On the Vendor Inquiry Selection screen, under Vendor Detail, in the Vendor Number field, enter COS89151.

```
IV - VENDOR INQUIRY - SELECTION

(Enter data for one of the following selections)

 VENDOR DETAIL

     VENDOR NUMBER COS89151

 VENDOR SEARCH

       VENDOR NAME __________ AND __________ AND __________ AND __________
      (Word Search)

     TAX OR EMP ID _____________

VENDOR NUMBER LIST ________

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

- Press Enter.

The vendor detail screen is now displayed and provides information about the vendor that was selected. The vendor detail screen includes:

1. **Vendor Number –** This field displays the unique eight characters to identify vendors on the vendor master file.
2. **Active –** This field determines if the vendor record is active or not.
3. **Date of Last Activity –** This field shows how recently the record was used by AKSAS.
4. **Vendor Legal Name/Address –** This field identifies the name the vendor uses to report taxes to the IRS and to whom the tax ID is assigned.
5. **DBA Name/Address –** This field identifies if the vendor is doing business with a name different from the owner or parent company name.
6. **Vendor Address, City, State and ZIP –** These fields identify the address to which a warrant or correspondence (e.g., 1099 MISC) is mailed.
7. **Business Type –** This field identifies the type of business the vendor operates.
8. **Tax or Emp ID –** Based on the vendor's business type, this field can either be a social security number (SSN), tax identification number (TIN), or an employee identification number for a state employee.
9. **Vendor Class –** This field identifies the type of vendor by business service.
10. **1099 Reportable –** This field identifies whether a vendor is 1099-reportable or non-reportable based on the vendor's business type according to IRS regulations.
11. **Vendor Email/Contact –** These fields identify an individual who may be contacted for information.
12. **EDI status –** This field identifies whether a vendor can be paid electronically by Electronic Data Interchange (EDI).
13. **Enable Date –** This field identifies the date the vendor can begin to receive payments electronically via EDI.
14. **Multiple Addenda –** This field identifies if a vendor elected to combine multiple payments into one deposit with multiple addenda (remittance) records for each payment in the deposit.
15. **Refs –** This field identifies the appropriate EDI references to use when entering reference information on a general warrant request transaction.
16. **Accepts Credit Card –** This field identifies if a vendor accepts payment by credit card.
17. **Vendor Short Name –** This field identifies the name of the vendor as it should appear on reports. This field is also beneficial when searching for a vendor who happens to have multiple records due to the parent company to which it is tied (e.g., Alaska Airlines).
18. **Vendor Notes –** This field provides additional information about the vendor.

For more information on vendors, see Section 10-Vendors in the Accounting Procedures manual located at http://doa.alaska.gov/dof/manuals/apm/index.html

To view a list of warrants paid to this vendor, press PF6. Please be patient as often there is a lot of data being retrieved and it may take a few moments for the data to load on the screen.

```
INQ-VM:  VENDOR DETAIL                                          DATE: 12/24/2013
VENDOR NUMBER: COS89151     ACTIVE? YES          DATE LAST ACTIVITY: 11/29/2013

VENDOR LEGAL NAME: QUBD INTERNATIONAL INC
 DBA NAME/ADDRESS: DBA CAPITAL OFFICE SYSTEMS SUPPLY
   VENDOR ADDRESS: 1120 E 35TH AVE
             CITY: ANCHORAGE                     STATE: AK ZIP: 99508-4257

BUSINESS TYPE: INC GENERAL CORPORATION           VENDOR CLASS: MI
TAX OR EMP ID: EIN920049070                    1099 REPORTABLE? NO

VENDOR EMAIL/CONTACT: FAX 907-522-5233                EDI STATUS: ENABLED
               PHONE: (907)777-1500 EXT:             ENABLE DATE: 04/28/2009
                                                     MULTIPLE ADDENDA? NO
                                                     REFS: GEN
                                                     ACCEPTS CREDIT CARD? YES
VENDOR SHORT NAME: CAPITAL OFFICE SYSTE
     VENDOR NOTES: CAPITAL OFFICE SYSTEMS SUPPLY
                   SUB OF QUBD INTERNATIONAL INC
                   INC PER VENDOR
 ENTER VENDOR NUMBER FOR NEXT DETAIL==> ________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          WREF              PFKYS             HELP
```

Displayed below is a list of warrants that have been paid to this vendor. At the top of the screen, it displays the REF: PVN that was selected (COS89151), the number of pages (1 of 54) and the date the information was last updated (05/10/2012). Note: AKSAS is a live environment so the number of warrants listed can change from the date the student guide was updated.

```
INQ-WR: REFERENCE/WRNTS REPORT - WRNT CLASS: WM Pg    1 of     21   12/24/2013
REF: PVN COS89151
SEL WRT NUM                PAYEE                          PRT DATE       AMOUNT
--- -------- ---------------------------------- ---------- -----------------
 1  25554184 QUBD INTERNATIONAL INC               12/23/2013            727.20
 2  25550613 QUBD INTERNATIONAL INC               12/20/2013             94.75
 3  25548253 QUBD INTERNATIONAL INC               12/18/2013            550.00
 4  25547319 QUBD INTERNATIONAL INC               12/18/2013            325.00
 5  25543593 QUBD INTERNATIONAL INC               12/16/2013            728.75
 6  25543552 QUBD INTERNATIONAL INC               12/16/2013             97.50
 7  25542750 QUBD INTERNATIONAL INC               12/13/2013        136,978.19
 8  25542485 QUBD INTERNATIONAL INC               12/13/2013            801.86
 9  25538898 QUBD INTERNATIONAL INC               12/11/2013          6,808.06
10  25538737 QUBD INTERNATIONAL INC               12/11/2013          7,819.06
11  03292650 QUBD INTERNATIONAL INC               12/11/2013            782.84
12  25536879 QUBD INTERNATIONAL INC               12/10/2013          2,572.50
13  25533370 QUBD INTERNATIONAL INC               12/06/2013          4,101.32
14  25530763 QUBD INTERNATIONAL INC               12/05/2013            105.00
15  25529043 QUBD INTERNATIONAL INC               12/04/2013            131.65
ENTER SELECTION==> __ -OR- REF TYPE/NUM ___ ______________________ WRT CLS __
  ORDER(A/D): _  SOURCE RD CODE: _____ THRU _____  WRT PRINT DATE: __ __ ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN              VN/RD             PFKYS             HELP
```

This screen also displays:

1. **Warrant number**
2. **Payee name**
3. **Warrant print date**
4. **Warrant amount**

- To see the additional listings, press PF3.

- Notice when you go past page two using the PF3 key a PF4 key will be displayed. The PF4 key will allow you to return to the first page.
- To return to the previous page, press PF2.
- To display more data, press PF6.

```
INQ-WR: REFERENCE/WRNTS REPORT - WRNT CLASS: WM Pg    1 of     21   12/24/2013
REF: PVN COS89151
SEL WRT NUM          PAYEE          VNDR NUM  SRD   PRT DATE       AMOUNT
--- -------- -------------------- -------- ----- ---------- ----------------
 1  25554184 QUBD INTERNATIONAL IN COS89151 05931 12/23/2013           727.20
 2  25550613 QUBD INTERNATIONAL IN COS89151 12273 12/20/2013            94.75
 3  25548253 QUBD INTERNATIONAL IN COS89151 06344 12/18/2013           550.00
 4  25547319 QUBD INTERNATIONAL IN COS89151 08198 12/18/2013           325.00
 5  25543593 QUBD INTERNATIONAL IN COS89151 06344 12/16/2013           728.75
 6  25543552 QUBD INTERNATIONAL IN COS89151 20165 12/16/2013            97.50
 7  25542750 QUBD INTERNATIONAL IN COS89151 05931 12/13/2013       136,978.19
 8  25542485 QUBD INTERNATIONAL IN COS89151 05931 12/13/2013           801.86
 9  25538898 QUBD INTERNATIONAL IN COS89151 24016 12/11/2013         6,808.06
10  25538737 QUBD INTERNATIONAL IN COS89151 02729 12/11/2013         7,819.06
11  03292650 QUBD INTERNATIONAL IN COS89151 02153 12/11/2013           782.84
12  25536879 QUBD INTERNATIONAL IN COS89151 24016 12/10/2013         2,572.50
13  25533370 QUBD INTERNATIONAL IN COS89151 01298 12/06/2013         4,101.32
14  25530763 QUBD INTERNATIONAL IN COS89151 10074 12/05/2013           105.00
15  25529043 QUBD INTERNATIONAL IN COS89151 10074 12/04/2013           131.65
ENTER SELECTION==> __ -OR- REF TYPE/NUM ___ ____________________ WRT CLS __
  ORDER(A/D): _  SOURCE RD CODE: _____ THRU _____  WRT PRINT DATE: __ __ ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN              PAYEE             PFKYS             HELP
```

In addition to what was previously displayed, the screen now also displays the PVN and the source RD code associated with the payment (this was done by truncating the payee name).

- To return to the original display, press PF6.
- Press Enter to return to the Vendor Detail screen.
- Press Enter to return to the Vendor Inquiry Selection screen.

Vendor Search using Vendor Name

If you know the name of the vendor, you can search based on the vendor name. In this example, we will find the PVN for Capital Office.

- Tab to Vendor Name.
- In the first vendor name space, type Capital.
- Tab to the second space and type Office.
- Press Enter.

Notice that we needed to tab to the next available space to type in Office. AKSAS requires that each word be segregated. If we typed in Capital Of, it would have cut off the name. When AKSAS cannot locate a vendor, you will get an error message that reads “2305 NO VENDORS FOUND FOR SEARCH CRITERIA.”

```
IV - VENDOR INQUIRY - SELECTION

(Enter data for one of the following selections)

 VENDOR DETAIL

     VENDOR NUMBER ________

 VENDOR SEARCH

       VENDOR NAME capital___ AND office____ AND __________ AND __________
      (Word Search)

     TAX OR EMP ID ____________

VENDOR NUMBER LIST ________

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

AKSAS searches on the vendor name, and then searches the first three characters of the vendor address. If the address contains DBA and/or any word in your search criteria, then the vendor will be included in the results.

You now have a list of vendors that meet the search criteria. The top of the screen shows the search word(s) that were used. The list contains:

1. **Selection number**
2. **PVN (pay vendor number)**
3. **Short description**
4. **Vendor name**
5. **Active status –** Shows if the vendor is active (Y) or inactive (N)
6. **EDI status –** Show if the vendor can receive electronic payments

```
INQ-VL: VENDOR NAME LIST - WORD SEARCH                        PAGE 1   OF 1
SEARCH WORD(S): CAPITAL AND OFFICE

      NUMBER    DESC SHORT              VENDOR NAME                 ACT  EDI
     --------  ---------------  ----------------------------------  ---  ---
  1  COS89151  CAPITAL OFFICE   QUBD INTERNATIONAL INC               Y    Y
  2  MSS84171  CAPITAL OFFICE   CAPITAL OFFICE PARK J V              Y    Y

ENTER SELECTION FOR VENDOR DETAIL==> 1_ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME __________ AND __________ AND __________ AND __________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                            PFKYS       ADDR  HELP
```

To view the detail of a vendor from the list:

- Enter the selection number in Enter Selection for Vendor Detail.

- To see the detail of vendor 1 in the list, enter 1.

You are now at the vendor detail screen, as shown below. When researching an invoice for a vendor, you should verify the name, address and tax ID if the information is available on the invoice.

```
INQ-VM:  VENDOR DETAIL                                          DATE: 12/24/2013
VENDOR NUMBER: COS89151     ACTIVE? YES          DATE LAST ACTIVITY: 11/29/2013

VENDOR LEGAL NAME: QUBD INTERNATIONAL INC
 DBA NAME/ADDRESS: DBA CAPITAL OFFICE SYSTEMS SUPPLY
   VENDOR ADDRESS: 1120 E 35TH AVE
             CITY: ANCHORAGE                     STATE: AK ZIP: 99508-4257

BUSINESS TYPE: INC GENERAL CORPORATION           VENDOR CLASS: MI
TAX OR EMP ID: EIN920049070                    1099 REPORTABLE? NO

VENDOR EMAIL/CONTACT: FAX 907-522-5233                EDI STATUS: ENABLED
               PHONE: (907)777-1500 EXT:             ENABLE DATE: 04/28/2009
                                                     MULTIPLE ADDENDA? NO
                                                     REFS: GEN
                                                     ACCEPTS CREDIT CARD? YES
VENDOR SHORT NAME: CAPITAL OFFICE SYSTE
     VENDOR NOTES: CAPITAL OFFICE SYSTEMS SUPPLY
                   SUB OF QUBD INTERNATIONAL INC
                   INC PER VENDOR
 ENTER VENDOR NUMBER FOR NEXT DETAIL==> ________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          WREF              PFKYS             HELP
```

- To return to the vendor Word Search screen, press Enter.

```
 INQ-VL: VENDOR NAME LIST - WORD SEARCH                        PAGE 1   OF 1
 SEARCH WORD(S): CAPITAL AND OFFICE


       NUMBER    DESC SHORT              VENDOR NAME                  ACT  EDI
      --------  --------------  ----------------------------------  ---  ---
   1  COS89151  CAPITAL OFFICE   QUBD INTERNATIONAL INC               Y    Y
   2  MSS84171  CAPITAL OFFICE   CAPITAL OFFICE PARK J V              Y    Y









 ENTER SELECTION FOR VENDOR DETAIL==> __ -OR- ENTER NEW WORD SEARCH CRITERIA
 NEW VENDOR NAME __________ AND __________ AND __________ AND __________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 CONT  QUIT                                          PFKYS       ADDR  HELP
```

- Press PF11.

This allows you to view the addresses associated with each vendor, as shown below. This is a much easier way of identifying a vendor, especially if you have a large list. If a list has multiple pages, press PF3 to go to the next page. Press PF2 to return to the previous page.

```
INQ-VL: VENDOR NAME LIST - WORD SEARCH                        PAGE 1   OF 1
SEARCH WORD(S): CAPITAL AND OFFICE

      NUMBER    VENDOR DESC SHORT                NAME AND ADDRESS
     --------  --------------------  ----------------------------------------
  1  COS89151  CAPITAL OFFICE SYSTE  QUBD INTERNATIONAL INC
      ACTIVE?  YES                   DBA CAPITAL OFFICE SYSTEMS SUPPLY
  EDI STATUS:  D - EDI CAPABLE       1120 E 35TH AVE
                                     ANCHORAGE                  AK 99508-4257

  2  MSS84171  CAPITAL OFFICE PARK   CAPITAL OFFICE PARK J V
      ACTIVE?  YES
  EDI STATUS:  D - EDI CAPABLE       3150 C ST STE 290
                                     ANCHORAGE                  AK 99503-3980




ENTER SELECTION FOR VENDOR DETAIL==> __ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME __________ AND __________ AND __________ AND __________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS       NAME  HELP
```

- Press PF11 to return to the vendor Word Search screen.

Let's do another vendor search from this screen.

- At the bottom of the screen, type Alaska.

```
INQ-VL: VENDOR NAME LIST - WORD SEARCH                        PAGE 1   OF 1
SEARCH WORD(S): CAPITAL AND OFFICE

      NUMBER    VENDOR DESC SHORT                NAME AND ADDRESS
     --------  --------------------  ----------------------------------------
  1  COS89151  CAPITAL OFFICE SYSTE  QUBD INTERNATIONAL INC
      ACTIVE?  YES                   DBA CAPITAL OFFICE SYSTEMS SUPPLY
  EDI STATUS:  D - EDI CAPABLE       1120 E 35TH AVE
                                     ANCHORAGE                  AK 99508-4257

  2  MSS84171  CAPITAL OFFICE PARK   CAPITAL OFFICE PARK J V
      ACTIVE?  YES
  EDI STATUS:  D - EDI CAPABLE       3150 C ST STE 290
                                     ANCHORAGE                  AK 99503-3980



ENTER SELECTION FOR VENDOR DETAIL==> __ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME alaska___ AND __________ AND __________ AND __________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS       NAME  HELP
```

- Press Enter.

If you are searching for a vendor and the name is used by many other vendors, you will get an error message that reads "TOO MANY MATCHES FOUND; NARROW SEARCH CRITERIA," as shown below.

```
2304 TOO MANY MATCHES FOUND; NARROW SEARCH CRITERIA
 INQ-VL: VENDOR NAME LIST - WORD SEARCH                        PAGE 1   OF 1
 SEARCH WORD(S): CAPITAL AND OFFICE

       NUMBER    VENDOR DESC SHORT                NAME AND ADDRESS
      --------  --------------------  ----------------------------------------
   1  COS89151  CAPITAL OFFICE SYSTE  QUBD INTERNATIONAL INC
       ACTIVE?  YES                   DBA CAPITAL OFFICE SYSTEMS SUPPLY
   EDI STATUS:  D - EDI CAPABLE       1120 E 35TH AVE
                                      ANCHORAGE                 AK 99508-4257

   2  MSS84171  CAPITAL OFFICE PARK   CAPITAL OFFICE PARK J V
       ACTIVE?  YES
   EDI STATUS:  D - EDI CAPABLE       3150 C ST STE 290
                                      ANCHORAGE                 AK 99503-3980




ENTER SELECTION FOR VENDOR DETAIL==> __ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME ALASKA____ AND __________ AND __________ AND __________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                            PFKYS       NAME  HELP
```

- Remove the word from the search criteria.
- Return to the Vendor Inquiry Selection screen by pressing Enter.

Vendor Search using Wild Card

If any word of your search is longer that the allowed field, use the wild card *. When you enter partial words ending with *, the search finds vendor records including words beginning with those characters in the vendor and/or DBA name.

- Tab to Vendor Name.
- Type Juneau.
- Tab to the second name space.
- Type electroni*.

```
 IV - VENDOR INQUIRY - SELECTION

 (Enter data for one of the following selections)


  VENDOR DETAIL

      VENDOR NUMBER ________


  VENDOR SEARCH

       VENDOR NAME juneau____ AND electroni* AND   _________ AND __________
      (Word Search)

      TAX OR EMP ID ____________

 VENDOR NUMBER LIST ________


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

- Press Enter.

The word electronics was too long to fit in the word search space. By using the wild card, we were able to find all vendors that met the criteria.

```
INQ-VL: VENDOR NAME LIST - WORD SEARCH                          PAGE 1   OF 1
SEARCH WORD(S): JUNEAU AND ELECTRONI*

      NUMBER    DESC SHORT               VENDOR NAME                  ACT  EDI
     --------  ---------------  -----------------------------------  ---  ---
  1  JUE84701  JUNEAU ELECTRON  JUNEAU ELECTRONICS INC                Y    Y

ENTER SELECTION FOR VENDOR DETAIL==> __ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME __________ AND __________ AND __________ AND __________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS       ADDR  HELP
```

Let's try another wild card search.

- At the bottom of the screen, type GCI.
- Tab to the second name space.
- Type Communicat.

```
INQ-VL: VENDOR NAME LIST - WORD SEARCH                          PAGE 1   OF 1
SEARCH WORD(S): JUNEAU AND ELECTRONI*

      NUMBER    DESC SHORT               VENDOR NAME                  ACT  EDI
     --------  ---------------  -----------------------------------  ---  ---
  1  JUE84701  JUNEAU ELECTRON  JUNEAU ELECTRONICS INC                Y    Y

ENTER SELECTION FOR VENDOR DETAIL==> __ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME gci_______ AND communicat AND __________ AND __________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS       ADDR  HELP
```

- Press Enter.

If you do not use the wild card and the word is too long for the space, AKSAS will return the NO VENDORS FOUND FOR SEARCH CRITERIA error message, as shown below.

```
2305 NO VENDORS FOUND FOR SEARCH CRITERIA
 INQ-VL: VENDOR NAME LIST - WORD SEARCH                          PAGE 1   OF 1
 SEARCH WORD(S): JUNEAU AND ELECTRONI*

       NUMBER    DESC SHORT               VENDOR NAME                  ACT  EDI
      --------  --------------  ----------------------------------  ---  ---
   1  JUE84701  JUNEAU ELECTRON  JUNEAU ELECTRONICS INC               Y    Y









ENTER SELECTION FOR VENDOR DETAIL==> __ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME CCI_______ AND COMMUNICAT AND __________ AND __________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                            PFKYS       ADDR  HELP
```

- Remove the names from the search criteria and press Enter; this will take us back to the Vendor Inquiry Selection screen.

Vendor Search using Tax ID Number or Vendor Number List

When would you use these search options?

1. **Use the tax ID number** (EIN, SSN or EMP) when a vendor has multiple remittance addresses. Note: Many vendors include their EIN on the invoice (e.g., Fred Meyer = EIN 930798201).
2. **Use the naming convention** if you do not have an EIN and are not able to find the vendor using the word search option.

Vendor codes are set up with three alpha characters (ABC) and five numeric characters (YYJJJ = year and Julian date). Let's use Capital Office Systems (COS89151) as an example.

- COS – The first alpha character of each word in the title
- 89 – The year 1989, which was the year this vendor was set up in AKSAS
- 151 – Julian date; this vendor was set up in AKSAS on May 31, which was the 151st day of that year

You can search by using the three alpha characters of the vendor name. Here are some tips on vendor naming logic:

- For one-word vendor names, the vendor code often begins with the first three characters of the vendor name (e.g., ABC, Inc. = ABCXXXXX).
- For two-word vendor names, the code often begins with the first two letters of the first word and the first letter of the second word (e.g., Fred Meyer = FRMXXXXX).
- For three-word vendor names, the code usually begins with the first letter of each word (e.g., Arctic Air Alaska = AAAXXXXX).

Of course, there are always situations when the rules have not been applied exactly as defined.

- In the Vendor Inquiry screen, tab to Tax or Emp ID.
- Type EIN930798201 (when searching in this field, you must preface the number with EIN, SSN or EMP).

```
IV - VENDOR INQUIRY - SELECTION

(Enter data for one of the following selections)

 VENDOR DETAIL

     VENDOR NUMBER ________

 VENDOR SEARCH

       VENDOR NAME __________ AND __________ AND __________ AND __________
      (Word Search)

     TAX OR EMP ID EIN930798201

VENDOR NUMBER LIST FRM

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

- Press Enter.

You now have a list of vendors that meet your criteria for a specific tax ID number. It's important to note that searching by tax ID gives us multiple vendor numbers. Review and analysis will be necessary to select the vendor number with the correct description and remittance address.

```
INQ-VL:  VENDOR TAX OR EMP ID LIST                            DATE:  MM/DD/YY
SEARCH VENDOR TAX OR EMP ID= EIN930798201                     PAGE: 1   OF 2

       NUMBER     DESC SHORT                VENDOR NAME                ACT  EDI
      --------  --------------  ---------------------------------  ---  ---
    1 FRM09245  FRED MEYER STOR  FRED MEYER STORES                   Y    N
    2 FRM84815  FRED MEYER CUST  FRED MEYER STORES INC               Y    N
    3 XXX07051  FRED MEYER-RASC  FRED MEYER STORES INC               Y    N
    4 XXX07052  FRED MEYER #224  FRED MEYER #224 FBX                 Y    N
    5 XXX07053  FRED MEYER #11   FRED MEYER #11 ANC                  Y    N
    6 XXX07054  FRED MEYER #71   FRED MEYER #71 ANC                  Y    N
    7 XXX07055  FRED MEYER #158  FRED MEYER #158 JNU                 Y    N
    8 XXX07056  FRED MEYER #485  FRED MEYER #485 FBX                 Y    N
    9 XXX07057  FRED MEYER #18   FRED MEYER #18 ANC                  Y    N
   10 XXX07058  FRED MEYER #17   FRED MEYER #17 SOL                  Y    N
   11 XXX07059  FRED MEYER #653  FRED MEYER #653 WAS                 Y    N
   12 XXX07060  FRED MEYER #656  FRED MEYER #656 ANC                 Y    N

 ENTER SELECTION FOR VENDOR OR EMP DETAIL __
ENTER NEW VENDOR TAX OR EMP ID SEARCH CRITERIA==> ____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN                                PFKYS       ADDR  HELP
```

Notice at the bottom of the screen you can search for additional vendors using tax or EMP ID.

- To return to the Vendor Inquiry screen, press Enter.
- Tab to Vendor Number List.
- Type FRM.

```
IV - VENDOR INQUIRY - SELECTION

(Enter data for one of the following selections)

 VENDOR DETAIL

     VENDOR NUMBER ________

 VENDOR SEARCH

       VENDOR NAME __________ AND __________ AND __________ AND __________
      (Word Search)

     TAX OR EMP ID ____________

VENDOR NUMBER LIST frm_____

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

- Press Enter.

AKSAS pulls all vendors numbers that begin with FRM. Remember that searching by tax ID gives us multiple vendor numbers. Review and analysis will be necessary to select the vendor number with the correct description and remittance address.

```
INQ-VL:  VENDOR NUMBER LIST                              DATE: 12/26/2013
SEARCH VENDOR NUMBER= FRM                                PAGE: 1      OF 2

     NUMBER      DESC SHORT                VENDOR NAME                ACT EDI
    -------- ---------------- ---------------------------------------- --- ---
  1 FRM01199 FRANK MAITA      FRANK MAITA                               Y   Y
  2 FRM06163 FRANK MCGILVARY  FRANK M MCGILVARY                         Y   N
  3 FRM06247 FRANCES MACON    FRANCES A MACON                           Y   Y
  4 FRM06324 FORREST MESSERS  FORREST MESSERSCHMIDT                     Y   N
  5 FRM06331 RESCUE MISSION   FAIRBANKS RESCUE MISSION INC              Y   Y
  6 FRM08144 FREDRICK MARX    FREDRICK MARX                             Y   N
  7 FRM09245 FRED MEYER STOR  FRED MEYER STORES                         N   N
  8 FRM10253 FRANKLIN MILLER  FRANKLIN MILLER INC                       Y   N
  9 FRM10318 FRANCINE MYERS   FRANCINE A MYERS                           Y   N
 10 FRM12038 FORUM SYSTEMS G  FORUM SYSTEMS GROUP LLC                   Y   N
 11 FRM12178 FAIRMONT HOTEL   THE FAIRMONT HOTEL VANCOUVER               Y   N
 12 FRM12339 BRENE FRAMSTAD   BRENE FRAMSTAD                             Y   N

 ENTER SELECTION FOR VENDOR DETAIL==> __
ENTER NEW VENDOR NUMBER SEARCH CRITERIA==> ________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN                                PFKYS       ADDR  HELP
```

- Press PF3 to page through the list.
- Press PF2 to return to the previous page.
- To return to the Vendor Inquiry Selection screen, press Enter.

Additional information on vendor inquiry can be found in the Accounting Procedures manual, Section 10, Vendor Search.

Summary

You should now be able to:

- Access the vendor inquiry screen (IV)
- Understand pay vendor numbers
- Identify the information on the base/detail screen
- Find a vendor using a wild card
- Verify vendor information
- View payments made to a vendor
- View vendor lists

Review

1. The pay vendor numbers are comprised of three alpha characters and five numeric characters.

a. True.
b. False.

2. What field identifies the name of the vendor as it appears on reports?

a. Vendor legal name
b. Vendor DBA name
c. Vendor number
d. Vendor short name

3. The vendor wild card search is used when?

a. The vendor cannot be found using the vendor DBA name.
b. The vendor name is too long to search using the vendor search field.
c. The vendor number is not available.
d. To narrow down the search criteria

4. Can you view the warrants for a specific vendor from the vendor detail screen?

a. Yes.
b. No.

5. When would you use an EIN or SSN to look up a vendor?

a. When you are unable to find a vendor using the vendor search
b. When a vendor has multiple remittance addresses
c. When a vendor has listed their EIN on their invoice
d. All of the above

Exercise

You have received an invoice from Home Depot that needs to be paid. The address on the invoice is 1715 Abbott Rd., Anchorage, AK 99507-3444.

- What is the PVN number?
- Is the PVN EDI capable?
- Find the following information:
- VAL94130 is for what vendor?
- Does EIN911750031 accept credit cards?

CHAPTER 5: Warrant Inquiry – IW

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Goals and Objectives

After you complete this chapter, you will understand:

- The purpose of the warrant inquiry (IW) screen
- How to access the warrant inquiry screen
- How to identify the information on the base/detail screen
- How to verify the warrant status
- How to view payments made to a vendor
- How to view warrant lists
- The various types of warrants
- What the warrant codes are and how to find their description

Purpose

The warrant inquiry screen is a research tool. This tool is limited to approximately 16 – 18 months of financial activity. The period for which data is currently available online is displayed in the upper right-hand corner of the online audit trail (RO) screen. If a transaction was processed prior to the dates currently available, your option is to run an audit trail report using ALDER. Most, but not all, AKSAS transactions are included in the online audit trail. For verification that the transaction you are looking for will be displayed in the online audit trail, refer to the AKSAS Handy Guide to Financial Transactions, located on the Division of Finance website at http://doa.alaska.gov/dof/manuals/handy_guide.

Accessing the Warrant Inquiry (IW) Screen

To access the warrant inquiry (IW) selection screen:

- Type IW from the AKSAS main menu.

```
RD:   151            ALASKA STATEWIDE ACCOUNTING SYSTEM            MM/DD/YYYY
                                MAIN MENU                       TERM ID: X49C

SELECTION==> IW ←————————

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                  IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE            IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                          IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                    IV  VENDOR INQUIRY
                                           IW  WARRANT INQUIRY
 ------------DATA ENTRY------------
 DS  START/RESTART BATCH                   --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DM  MAINTAIN BATCHES                      SE  EASYTRAN RECORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                SP  USER PASSWORD MAINTENANCE
 DC  CERTIFY TRANSACTIONS
 DO  ACCESS OTHER BATCHES
 DU  SUBSTITUTE AUTHORIZER
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

- Press Enter.

You are now at the warrant inquiry selection screen.

IW – Warrant Detail

- If you have or know the warrant number, select Warrant Detail by placing an X in front of Warrant Detail.
- Type in warrant number 24752480.

```
IW - WARRANT INQUIRY - SELECTION


X WARRANT DETAIL      WRT NUMBER 25568052

_ WARRANT REFERENCE   REF TYPE ___ REF NUM ______________________
                      WRT CLASS __   (default is WM)
                      ORDER(A/D) _   (default is D)
                      SOURCE RD CODE _____ THRU _____  (optional)
                      WRT PRINT DATE __ __ ____  (optional)









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

- Press Enter.

From the warrant detail inquiry screen, there are four additional screens available:

1. **PF5 –** Base Screen
2. **PF6 –** Financial
3. **PF7 –** References
4. **PF8 –** Remittance Advice

Warrant Detail PF5 – Base Screen

```
INQ-WD:  WARRANT DETAIL INQUIRY                                    01/15/2014

 WARRANT CLASS  GN - GENERAL                     WRT NUMBER  25568052
  ROUTING CODE  MAIL                                 STATUS  AW
                                            DATE LAST ACTIVITY  01/10/2014
                                              SCHED PRINT DATE  01/06/2014
  WRT PRINT AMOUNT             567.73         WRT PRINT DATE  01/07/2014
 ACCUM LIAB AMOUNT                             REDEEMED DATE  01/10/2014
                                             RECONCILED DATE  01/10/2014

 ADDRESS NAME: TONGASS BUSINESS CENTER
           L1:
           L2: 618 DOCK ST
   CITY/STATE: KETCHIKAN                         AK  99901-6530
 ******************************** BANK DATA ***********************************
       BANK NUMBER  050
    ACCOUNT NUMBER  2070729001
     CASHED AMOUNT             567.73
     REDEEMED DATE  20140110                MICROFILM NUMBER  0110149352703

 ENTER NEW WRT NUM ==> ________ FOR NEXT WARRANT DETAIL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS             HELP
```

The base screen (accessed by pressing PF5), pictured above, provides some very basic information about the warrant. Listed next is a description of each of the fields identified on the base screen.

1. **Warrant class –** Describes the type of warrant issued (e.g., GN = General Warrant). This is entered by the user.
2. **Routing –** The routing codes are:

    a. M – Mail, mailed directly to payee
    b. A – Agency, warrant returned to the agency for mailing
    c. Electronic Payment – payments sent directly to the vendor's bank account
    d. Blank – Indicates the warrant is an EP-One card zero net

3. **Warrant number –** The eight-digit warrant number is assigned by AKSAS when the transaction processes.
4. **Status –** Provides the status of the warrant:

    a. AW – Active warrant
    b. CA – Warrant was cancelled and can no longer be redeemed
    c. DR – Warrant was deleted before it was printed (specific to general warrants)
    d. SP – Stop payment was placed on the warrant and it can no longer be redeemed
    e. SD – Warrant stale dated (warrant was not redeemed within six months of issue date)
    f. CR – Warrant cancelled and reissued (specific to general warrants)

5. **Date last activity –** The last date that any activity was recorded to the warrant, usually the redeemed date activity
6. **Sched print date –** Date the warrant was scheduled to print
7. **Wrt print date –** Identifies the date the warrant was printed
8. **Redeemed date –** Date warrant was redeemed by payee. Note: EDI will have no redeem date.
9. **Reconciled date –** Date the warrant was reconciled through the bank
10. **Payee –** Identifies who the warrant was issued to (payee, name and address)
11. **Microfilm number –** This number will need to be provided if you request a copy of the redeemed warrant from the Department of Revenue, Treasury Division.

Warrant Detail PF6 – Financial

- Press PF6.

```
 INQ-WD:  WARRANT DETAIL INQUIRY - FIN LINES        WRT 25568052     01/15/2014
  FIN  COA   SY    FY      CC      PGM      LC     ACCT  OI-TYPE---NUM----LINE
    1  2014 2014  2014   2020150                   73677     EN  0248405
       AMT          472.23    DESC
    2  2014 2014  2014   2200669                   73677     EN  0248408
       AMT           95.50    DESC

       AMT                    DESC

       AMT                    DESC

       AMT                    DESC

       AMT                    DESC

       AMT                    DESC

       AMT                    DESC

       AMT                    DESC
 FOR FINANCIAL LINE DETAIL ENTER ==> FIN ___                        OVERFLOW NO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS             HELP
```

This screen shows the financial coding that was used to pay the vendor; this is also known as the fully qualified account (FQA).

To see more detail about the coding and the encumbrance, you can enter the financial line number in the FIN area at the bottom of the screen.

Notice that in the bottom right corner of the screen is the word “overflow.”

- NO indicates that there are no additional financial lines on the warrant. All of the financial lines are being displayed.
- YES indicates there are more financial lines on subsequent screens. If you have additional pages to view, press PF6. Note that AKSAS will not allow you to return to the previous page. If you want to view the first screen, press PF5 and then PF6. This will take you back to the first page of financial lines.

The financial line shows:

- COA – Chart of Account Year. This defaults to the current fiscal year. If the transaction is not for the current year, enter the fiscal period code (FPC) as defined in the AKSAS Handy Guide.
- SY – Set-up Year. This defaults to the fiscal year associated with the FPC if no entry is made. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.
- FY – Federal Fiscal Year. This 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.
- CC – Collocation Code. This is required on every financial line.
- PGM – Program Code. This is optional and no external program code was used in this example.
- LC – Ledger Code. This is optional and no ledger code was used in this example.
- ACCT – Account Code. This is required on every financial line.

Warrant Detail PF6 – Financial Line Detail

To see the financial line detail:

- Type the financial line number at the bottom of the screen in FIN field. For this example, type 1.

```
INQ-WD:  WARRANT DETAIL INQUIRY - FIN LINES        WRT 25568052     01/15/2014
 FIN  COA   SY    FY      CC      PGM      LC     ACCT  OI-TYPE---NUM----LINE
   1  2014 2014  2014   2020150                   73677     EN  0248405
      AMT          472.23    DESC
   2  2014 2014  2014   2200669                   73677     EN  0248408
      AMT           95.50    DESC

      AMT                    DESC

      AMT                    DESC

      AMT                    DESC

      AMT                    DESC

      AMT                    DESC

      AMT                    DESC

      AMT                    DESC
 FOR FINANCIAL LINE DETAIL ENTER ==> FIN 1__                        OVERFLOW NO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS            HELP
```

- Press Enter.

In chapter 1, we discussed the fully qualified account (FQA). In the example below, you can see that the collocation code 02800410 populated the financial activity into:

- Appropriation – 11735 Labor Relations
- Fund – 11100 General Fund
- Organization – 4120 Management
- Internal Program Code – None
- Internal program code is attached to the collocation code and does not appear on the financial line. Only external program codes appear on the financial line.

This screen also shows the account code and the description that was used on the financial line, which in this case was 73677 Office Furn & Equip.

```
INQ-WD:  WARRANT FINANCIAL LINE DETAIL                                01/15/2014
WARRANT NUMBER 25568052 LINE 1

COLLOCATION CODE:  2020150  LABOR RELATIONS SVCS              COA YEAR  2014
   APPROPRIATION     11735  LABOR RELATIONS                SET-UP YEAR  2014
   FUND              11100  GENERAL FUND                  FEDERAL YEAR  2014
   ORGANIZATION      4120   MANAGEMENT

PROGRAM

LEDGER CODE:
   PROJECT
   CONTRACT
   GRANT

ACCOUNT              73677  OFFICE FURN & EQUIP
AMOUNT              472.23

OPEN-ITEM:  TYPE: EN   NUMBER 0248405   LINE


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

The bottom of the screen displays the open item EN and the open item number 0248405 that was used on the financial line.

- Press PF3 to see the open item detail for that which was used for the financial activity.

```
INQ-WD:  WARRANT FINANCIAL LINE DETAIL                                01/15/2014
WARRANT NUMBER 25568052 LINE 1

COLLOCATION CODE:  2020150  LABOR RELATIONS SVCS              COA YEAR  2014
   APPROPRIATION     11735  LABOR RELATIONS                SET-UP YEAR  2014
   FUND              11100  GENERAL FUND                  FEDERAL YEAR  2014
   ORGANIZATION      4120   MANAGEMENT

PROGRAM

LEDGER CODE:
   PROJECT
   CONTRACT
   GRANT

ACCOUNT              73677  OFFICE FURN & EQUIP
AMOUNT              472.23

OPEN-ITEM:  TYPE: EN   NUMBER 0248405   LINE


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

You are now in the open item detail screen. You can access any of the open item screens from here by pressing any of the PF keys.

```
 INQ-OI: ENCUMBRANCE DETAIL INQUIRY                                  01/15/2014
     SOURCE RD CODE            02214                ENCUMBRANCE NUM 0248405
    ORIGINAL PLACED        8,000.76               DATE ESTABLISHED 07/08/2013
   ADJUST TO PLACED            0.00             DATE LAST ACTIVITY 01/07/2014
 TOTAL LIQUIDATIONS        1,928.45-                     DATE DUE
    CURRENT BALANCE        6,072.31                   RETENTION? YES
  DESCRIPTION SHORT TBC                                  LIQ RULE LN
   DESCRIPTION LONG TONGASS BUSINESS CENTER                 DENOM 0
                    MAINTENANCE AGREEMENT 07/01/13-06/30/14
                    SHARP AR-M550N S/N 7500365Y (LR)
 REF TYPE      NUMBER                AMOUNT         DATE    COMMENTS (TRUNCATED)
   1 PVN TBC97093                                          TONGASS BUSINESS CEN
   2 DO  02-20-0005-14                8,000.76  07/08/2013
   3 SN  7500365Y
   4 ACC 200800
 FIN  CURRENT-BALANCE  CA SY    CC     PGM     LC    ACCT  FY NMR
   1         6,072.31  14 14  2020150                73677 13


FOR LINE DETAIL ENTER==>FIN ___      FOR NEXT OI ENTER==> OI TYPE/NUM __ _______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ACTVY LNACT BASE  FINS  REFS        PFKYS       COMNT HELP
```

- Press Enter to return to the Warrant Detail Inquiry – Fin Line screen.
- Press PF5 to return to the Warrant Detail Inquiry screen.

Warrant Detail PF7 – References

- Press PF7 to go to the References screen.

```
 INQ-WD:  WARRANT DETAIL INQUIRY - REF LINES                         01/15/2014
 WARRANT NUMBER 25568052                                           OVERFLOW YES
 REF TYPE     NUMBER                AMOUNT         DATE      COMMENT (TRUNCATED)
   1 PVN TBC97093                                          TONGASS BUSINESS CEN
   2 INV 2003780-0                     472.23  01/02/2014 DOS 12/01/13-01/01/1
   3 SN  7500365Y
   4 DO  02-20-0005-14
   5 INV 2003825-0                      95.50  01/03/2014 DOS 12/01/13-01/01/1
   6 SN  05010194
   7 DO  02-20-0008-14
   8 ACC 200800
   9 UDR LR2014
  10 UDR DOP2014
  11
  12
  13
  14
  15
  16
  17 SRD 02214                                 01/07/2014
  18 OD  AA26547980009                         01/07/2014
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS       COMNT HELP
```

The PF7 reference screen lists:

1. Reference type
2. Reference number
3. Reference amount
4. Reference date
5. Comments

In addition to displaying the required vendor number as a reference, a number of different reference types were used on this warrant:

1. **UDR –** User defined reference
2. **INV –** Invoice
3. **ACC –** Vendor account

As you will have a number of search options available, knowing how your department enters references on warrants will help you research payments. For example, you may have a vendor account (ACC) number, but no invoice number, or you may want to find out what payments have been made for a particular division/section (UDR).

AKSAS automatically lists the payee name on the PVN reference comment line. In this case, it reads Tongass Business Center. The comments field can be used by the user to reference other information.

Notice the column Comment (Truncated) at the top of the screen.

- Press PF11 COMNT to display more of the comment line on screen.

```
 INQ-WD:  WARRANT DETAIL INQUIRY - REF LINES                          01/15/2014
 WARRANT NUMBER 25568052                                            OVERFLOW YES
 REF TYPE     NUMBER                AMOUNT          DATE      COMMENT (TRUNCATED)
   1 PVN TBC97093                                             TONGASS BUSINESS CEN
   2 INV 2003780-0                       472.23  01/02/2014 DOS 12/01/13-01/01/1
   3 SN  7500365Y
   4 DO  02-20-0005-14
   5 INV 2003825-0                        95.50  01/03/2014 DOS 12/01/13-01/01/1
   6 SN  05010194
   7 DO  02-20-0008-14
   8 ACC 200800
   9 UDR LR2014
  10 UDR DOP2014
  11
  12
  13
  14
  15
  16
  17 SRD 02214                                   01/07/2014
  18 OD  AA26547980009                           01/07/2014
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS       COMNT HELP
```

- Press PF11 DATE to return to the truncated comments.

```
 INQ-WD:  WARRANT DETAIL INQUIRY - REF LINES                          01/15/2014
 WARRANT NUMBER 25568052                                            OVERFLOW YES
 REF TYPE     NUMBER                AMOUNT                   COMMENT
   1 PVN TBC97093                                 TONGASS BUSINESS CEN
   2 INV 2003780-0                       472.23  DOS 12/01/13-01/01/14
   3 SN  7500365Y
   4 DO  02-20-0005-14
   5 INV 2003825-0                        95.50  DOS 12/01/13-01/01/14
   6 SN  05010194
   7 DO  02-20-0008-14
   8 ACC 200800
   9 UDR LR2014
  10 UDR DOP2014
  11
  12
  13
  14
  15
  16
  17 SRD 02214
  18 OD  AA26547980009
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS       DATE  HELP
```

In the upper right corner of this screen, it says “overflow yes.” This tells us that there are more reference screens available for viewing.

```
INQ-WD:  WARRANT DETAIL INQUIRY - REF LINES                    01/15/2014
WARRANT NUMBER 25568052                                      OVERFLOW YES
REF TYPE     NUMBER                AMOUNT                 COMMENT
  1 PVN TBC97093                                  TONGASS BUSINESS CEN
```

There are three lines on the reference screen that are reserved for specific information and are automatically populated by AKSAS.

1. **Line 17 – Source RD (SRD) –** The RD code of the user who input the transaction. RD codes can be associated with the user; later in this student guide, we will show you how to look up the name associated with the RD code.
2. **Line 18 – Original Document (OD) –** The original document number assigned by AKSAS when the document was entered by the user
3. **Line 19 – Open item that was used on the financial line.** This is only populated by AKSAS when an open item has been used on the warrant.

- Press PF7 to view the additional screen.

```
INQ-WD:  WARRANT DETAIL INQUIRY - REF LINES                    01/15/2014
WARRANT NUMBER 25568052                                      OVERFLOW NO
REF TYPE     NUMBER                AMOUNT                 COMMENT
 19 EN  0248405                       472.23
 20 EN  0248408                        95.50



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS       DATE  HELP
```

- PF5 to return to the Warrant Detail Inquiry screen (base screen).

Warrant Detail PF8 – Remittance Advice

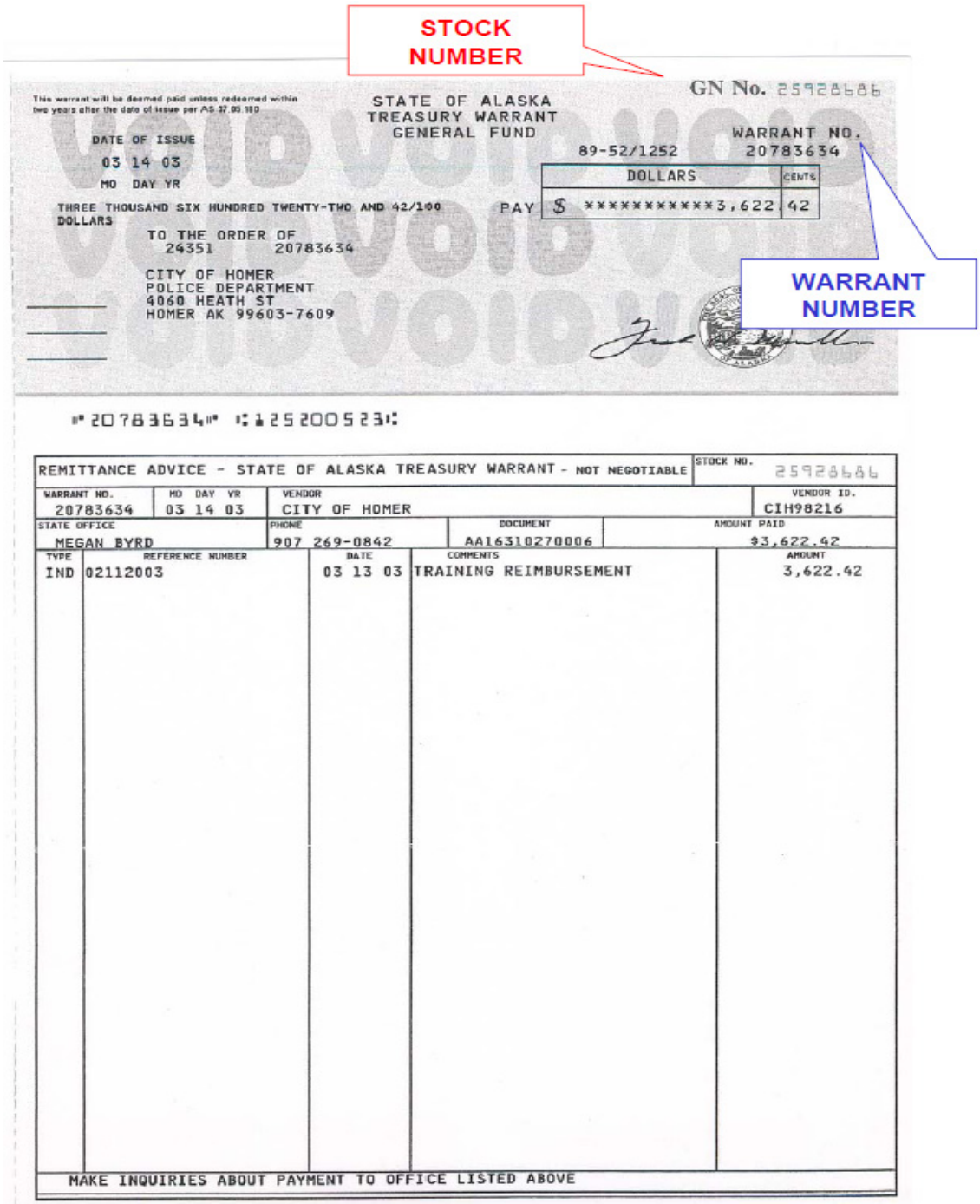
- Press PF8 to see the Remittance Advice screen.

```
INQ-WD:  WARRANT DETAIL INQUIRY - REMIT ADVICE                    01/15/2014
WARRANT NUMBER 25568052
LINE  --------------------------- MESSAGE -------------------------------------
 1 If you receive recurring payments from State of Alaska,
 2 please enroll to receive payments electronically through ACH/EDI.
 3 Select the appropriate Electronic Payment Agreement form on our EDI website
 4 http://doa.alaska.gov/dof/epay/index.html
 5 Return the completed form to the address in the upper right hand corner
 6 of the form.  Thank you.
 7
 8
 9
10
11
12
13
14
15
16
17
18
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS             HELP
```

The PF8 **screen allows you to view information that appeared on the stub of the warrant when the routing code was "M"** (mailed). This is usually information that the user has input to help the vendor identify the payment and/or a simple message that the user wants to convey to the vendor.

- Press Enter to return to the Warrant Inquiry Selection screen.

Note: It is a fairly common mistake for some vendors to give you the stock number (located in the upper right-hand corner on general warrants) on a warrant rather than the actual warrant number. You may have to ask them to look at the actual warrant if they have it in hand.



Researching Payments

Each agency has its own requirements for data entry. When researching payments, it is *critical* that you are familiar with your department's standardized data entry practices. For example, does your department drop leading zeros, dashes, slashes or asterisks when entering an invoice for payment? Knowing when and why certain references such as BIL, STM, INV and GEN are used will aid in your researching of payments.

There are a variety of ways to research whether an invoice, bill or delivery order (DO) has been paid, based on the information you have available to you. In the following example, we will use the reference INV to search for a payment on the warrant inquiry selection screen. There are a number of fields on this screen:

- REF type – We will cover how to find valid reference types at the end of this chapter.
- REF num – The number associated with the reference type; this number is entered by the user.
- Warrant class – Default is WM, which encompasses five different warrant classes (e.g., BU, GN, FW, HW, WP). We will cover how to find warrant classes at the end of this chapter.
- Order – Default is D (descending), which provides a listing with the most current date at the top of the list. A (ascending) provides a listing with the oldest date at the top of the list.
- Source RD code – Allows the user to restrict the search to one or a range of source RD codes
- WRT print date – Allows the user to restrict the search to before or after a specific date

To begin our search:

- From the Warrant Inquiry Selection screen, select Warrant Reference by placing an X next to Warrant Reference.
- In Reference Type, type INV.
- In Reference Number, type 53384961.

```
IW - WARRANT INQUIRY - SELECTION

_ WARRANT DETAIL      WRT NUMBER ________

X WARRANT REFERENCE   REF TYPE inv REF NUM 53384961_____________
                      WRT CLASS __  (default is WM)
                      ORDER(A/D) _  (default is D)
                      SOURCE RD CODE _____ THRU _____  (optional)
                      WRT PRINT DATE __ __ ____  (optional)

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

- Press Enter.

You are now on the reference/warrants report screen. The top of the screen displays the search criteria selections made on the previous screen.

```
INQ-WR: REFERENCE/WRNTS REPORT - WRNT CLASS: WM Pg    1 of      1   12/26/2013
REF: INV 53384961
SEL WRT NUM                PAYEE                          PRT DATE       AMOUNT
--- -------- ------------------------------------ ---------- -----------------
 1  25552102 GCI COMMUNICATION CORP                12/20/2013             69.99
ENTER SELECTION==> 1_ -OR- REF TYPE/NUM ___ ________________________ WRT CLS __
  ORDER(A/D): _  SOURCE RD CODE: _____ THRU _____  WRT PRINT DATE: __ __ ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          VN/RD             PFKYS             HELP
```

- Next to Enter Selection, type 1.
- Press Enter.

You are now at the warrant detail inquiry screen. Pressing PF6 will allow you to view the financial lines. Pressing PF7 will allow you to view the references.

- Press PF7.
- Verify that the invoice number in the reference number column is the selection you requested.

```
INQ-WD:  WARRANT DETAIL INQUIRY - REF LINES                          12/26/2013
WARRANT NUMBER 25552102                                            OVERFLOW NO
REF TYPE     NUMBER                AMOUNT         DATE      COMMENT (TRUNCATED)
  1 PVN GEC99286
  2 ACC 120429492
  3 INV 53384961                        69.99  11/26/2013
  4 ACS 243753                                            BEATTY, KATHERINE
  5
  6
  7
  8
  9
 10
 11
 12
 13
 14
 15
 16
 17 SRD 07267                                  12/20/2013 RESTRICTED
 18 OD  LA00059020016                          12/20/2013
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS       COMNT HELP
```

- Press Enter to return to the list.
- Press Enter again to return to the Warrant Inquiry Selection screen.

Now, using reference type UDR, limit your search results using warrant print date.

- From the Warrant Inquiry Selection screen, place an X next to Warrant Reference.
- In Reference Type, type UDR.
- In Reference Number, type FIN2014.
- In Warrant Class, type GN (this stands for general warrants).
- In WRT Print Date, type 08 01 2013.
- Leave the Order set to D (descending). This should allow us to see all warrants processed before August 1, 2013.

```
IW - WARRANT INQUIRY - SELECTION


_ WARRANT DETAIL      WRT NUMBER ________

X WARRANT REFERENCE   REF TYPE UDR REF NUM FIN2014_______________
                      WRT CLASS GN  (default is WM)
                      ORDER(A/D) _  (default is D)
                      SOURCE RD CODE _____ THRU _____  (optional)
                      WRT PRINT DATE 08 01 2013  (optional)





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

- Press Enter.

You are now on the reference/warrants report screen.

- To view selection 3, type 3 next to Enter Selection.

```
INQ-WR: REFERENCE/WRNTS REPORT - WRNT CLASS: GN Pg    1 of      1   12/26/2013
REF: UDR FIN2014                WRT PRT DATE: 08/01/2013
SEL WRT NUM                PAYEE                          PRT DATE       AMOUNT
--- -------- ------------------------------------ ---------- -----------------
 1  25357478 SAP PUBLIC SERVICE INC                07/25/2013        189,927.63
 2  25291969 SHI INTERNATIONAL CORP                06/06/2013        225,503.12
 3  25290525 EMPOWER SOFTWARE SOLUTIONS INC        06/05/2013        122,409.00
 4  25290524 CDB SOFTWARE INC                      06/05/2013          6,800.06
```

Enter selection (3) to view this payment

```
ENTER SELECTION==> 3_ -OR- REF TYPE/NUM ___ ______________________ WRT CLS __
  ORDER(A/D): _  SOURCE RD CODE: _____ THRU _____  WRT PRINT DATE: __ __ ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          VN/RD             PFKYS             HELP
```

- Press Enter.

You are now at the warrant detail inquiry screen (base screen).

- Press PF7 to view the references.
- Verify that UDR FIN2014 is in your reference screen.

```
INQ-WD:  WARRANT DETAIL INQUIRY - REF LINES                          12/26/2013
WARRANT NUMBER 25290525                                            OVERFLOW NO
REF TYPE     NUMBER                AMOUNT         DATE      COMMENT (TRUNCATED)
  1 PVN ESS12179                                             EMPOWER SOFTWARE
  2 RAP 2009-0200-8561
  3 INV 143580                      122,409.00  05/01/2013 7/1/30-6/30/14
  4 GEN 143580                      122,409.00  05/01/2013 7/1/30-6/30/14
  5 UDR FIN2014                                              ADMIN/FINANCE
  6 EDI E083870000016
  7
  8
  9
 10
 11
 12
 13
 14
 15
 16
 17 SRD 02620                                   06/05/2013
 18 OD  AA25942530003                           06/05/2013
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        BAL         BASE  FINS  REFS  REMTS PFKYS       COMNT HELP
```

- Press Enter to return to the warrant list.
- Press Enter again to return to the Warrant Inquiry Selection screen.

Now let's use PVN as a warrant reference selection.

- From the Warrant Inquiry Selection screen, place an X next to Warrant Reference.
- In Reference Type, type PVN.
- In Reference Number, type ESS12179.

```
IW - WARRANT INQUIRY - SELECTION

_ WARRANT DETAIL      WRT NUMBER _________

x WARRANT REFERENCE   REF TYPE PVN REF NUM ESS12179_______________
                      WRT CLASS __   (default is WM)
                      ORDER(A/D) _   (default is D)
                      SOURCE RD CODE _____ THRU _____  (optional)
                      WRT PRINT DATE __ __ ____  (optional)

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

- Press Enter.

You are now on the reference/warrants report screen.

```
INQ-WR: REFERENCE/WRNTS REPORT - WRNT CLASS: WM Pg    1 of      1   12/26/2013
REF: PVN ESS12179
SEL WRT NUM                PAYEE                          PRT DATE       AMOUNT
--- -------- ------------------------------------ ---------- -----------------
 1  25290525 EMPOWER SOFTWARE SOLUTIONS INC       06/05/2013        122,409.00

ENTER SELECTION==> __ -OR- REF TYPE/NUM ___ _____________________ WRT CLS __
  ORDER(A/D): _  SOURCE RD CODE: _____ THRU _____  WRT PRINT DATE: __ __ ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          VN/RD            PFKYS             HELP
```

- If there are multiple pages of information, press PF3 to go to the next page of data.
- To view the detail of a warrant, enter the selection number next to Enter Selection and press Enter.
- Press Enter to return to the Warrant Inquiry Selection screen.
- Press PF1 to return to the AKSAS main menu.

Additional information is available from the AKSAS main menu.

- Press PF12.

```
RD:   148            ALASKA STATEWIDE ACCOUNTING SYSTEM            05/17/2012
                                MAIN MENU                       TERM ID: X5Q8

SELECTION==> 

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                  IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE            IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                          IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                    IV  VENDOR INQUIRY
                                           IW  WARRANT INQUIRY
 ------------DATA ENTRY------------
 DS  START/RESTART BATCH                   --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DM  MAINTAIN BATCHES                      SE  EASYTRAN RECORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                SP  USER PASSWORD MAINTENANCE
 DC  CERTIFY TRANSACTIONS                  TP  THIRD PARTY BILLING
 DO  ACCESS OTHER BATCHES
 DU  SUBSTITUTE AUTHORIZER
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

You are now at the system table inquiry screen.

- Under Open Items and Warrants, place an X next to Valid Warrant Classes.

```
                          SYSTEM TABLE INQUIRY

   ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
   _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
   x VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
   _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
   _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                          _ VALID POSTING TYPES
   ------------VENDORS-----------         _ VALID POSTING MONTHS
   _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                          _ VALID FINANCIAL SOURCE CODES

   ----------STRUCTURES---------          --------COST/OVERHEAD---------
   _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
   _ VALID FUND TYPES                       FOR COST CENTER _____
   _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS



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

- Press Enter.

You can now view a list and a description of the valid warrant classes used in AKSAS.

```
HELP:  VALID WARRANT CLASSES                                        05/17/2012

 WARRANT                            WARRANT
  CLASS      DESCRIPTION             CLASS      DESCRIPTION
  ----- ----------------------       ----- ----------------------
    BU   BACK UP - GENERAL            WC   WIC PROGRAM
    CW   COURT WRT (JURY SVC)         WF   WIC FARMERS MARKET
    EP   ONE CARD ZERO-NET            WL   WELFARE
    FW   FIELD WARRANT
    GN   GENERAL
    HW   HANDWRITE
    LB   LONGEVITY BONUS
    MA   MEDICAL ASSISTANCE
    PF   PERMANENT FUND DIV
    PR   PAYROLL
    PS   POSTSECONDARY EDUC
    RB   RETIREMENT BENEFIT
    RF   REFUNDABLE CREDITS
 WM WARRANT CLASS IS FOR INQUIRY ONLY AND WILL SELECT
   BU, EP, FW, GN, AND HW WARRANT CLASSES
ENTER WARRANT CLASS FOR DETAIL DISPLAY==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS             HELP
```

Notice at the bottom of the screen, it identifies the warrant classes that are included in the warrant Class WM.

- Press Enter to return to the System Table Inquiry screen.
- Press PF1 to return to the AKSAS main menu.

Summary

You should now be able to:

- Understand the purpose of the warrant inquiry (IW) screen
- Access the warrant inquiry screen
- Identify the information on the base/detail screen
- Verify the warrant status
- View payments made to a vendor
- View warrant lists
- Identify the various types of warrants
- Know what the warrant codes are and how to find their description

Review

1. How many warrant routing codes are available for a warrant?

a. One
b. Two
c. Three
d. Four

2. What does the warrant status of CR mean?

a. Cancel
b. Cancel and reissue
c. Delete before printing
d. Active

3. What PF key would you use to get to the warrant reference screen?

a. PF3
b. PF5
c. PF6
d. PF7

4. What does overflow "yes" indicate on the financial and/or reference screen?

a. That there are no more financial lines available.
b. That there are additional lines not shown on the current screen.
c. There is no overflow reference on either the financial or reference screens.
d. None of the above.

5. How do you find the financial line detail when you are in the PF6 financial line screen?

a. At the bottom of the screen, type the number of the financial line and press enter.
b. You cannot see financial line detail when in a warrant.
c. The financial line does not have a detail screen.
d. None of the above.

6. Do all references on a warrant appear on the warrant stub?

a. Yes
b. No

Exercise

You have just received a call from a vendor requesting the status of their billing. After talking with the vendor, you have the following information:

- Vendor name: Chicago Dell Marketing (PVN DEM97083)
- Invoice issue date: 1/24/2014
- Invoice number: XJ9RMPCK8
- Invoice amount: $1,605.76

With so many vendors using electronic payment (EDI), your department has the policy of using the warrant reference GEN instead of INV to request payment. Based on this information, answer the following:

- Has the invoice been paid?

- If so, what is the warrant number?

- When was it paid?

- Has the warrant been redeemed?

- What is the document number?

- What financial coding was used?

- Was there any remittance advice?

- Who made the payment?

CHAPTER 6: System Table Inquiry – PF12

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Goals and Objectives

After you complete this chapter, you will understand:

- How to find the system table inquiry screen
- How to use the system table inquiry

Accessing the System Table Inquiry Screen (PF12)

To access the system table inquiry (PF12 Help) screen:

- Press PF12 from the AKSAS main menu.

```
RD:   148            ALASKA STATEWIDE ACCOUNTING SYSTEM            05/17/2012
                                  MAIN MENU                     TERM ID: X5Q8

SELECTION==> 

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                  IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE            IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                          IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                    IV  VENDOR INQUIRY
                                           IW  WARRANT INQUIRY
 ------------DATA ENTRY------------
 DS  START/RESTART BATCH                   --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DM  MAINTAIN BATCHES                      SE  EASYTRAN RECORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                SP  USER PASSWORD MAINTENANCE
 DC  CERTIFY TRANSACTIONS                  TP  THIRD PARTY BILLING
 DO  ACCESS OTHER BATCHES
 DU  SUBSTITUTE AUTHORIZER
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

The information on this screen is organized into five different categories:

1. Open items and warrants
2. Vendors
3. Structures
4. Other
5. Cost/Overhead

We will explore each of these categories in this chapter.

Valid Open Item Types

- Tab to and place an X in front of Valid Open Item Types.
- Press Enter.

```
                         SYSTEM TABLE INQUIRY

   ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
   x VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
   _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
   _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
   _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                          _ VALID POSTING TYPES
   ------------VENDORS-----------         _ VALID POSTING MONTHS
   _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                          _ VALID FINANCIAL SOURCE CODES

   ----------STRUCTURES---------          --------COST/OVERHEAD---------
   _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
   _ VALID FUND TYPES                       FOR COST CENTER _____
   _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS


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

```
HELP:  VALID OPEN ITEM TYPES                                          MM/DD/YY


                CODE   OPEN ITEM TYPE(S)
                ----   ---------------------------------------
                 EN    ENCUMBERED EXPENDITURE
                       ENCUMBERED REVENUE

                 PY    PAYABLE

                 RC    RECEIVABLE

                 TR    TREASURY RECEIPT

                 AG    AGENCY RECEIPT
                       AGENCY RECEIPT - MISC ACCOUNTS

                 RS    REIMBURSABLE SERVICE AGREEMENT (RSA)

                 SP    SCHEDULED PAYMENT

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

This screen displays a list of valid open items in AKSAS. These open item types are used when adding or changing an open item as well as when researching using the open item inquiry and/or the online audit trail screens.

- Press Enter to return to the System Table Inquiry screen.

Valid Warrant Classes

- Tab to and place an X in front of Valid Warrant Classes.
- Press Enter.

This screen displays a list of valid warrant classes in AKSAS. Notice the WM warrant class at the bottom of the screen. This is used in the warrant inquiry screen only and will display BU, EP, FW, GN and HW warrant classes when using WM as the default selection. The warrant classes are selected when adding or changing warrants as well as when researching using the warrant inquiry and/or the online audit trail screens.

- Tab to and type FW in the area after Enter Warrant Class for Detail Display.
- Press Enter.

```
                         SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    X VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS

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

```
HELP:  VALID WARRANT CLASSES                                          MM/DD/YY

 WARRANT                              WARRANT
  CLASS      DESCRIPTION               CLASS      DESCRIPTION
  ----- ----------------------         ----- ----------------------
    BU   BACK UP - GENERAL              WC   WIC PROGRAM
    CW   COURT WRT (JURY SVC)           WF   WIC FARMERS MARKET
    EP   ONE CARD ZERO-NET              WL   WELFARE
    FW   FIELD WARRANT
    GN   GENERAL
    HW   HANDWRITE
    LB   LONGEVITY BONUS
    MA   MEDICAL ASSISTANCE
    PF   PERMANENT FUND DIV
    PR   PAYROLL
    PS   POSTSECONDARY EDUC
    RB   RETIREMENT BENEFIT
    RF   REFUNDABLE CREDITS
 WM WARRANT CLASS IS FOR INQUIRY ONLY AND WILL SELECT
   BU, EP, FW, GN, AND HW WARRANT CLASSES
ENTER WARRANT CLASS FOR DETAIL DISPLAY==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS            HELP
```

FIELD WARRANT (FW)

```
HELP:  DETAIL DISPLAY WARRANT CLASS                                   MM/DD/YY

WARRANT CLASS:  FW    WARRANT CLASS DESCRIPTION:  FIELD WARRANT

    WARRANT CLASS NUMBER BEGIN:  70
                          END:  74

   STALE DATE   ELAPSED PERIOD:  192  DAYS   ( AFTER PRINT DATE )
      MAXIMUM POST DATE PERIOD:       DAYS   ( PRIOR TO EXTERNAL PRINT DATE )

    CLASS DOLLAR LIMIT AMOUNT $  999.99

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

GENERAL WARRANT (GN)

```
HELP:  DETAIL DISPLAY WARRANT CLASS                                   MM/DD/YY

WARRANT CLASS:  GN    WARRANT CLASS DESCRIPTION:  GENERAL

    WARRANT CLASS NUMBER BEGIN:  20
                          END:  26

   STALE DATE   ELAPSED PERIOD:  192  DAYS   ( AFTER PRINT DATE )
      MAXIMUM POST DATE PERIOD:  366  DAYS   ( PRIOR TO EXTERNAL PRINT DATE )

    CLASS DOLLAR LIMIT AMOUNT $  99999999.99

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

This display shows:

1. Warrant class and description
2. Warrant class number begin and end – Indicates that the warrant numbers will include the range 70-74
3. Stale date elapsed period – Indicates the number of days the payee has to present the warrant to the bank for redemption.
4. Maximum post date period – Indicates the number of days that a warrant can be post-dated to a future date (Note: Field warrants cannot be post-dated.)
5. Class dollar limit amount – Indicates the maximum amount that the warrant can be issued for

To view another valid warrant class detail:

- Press Enter to return to Valid Warrant Classes.
- Tab to and type GN in the area after Enter Warrant Class for Detail Display.
- Press Enter.

This display shows:

1. Warrant class and description
2. Warrant class number begin and end – Indicates that the warrant numbers will include the range 20-26
3. Stale date elapsed period – Indicates the number of days the payee has to present the warrant to the bank for redemption.
4. Maximum post date period – Indicates the number of days that a warrant can be post-dated to a future date (Note: General warrants have a maximum post date)
5. Class dollar limit amount – Indicates the maximum amount that the warrant can be issued for (Note: A general warrant can be issued for a much larger dollar amount than a field warrant.)

- Press Enter to return to Valid Warrant Classes.
- Press Enter to return to the System Table Inquiry screen.

Valid/Mandatory References

- Tab to and type X in front of Valid/Mandatory References.

```
                          SYSTEM TABLE INQUIRY

 ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
 _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
 _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
 X VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
 _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                        _ VALID POSTING TYPES
 ------------VENDORS-----------         _ VALID POSTING MONTHS
 _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                        _ VALID FINANCIAL SOURCE CODES

 ----------STRUCTURES---------          --------COST/OVERHEAD---------
 _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
 _ VALID FUND TYPES                       FOR COST CENTER _____
 _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS



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

- Press Enter.

```
HELP:  VALID/MANDATORY REFERENCES                                    05/17/2012

    ENTER OPEN ITEM TYPE==>  _
               OR
    ENTER  WARRANT CLASS==>  __

    For a list of selection values, enter a question mark (?)
    in either field and press enter.

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

This screen displays a list of valid/mandatory references that can be used for open item types and/or warrant classes. If you do not know the open item type or warrant class, you can type ? in the selection and it will display the open item type or warrant class options available to you.

- Tab to and type EN in the area after Enter Open Item Type.

```
HELP:  VALID/MANDATORY REFERENCES                                    05/17/2012

    ENTER OPEN ITEM TYPE==>  en
               OR
    ENTER  WARRANT CLASS==>  __

    For a list of selection values, enter a question mark (?)
    in either field and press enter.

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

- Press Enter.

This screen displays valid references that can be used when adding or changing an open item. Each agency has their own standard references that they use for an open item. It is beneficial to learn the standard references that your department uses.

```
HELP: VALID REFERENCES FOR OPEN ITEM TYPE =  EN                    05/17/2012

 REF                          LONE        REF                          LONE
 TYPE  DESCRIPTION            INDIC       TYPE  DESCRIPTION            INDIC
 ----  --------------------   -----       ----  --------------------   -----
 ARD   ASSOCIATED RD CODE       N         PSA   PERSONAL SVCS AWRDED     N
 PVN   PAY VENDOR               N         SER   NO PERSONS SERVED        N
 PO    PURCHASE ORDER NO        N         POP   TARGET POPULATION        N
 DO    DELIVERY ORDER NO        N         ACC   ACCOUNT NUMBER           N
 CA    CONTRACT AWARD NO        N         REQ   REQUESTING AGENCY        N
 PR    PROGRAM                  N         AR    APPROPRIATION            N
 TA    TRAVEL AUTHORIZATION     N         SVC   SERVICING AGENCY         N
 ATN   ATN NUMBER               N         BAT   BATCH NUMBER             N
 SP    SCHEDULED PAYMENT        N         BIL   BILLING NUMBER           N
 GRT   GRANT NUMBER             N         CC    COLLOCATION CODE         N
 LSE   LEASE NUMBER             N         CHK   CHECK NUMBER             N
 RIP   REFERENCE IN PBA         Y         CO    CONTRACT NUMBER          N
 AWD   AWARD TYPE               N         CSN   CASE NUMBER              N
 LOC   LOCATION OF BENEFIT      N         CUS   CUSTOMER NUMBER          N
 UWA   PURPOSE (UWASIS)         N         EN    ENCUMBRANCE              N

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

This screen displays:

1. Reference type – The three-character code used on the open item
2. Description – The description of the three-character code
3. Lone indicator – Y indicates that the reference can only be used once on the open item

- Press Enter to view additional pages of references.
- Continue to press Enter until you return to the Valid/Mandatory References screen.
- Tab to and type GN in the area after Enter Warrant Class.

```
HELP:  VALID/MANDATORY REFERENCES                                  05/17/2012

    ENTER OPEN ITEM TYPE==>  _
                 OR
    ENTER  WARRANT CLASS==>  gn <------------

    For a list of selection values, enter a question mark (?)
    in either field and press enter.

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

- Press Enter.

This screen displays valid references that can be used when adding or changing a warrant. Each agency has their own standard references that they use for warrants. Again, it is beneficial to learn the standard references that your department uses.

```
HELP: VALID REFERENCES FOR WARRANT CLASS =   GN                    05/17/2012

 REF                          LONE        REF                          LONE
 TYPE  DESCRIPTION            INDIC       TYPE  DESCRIPTION            INDIC
 ----  --------------------   -----       ----  --------------------   -----
 ACC   ACCOUNT NUMBER           N         LSE   LEASE NUMBER             N
 ARD   ASSOCIATED RD CODE       N         MOD   MODEL NUMBER              N
 ATN   ATN NUMBER               N         ORN   ORDER NUMBER              N
 BIL   BILLING NUMBER           N         PO    PURCHASE ORDER NO         N
 CA    CONTRACT AWARD NO        N         PRM   PRIOR MONTH ITEM          N
 CNN   CANCELLED WARRANT NO     N         PUR   PURCHASE REQUISITION      N
 CO    CONTRACT NUMBER          N         PVN   PAY VENDOR                Y
 CR    CANCEL REISSUE WRNT      N         ASP   AUTH SEEK PROF SVCS       N
 CSN   CASE NUMBER              N         RAP   REQ ALT PROC METHOD       N
 CUS   CUSTOMER NUMBER          N         TAG   PROPERTY TAG NUMBER       N
 DO    DELIVERY ORDER NO        N         SN    SERIAL NUMBER             N
 EN    ENCUMBRANCE              N         SP    SCHEDULED PAYMENT         N
 GRT   GRANT NUMBER             N         STM   STATEMENT NUMBER          N
 INV   INVOICE NUMBER           N         STR   STATE TRANSP REQUEST      N
 JOB   JOB NUMBER               N         VEN   VENDOR                    N

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

This screen displays:

1. Reference type – The three-character code used on the warrant
2. Description – The description of the three-character code
3. Lone indicator – Y indicates that the reference can only be used once on the warrant

- Press Enter to view additional pages of references.
- Continue to press Enter until you return to the Valid Mandatory References screen.
- Press Enter to return to the System Table Inquiry screen.

Reference Types

- Tab to and place an X in front of Reference Types.

```
                          SYSTEM TABLE INQUIRY

   ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
   _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
   _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
   _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
   X REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                          _ VALID POSTING TYPES
   ------------VENDORS-----------         _ VALID POSTING MONTHS
   _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                          _ VALID FINANCIAL SOURCE CODES

   ----------STRUCTURES---------          --------COST/OVERHEAD---------
   _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
   _ VALID FUND TYPES                       FOR COST CENTER _____
   _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS


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

- Press Enter.

```
HELP:  DISPLAY REFERENCE TYPES                                          05/17/2012
                                          MASTER     REMITTANCE
 REF         REFERENCE                     FILE       ADVICE
 TYPE       DESCRIPTION               VALIDATION   INDICATOR
 ----   --------------------          ----------   ----------
 ACA    AGENCY CONTRCT AWARD              N            Y
 ACC    ACCOUNT NUMBER                    N            Y
 ACH    AUTOM CLEARING HOUSE              N            N
 ACS    AUTHORIZED CASE SVCS              N            Y
 ADN    AGENCY DOCUMENT NO.               N            N
 AG     AGENCY RECEIPT NO                 Y            N
 AO     ADVERTISING ORDER NO              N            Y
 AR     APPROPRIATION                     N            N
 ARD    ASSOCIATED RD CODE                Y            N
 ASP    AUTH SEEK PROF SVCS               N            N
 ATN    ATN NUMBER                        N            Y
 AWB    AIRWAY BILL                       N            Y
 AWD    AWARD TYPE                        N            N
 BAN    BANK ACCOUNT NUMBER               N            N

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

This screen displays:

1. Reference type – The three-character code used on the warrant
2. Description – The description of the three-character code
3. Master file validation – Y indicates that the reference is verified against another master file in AKSAS. If the reference does not match the master file, then an error can occur.
4. Remittance advice indicator – Y indicates that the reference will print on the warrant stub if it is a mailed warrant.

- Press PF3 to view additional pages of references.
- Continue to press PF3 to page through the list; press PF2 to return to the previous page.
- Press Enter to return to the System Table Inquiry screen.

Vendors: Valid Vendor Classes

- Tab to and place an X in front of Valid Vendor Classes.

```
                          SYSTEM TABLE INQUIRY

   ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
   _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
   _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
   _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
   _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                          _ VALID POSTING TYPES
   -----------VENDORS-----------          _ VALID POSTING MONTHS
   x VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                          _ VALID FINANCIAL SOURCE CODES

   ----------STRUCTURES---------          --------COST/OVERHEAD---------
   _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
   _ VALID FUND TYPES                       FOR COST CENTER _____
   _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS

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

- Press Enter.

```
HELP:  VENDOR TYPES AND DESCRIPTIONS                                05/17/2012

   VENDOR                                  VENDOR
    TYPE       DESCRIPTION                  TYPE       DESCRIPTION
    ----  ----------------------            ----  ----------------------
     MI    MISCELLANEOUS
     EW    ELECTION WORKER
     BC    BOARDS/COMM. MEMBERS
     SE    STATE EMPLOYEE
     PC    PETTY CASH CUSTODIAN

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

This screen displays vendor types and descriptions. These types are used when adding a vendor in AKSAS. The most common vendor type is miscellaneous (MI).

- Press Enter to return to the System Table Inquiry screen.

Structures: Valid Entity Types

- Tab to and place an X in front of Valid Entity Types.

```
                          SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ---------STRUCTURES---------           --------COST/OVERHEAD---------
    x VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS

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

- Press Enter.

```
HELP:  VALID ENTITY TYPES                                          05/17/2012

TYPE   ENTITY DESCRIPTION (STRUCTURES)    TYPE   ENTITY DESCRIPTION (ACCOUNTS)
----   ------------------------------     ----   -----------------------------
 AR    APPROPRIATIONS                      AC    ACCOUNTS (ALL TYPES)
 AO    APPROPRIATION ORGANIZATIONS
 AP    APPROPRIATION PROGRAMS              AS    ASSET ACCOUNTS
 CO    CONTRACTS                           LI    LIABILITY ACCOUNTS
 FU    FUNDS                               FE    FUND EQUITY ACCOUNTS
 GR    GRANTS                              RR    RESTRICTED REVENUE ACCOUNTS
 OR    ORGANIZATIONS                       RU    UNRESTRICTED REVENUE ACCOUNTS
 PJ    PROJECTS                            EX    EXPENDITURE ACCOUNTS
 PR    PROGRAMS
 RD    RD CODES


                    TYPE   ENTITY DESCRIPTION (OTHER)
                    ----   -----------------------------
                     CC    COLLOCATION CODES
                     LC    LEDGER CODES

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

This screen displays valid entity types (structures) that are used when adding or changing the entity in AKSAS. It is beneficial to learn the standard two-letter reference codes.

Notice at the bottom of the screen we now have a PF6 key. Pressing PF6 from this screen will take you to the logical level descriptions for any of the entities that are listed. In addition to PF6, there is another way to access the logical level descriptions:

- From the Table Inquiry screen, press Enter to return to the Valid Entity Types screen.

If you pressed PF6 from the valid entity types screen:

- Press Enter to return to the Valid Entity Types screen.
- Press Enter again to return to the main menu.
- Press PF12 to return to the System Table Inquiry screen.

Valid Fund Types

- Tab to and place an X in front of Valid Fund Types.

```
                          SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    x VALID FUND TYPES                       FOR COST CENTER ____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS

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

- Press Enter.

```
HELP:  FUND TYPES AND DESCRIPTIONS                                  05/17/2012

    FUND                                  FUND
    TYPE       DESCRIPTION                TYPE       DESCRIPTION
    ----  ----------------------          ----  ----------------------
     AK    STATE OF ALASKA                 TF    TREASURER'S FUNDS
     GO    GOVERNMENTAL                    FF    FINANCE FUNDS
     GF    GENERAL                         CU    COMPONENT UNITS
     SR    SPECIAL REVENUE                 PF    PERMANENT FUND
     CP    CAPITAL PROJECT                 PP    PRIVATE PURPOSE TRST
     DS    DEBT SERVICE
     PR    PROPRIETARY
     EN    ENTERPRISE
     IS    INTERNAL SERVICE
     FI    FIDUCIARY
     ET    EXPENDABLE TRUST
     NT    NON-EXPENDABLE TRUST
     PT    PENSION TRUST
     AT    AGENCY TRUST
     AG    ACCOUNT GROUPS

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

This screen displays valid fund types and the descriptions that are used when adding or changing the entity in AKSAS. The fund type is determined by the Division of Finance.

- Press Enter to return to the System Table Inquiry screen.

Logical Level Descriptions

- Tab to and place an X in front of Logical Level Descriptions.

```
                          SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    x LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS



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

- Press Enter.

```
HELP:  LOGICAL LEVEL DESCRIPTIONS                                  05/17/2012

ENTITY TYPE==> _


VALID ENTITY TYPES:

   AR = APPROPRIATIONS                       AS = ASSET ACCOUNTS
   AO = APPROPRIATION ORGANIZATIONS          LI = LIABILITY ACCOUNTS
   AP = APPROPRIATION PROGRAMS               FE = FUND EQUITY ACCOUNTS
   FU = FUNDS                                RR = RESTRICTED REVENUE ACCOUNTS
   OR = ORGANIZATIONS                        RU = UNRESTRICTED REVENUE ACCOUNTS
   PR = PROGRAMS                             EX = EXPENDITURE ACCOUNTS

   PJ = PROJECTS
   CO = CONTRACTS
   GR = GRANTS

   RD = RD CODES

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

This screen displays the logical level descriptions for each entity type. Logical levels are assigned to a structure when adding or changing the entity in AKSAS.

- Type EX in the area after Entity Type.

```
HELP:  LOGICAL LEVEL DESCRIPTIONS                                    05/17/2012

ENTITY TYPE==> ex <------------

VALID ENTITY TYPES:

   AR = APPROPRIATIONS                      AS = ASSET ACCOUNTS
   AO = APPROPRIATION ORGANIZATIONS         LI = LIABILITY ACCOUNTS
   AP = APPROPRIATION PROGRAMS              FE = FUND EQUITY ACCOUNTS
   FU = FUNDS                               RR = RESTRICTED REVENUE ACCOUNTS
   OR = ORGANIZATIONS                       RU = UNRESTRICTED REVENUE ACCOUNTS
   PR = PROGRAMS                            EX = EXPENDITURE ACCOUNTS

   PJ = PROJECTS
   CO = CONTRACTS
   GR = GRANTS

   RD = RD CODES

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

- Press Enter.

There are 99 logical levels for each entity type in AKSAS. Notice below how the entities have descriptions for the logical levels. That indicates that a specific logical level must be used for that purpose.

```
HELP:  LOGICAL LEVEL DESCRIPTIONS                                    05/17/2012

ENTITY TYPE==> EX - EXPENDITURE ACCOUNTS

   LOGLEV       DESCRIPTION                LOGLEV        DESCRIPTION
   ------  ----------------------          ------  ----------------------
      1     TOTAL EXPENDITURES               16     LEVEL 16
      2     LEVEL 02                         17     LEVEL 17
      3     LEVEL 03                         18     LEVEL 18
      4     LEVEL 04                         19     LEVEL 19
      5     LEVEL 05                         20     CLOSING/PRE-CLOSING
      6     LEVEL 06                         21     LEVEL 21
      7     LEVEL 07                         22     LEVEL 22
      8     LEVEL 08                         23     LEVEL 23
      9     LEVEL 09                         24     LEVEL 24
     10     LEVEL 10                         25     LEVEL 25
     11     LEVEL 11                         26     LEVEL 26
     12     LEVEL 12                         27     LEVEL 27
     13     LEVEL 13                         28     LEVEL 28
     14     LEVEL 14                         29     LEVEL 29
     15     LEVEL 15                         30     GROUP CONTROL LEVEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN                              PFKYS             HELP
```

- Press PF3 to page forward to the next screen.

```
HELP:  LOGICAL LEVEL DESCRIPTIONS                                    05/17/2012

ENTITY TYPE==> EX - EXPENDITURE ACCOUNTS

   LOGLEV       DESCRIPTION                LOGLEV        DESCRIPTION
   ------  ----------------------          ------  ----------------------
     31     LEVEL 31                         46     LEVEL 46
     32     LEVEL 32                         47     LEVEL 47
     33     LEVEL 33                         48     LEVEL 48
     34     LEVEL 34                         49     LEVEL 49
     35     LEVEL 35                         50     ROLLUP 1-NO POSTINGS
     36     LEVEL 36                         51     LEVEL 51
     37     LEVEL 37                         52     LEVEL 52
     38     LEVEL 38                         53     LEVEL 53
     39     LEVEL 39                         54     LEVEL 54
     40     BUDGETARY LINE ITEM              55     ROLLUP 2-NO POSTINGS
     41     LEVEL 41                         56     LEVEL 56
     42     LEVEL 42                         57     LEVEL 57
     43     LEVEL 43                         58     LEVEL 58
     44     LEVEL 44                         59     LEVEL 59
     45     LEVEL 45                         60     ROLLUP 3-NO POSTINGS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN                              PFKYS             HELP
```

Notice that logical level 40 in the expenditure account structure only records budget transactions.

- Press PF3 to page forward to the next screen.

```
HELP:  LOGICAL LEVEL DESCRIPTIONS                                    05/17/2012

ENTITY TYPE==> EX - EXPENDITURE ACCOUNTS

   LOGLEV       DESCRIPTION                LOGLEV        DESCRIPTION
   ------  ----------------------          ------  ----------------------
     61     LEVEL 61                         76     LEVEL 76
     62     LEVEL 62                         77     LEVEL 77
     63     LEVEL 63                         78     LEVEL 78
     64     LEVEL 64                         79     LEVEL 79
     65     ACTUALS-RECORD HERE              80     LEVEL 80
     66     LEVEL 66                         81     LEVEL 81
     67     LEVEL 67                         82     LEVEL 82
     68     LEVEL 68                         83     LEVEL 83
     69     LEVEL 69                         84     LEVEL 84
     70     LEVEL 70                         85     LEVEL 85
     71     LEVEL 71                         86     LEVEL 86
     72     LEVEL 72                         87     LEVEL 87
     73     LEVEL 73                         88     LEVEL 88
     74     LEVEL 74                         89     LEVEL 89
     75     LEVEL 75                         90     LEVEL 90
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN                              PFKYS             HELP
```

Notice that logical level 65 in the expenditure account structure only records actual postings for a transaction.

- Press Enter to return to the System Table Inquiry screen.

Other: Calendar Information

- Tab to and place an X in front of Calendar Information.

```
                          SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                X CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS



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

- Press Enter.

```
HELP:  CALENDAR INFORMATION


     TODAY'S  DATE 12/26/2013          CHART OF ACCOUNTS DATE 06/24/2014
     OVERRIDE DATE                     CURRENT FEDERAL YEAR   2014
     POSTING  DATE 12/24/2013          JULIAN DATE            2013-358

                                    PRIOR        CURRENT        FUTURE
                                   COA YEAR      COA YEAR      COA YEAR
                                     2013          2014          2015
                                  ----------    ----------    ----------
STRUCTURAL CREATION               05/11/2012    05/10/2013    00/00/0000
CHART OF ACCOUNTS YEAR BEGIN      07/01/2012    07/01/2013    07/01/2014
FEDERAL FISCAL YEAR END           09/30/2012    09/30/2013    09/30/2014
REAPPROPRIATION PERIOD BEGIN      07/01/2013    07/01/2014    07/01/2015
REAPPROPRIATION PERIOD END        08/31/2013    08/31/2014    08/31/2015
CHART OF ACCOUNTS YEAR END        12/14/2013    00/00/0000    00/00/0000
FINANCIAL ACTIVITY ROLLED         12/14/2013    00/00/0000    00/00/0000



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

This screen displays the calendar events for AKSAS. On-screen information includes:

1. Today's date – The current date
2. Override date – This is usually the current date.
3. Posting date – The date that AKSAS information is updated through
4. Chart of accounts date – Represents the calendar date if AKSAS were on a calendar year
5. Current federal year – Indicates the current federal fiscal year in AKSAS
6. Julian date – Indicates the calendar year and the number of days that have occurred in the calendar year

7. Prior COA year – Represents the date that the processes listed occurred in the prior year
8. Current COA year – Represents the date that the processes listed have or are scheduled to occur in the current year (Note: 00/00/0000 indicates that the process has not yet occurred or has a definite schedule to occur in AKSAS)
9. Future COA year – Represents the date that the processes listed have or are scheduled to occur in AKSAS

- Press Enter to return to the System Table Inquiry screen.

Authorized Transactions

- Tab to and place an X in front of Authorized Transactions.

```
                          SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                X AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS

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

- Press Enter.

This screen displays the authorized transactions for the RD you used to sign into AKSAS. Remember that AKSAS is a live system and the RD you are viewing will not be the same as the one displayed below.

```
SAU: Authorized Transactions for 00194 - CASSIDY KEARNEY      Trxn Cd: ALL

Trans                                                  Auth       Valid
Code        Description          Cert RD Code(s)       RD(s)   OI/WT TYPES
------  --------------------  -----------------------  -----  --------------
110 20  CHG ENCUMBERED EXP    02610 02615 02641 02644
                              02645 02648 02649 02655
                              02658 02659
115 20  CHG ENCUMBERED REV    02610 02615 02641 02644
                              02645 02648 02649 02655
                              02658 02659
130 20  CHANGE RECEIVABLE     02610 02615 02641 02644
                              02645 02648 02649 02655
                              02658 02659
140 20  CHANGE RSA            02610 02615 02641 02644
                              02645 02648 02649 02655
                              02658 02659
210 20  CHG AGENCY RECEIPT    02610 02615 02641 02644          EN
                              02645 02648 02649 02655
                              02658 02659
Enter RD Code for Inquiry: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SLCT  QUIT        PGDN                          TCODE PFKYS       CERT  HELP
```

In the next chapter, we will cover this screen and others associated with it in more detail.

- Press Enter to return to the System Table Inquiry screen.

Run Sequence Number or Run Date

- Tab to and place an X in front of Run Sequence Number or Run Date.
- Enter 05/13/2011 in the date selection area (a date or RSN must be selected to use this option).

```
                         SYSTEM TABLE INQUIRY

   ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
   _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
   _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
   _ VALID/MANDATORY REFERENCES           X RUN SEQUENCE NUMBER _____
   _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) 05 13 2011
                                          _ VALID POSTING TYPES
   -------------VENDORS-----------        _ VALID POSTING MONTHS
   _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                          _ VALID FINANCIAL SOURCE CODES

   ----------STRUCTURES---------          --------COST/OVERHEAD---------
   _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
   _ VALID FUND TYPES                       FOR COST CENTER _____
   _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS


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

- Press Enter.

```
HELP:  RSN/POSTING DATE DETAIL DISPLAY                                  05/17/2012

                  POSTING DATE....................  05/13/2011
                  CHART OF ACCOUNTS DATE..........  11/13/2011
                  JULIAN DATE.....................  2011-133
                  CURRENT FEDERAL FISCAL YEAR.....  2011
                  DATA ENTRY ALLOWED..............  YES

RUN SEQ  PROCESSING          RUN SEQ  PROCESSING          RUN SEQ  PROCESSING
  NUM    COMPLETED             NUM    COMPLETED             NUM    COMPLETED
-------  ----------          -------  ----------          -------  ----------
 7788    SELECTION            7789    SELECTION            7790    SELECTION
         FINANCIAL                    STRUCTURAL                   STRUCTURAL
         POSTING
         ROLLUP

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

This screen displays the run sequence number (RSN) for the date selected. RSNs can be used as a research tool in AKSAS for the online audit trail or used to run reports in ALDER. RSNs can usually be associated with the date activity occurred and was updated in AKSAS.

Notice that there are multiple RSNs for the date selected. This means that each process that occurred on that date had been assigned its own RSN. It is uncommon to have multiple RSNs, but sometimes it occurs.

The AKSAS mailbox will display the previous day's RSN.

- Press Enter to return to the System Table Inquiry screen.

Valid Posting Types

- Tab to and place an X in front of Valid Posting Types.

```
                          SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           X VALID POSTING TYPES
    ------------VENDORS-----------         _ VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS

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

- Press Enter.

```
HELP:  VALID POSTING TYPES                                          05/17/2012

                        P O S T I N G   T Y P E S

                   NUMBER    DESCRIPTION
                +==========+==============================+
                !    01    ! ACTUALS                      !
                !    02    ! MANAGEMENT BUDGETS #1        !
                !    03    ! MANAGEMENT BUDGETS #2        !
                !    04    ! ENCUMBRANCES                 !
                !    05    ! ORIGINAL BUDGETS             !
                !    06    ! SUPPLEMENTAL BUDGETS         !
                !    07    ! REVISED PROGRAM BUDGETS      !
                !    08    ! BUDGET RESTRICTIONS          !
                !    09    ! LAPSED BALANCE               !
                !    10    ! ADJUSTMENTS TO LAPSED BALANCE !
                !    11    ! HOURS                        !
                +==========+==============================+


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

Posting types define the type of transaction and are very useful when pulling information from the AKSAS online audit trail. Posting types include:

1. Posting type 1 – Actuals – Actual posting
2. Posting types 2 and 3 are used for management budgets, and are rarely used in AKSAS.
3. Posting type 4 – Encumbrance or RSA – Valid legal obligation of the state
4. Posting type 5 – Original budgets – Legal legislative authority to spend
5. Posting type 6 – Supplemental budgets – Additional legislative authority
6. Posting type 7 – Revised program budgets – Moving of budget authority within a logical level 50 appropriation
7. Posting type 8 – Budget restrictions – Restricts spending authority within an appropriation
8. Posting type 9 – Lapsed balance – The balance of spending and restricted revenue authority that was not used is lapsed back into the fund it was appropriated from.
9. Posting type 10 – Adjustments to lapsed balance – System generated
10. Posting type 11 – Hours – Used by the Department of Transportation and Public Facilities for the time and attendance system and the Department of Administration for leave banks

Posting types are based on the type of transaction being entered in AKSAS. When you enter or add an encumbrance in AKSAS, it is identified as a posting type 4. When that open item number is used on a warrant transaction, for example, it is also identified as a posting type 4. When you enter a budget transaction into AKSAS, it can be identified as a posting type 5, 6 or 7.

- Press Enter to return to the System Table Inquiry screen.

Valid Posting Months

- Tab to and place an X in front of Valid Posting Months.

```
                          SYSTEM TABLE INQUIRY

    ----OPEN ITEMS & WARRANTS----          ------------OTHER-------------
    _ VALID OPEN ITEM TYPES                _ CALENDAR INFORMATION
    _ VALID WARRANT CLASSES                _ AUTHORIZED TRANSACTIONS
    _ VALID/MANDATORY REFERENCES           _ RUN SEQUENCE NUMBER _____
    _ REFERENCE TYPES                        OR RUN DATE (M/D/Y) __ __ ____
                                           _ VALID POSTING TYPES
    ------------VENDORS-----------         X VALID POSTING MONTHS
    _ VALID VENDOR CLASSES                 _ VALID SOURCE SYSTEM ID'S
                                           _ VALID FINANCIAL SOURCE CODES

    ----------STRUCTURES---------          --------COST/OVERHEAD---------
    _ VALID ENTITY TYPES                   _ VALID COST TYPES/OVERHEAD
    _ VALID FUND TYPES                       FOR COST CENTER _____
    _ LOGICAL LEVEL DESCRIPTIONS           _ AVAILABLE COST CENTERS

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

- Press Enter.

```
 HELP:  VALID POSTING MONTHS                                          12/26/2013

                        P O S T I N G   M O N T H S
+=====================+=========================+============================+
!     CURRENT YEAR    !       PRIOR YEAR        !       SPECIAL MONTHS       !
+=====================+=========================+============================+
! NUMBER !    MONTH   ! NUMBER !     MONTH       ! NUMBER !      MONTH       !
+=====================+=========================+============================+
!   01   !  JULY      !   13   !  JULY PY        !   19   !  BALANCE FORWARD  !
!   02   !  AUGUST    !   14   !  AUGUST PY      !   20   !  ADJUSTMENTS TO   !
!   03   !  SEPTEMBER !   15   !  SEPTEMBER PY   !        !  BALANCE FORWARD  !
!   04   !  OCTOBER   !   16   !  OCTOBER PY     !   21   !  CLOSING ENTRIES  !
!   05   !  NOVEMBER  !   17   !  NOVEMBER PY    !        !                   !
!   06   !  DECEMBER  !   18   !  DECEMBER PY    !        !                   !
!   07   !  JANUARY   !        !                 !        !                   !
!   08   !  FEBRUARY  !        !                 !        !                   !
!   09   !  MARCH     !        !                 !        !                   !
!   10   !  APRIL     !        !                 !        !                   !
!   11   !  MAY       !        !                 !        !                   !
!   12   !  JUNE      !        !                 !        !                   !
+========+=============+========+=================+========+===================+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS             HELP
```

Posting months usually indicate which month the activity occurred, and are very useful when pulling information from the AKSAS online audit trail.

There are 18 posting months in a fiscal year. Overlapping of fiscal years occurs when there are two fiscal years open in AKSAS at the same time. This can be confusing when trying to determine posting months. An example is shown below:

Chart of Account Year

	Prior COA Year (2012)	Current COA Year (2013)
July 2013	Posting Month 13	Posting Month 01
August 2013	Posting Month 14	Posting Month 02
September 2013	Posting Month 15	Posting Month 03
October 2013	Posting Month 16	Posting Month 04
November 2013	Posting Month 17	Posting Month 05
December 2013	Posting Month 18	Posting Month 06

- Press Enter to return to the System Table Inquiry screen.

Summary

You should now be able to:

- Find the system table inquiry screen
- Use the system table inquiry

Review

1. The system table inquiry can be accessed using what PF key?

a. PF9
b. PF10
c. PF11
d. PF12

2. What does the remittance advice indicator of "Y" indicate?

a. Yes.
b. It will print on a warrant stub if warrant is mailed.
c. It will print on the warrant stub regardless of warrant routing code.
d. Indicates that the reference is verified against a master file.
e. The reference is active.

3. What is the most common vendor type in AKSAS?

a. EW – Election worker
b. SE – State employee
c. BC – Boards/Comm Members
d. MI – Miscellaneous

4. Logical level descriptions can be found under which system table inquiry category?

a. Open items and warrants
b. Other
c. Structures
d. Vendors

5. In system table inquiry, in which category would you find prior year, current year and future year event dates?

a. Other, run sequence number
b. Other, authorized transactions
c. Other, calendar information
d. Other, run sequence number or run date

6. What is a posting type 6?

a. Original budget
b. Supplemental budget
c. Revised program
d. Budget restriction

7. What posting months are used in AKSAS for July and August for the prior year?

a. Posting Months 1 and 2
b. Posting Months 1 and 13
c. Posting Months 13 and 14
d. Posting months 2 and 14

8. How many valid posting months are in a fiscal year in AKSAS?

a. 12
b. 14
c. 16
d. 18

CHAPTER 7: Entity and CC/LC Inquiry – IE

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Goals and Objectives

After you complete this chapter, you will understand:

- How to access the entity and CC/LC inquiry screen
- How to use entity inquiry to:
- Find details for an entity
- Utilize next lower level
- Use entity indented structure with logical levels
- How to use CC/LC inquiry to:
- Find details for a collocation code/ledger code
- How to use the CC/LC autocoder
- How to use other inquiry to:
- Search an entity using a description
- Use the dept/div inquiry to find entities

Accessing the Entity and CC/LC Inquiry Screen

- From the main menu, type IE.

```
                    ALASKA STATEWIDE ACCOUNTING SYSTEM                MM/DD/YY
                                 MAIN MENU                         TERM ID: X34L

SELECTION==> IE ←————

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                  IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE     ——→    IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                          IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                    IV  VENDOR INQUIRY
                                           IW  WARRANT INQUIRY

 ------------DATA ENTRY------------        --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DS  START/RESTART BATCH                   SE  EASYTRAN RECORD MAINTENANCE
 DM  MAINTAIN BATCHES                      SP  USER PASSWORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                TP  THIRD PARTY BILLING
 DC  CERTIFY TRANSACTIONS
 DO  ACCESS OTHER BATCHES
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

- Press Enter.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

This screen is split into three different search categories:

1. Entity inquiry
2. Collocation code/ledger code (CC/LC) inquiry
3. Other inquiry

Entity Inquiry

This search category area will allow you to search any reporting entity (five-digit structure).

An RD code is used by a person who inputs financial or structural documents. You can report on the transactions done by that RD code. In this example, we are going to look up the entity detail for RD code 2134.

- On the CC/LC Inquiry screen, under Entity Inquiry, type RD next to Entity Type.
- In Entity Number, type 2134.
- Tab to and place an X in front of Entity Detail.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION


 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE rd ENTITY NUMBER 2134_ COA YR ____ TERM YR ____
   x ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY           DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
INQ-RD: RESPONSIBILITY DISTRIBUTION (RD) INQUIRY                    12/26/2013

    RD CODE NUMBER 2134         ACTIVE?  YES                CREATING RSN 00267
      RD CODE NAME ROWENA FRAWLEY                             UPDATE RSN 08520

       NAME/TITLE: ROWENA FRAWLEY
         DEPT/DIV: DEPT OF ADMINISTRATION / ADMIN SERVICES
  ADDITIONAL INFO: PCN 02-1086 / ACCOUNTANT IV
         P.O. BOX: 110208
             CITY: JUNEAU                            AK 998110000
            PHONE: (907) 465-5666 EXT
       JUNEAU BIN: 32  ANCHORAGE BIN: 24

    LOGICAL LEVEL: 40 - LEVEL 40
NEXT HIGHER LEVEL: 02145 - STACEY ANDERSON
 VIEW WRT CLASSES: BU   EP   FW   GN   HW   LB   PR   RB


   PHYSICAL LEVEL: 7    SEQUENCE: BEG 238   END 246

FOR NEXT RD CODE ENTER==> NUMBER _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                     BASE  LWRLV             PFKYS       AUTH  HELP
```

You are now at the entity detail screen. This screen tells you the name, address and phone number of the person assigned to RD 2134. The screen also tells you:

1. The supervisor to whom they report
2. The warrant classes the RD code is allowed to view

Notice at the bottom of the screen, there is an option for the PF6 (LWRLV) key. LWRLV means that there are lower-level RD codes that point to RD 2134, much like RD 2134 points to RD 2145 on the detail screen.

```
INQ-RD: RESPONSIBILITY DISTRIBUTION (RD) INQUIRY                    12/26/2013

    RD CODE NUMBER 2134         ACTIVE?  YES                CREATING RSN 00267
      RD CODE NAME ROWENA FRAWLEY                             UPDATE RSN 08520

       NAME/TITLE: ROWENA FRAWLEY
         DEPT/DIV: DEPT OF ADMINISTRATION / ADMIN SERVICES
  ADDITIONAL INFO: PCN 02-1086 / ACCOUNTANT IV
         P.O. BOX: 110208
             CITY: JUNEAU                            AK 998110000
            PHONE: (907) 465-5666 EXT
       JUNEAU BIN: 32  ANCHORAGE BIN: 24

    LOGICAL LEVEL: 40 - LEVEL 40
NEXT HIGHER LEVEL: 02145 - STACEY ANDERSON
 VIEW WRT CLASSES: BU   EP   FW   GN   HW   LB   PR   RB


   PHYSICAL LEVEL: 7    SEQUENCE: BEG 238   END 246

FOR NEXT RD CODE ENTER==> NUMBER _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    BASE  LWRLV             PFKYS       AUTH  HELP
```

- Press PF6.
- Press Enter to return to the detail screen.

Notice the PF11 option at the bottom of the screen. This provides authorized transaction information for the RD code. It will identify the transactions that the RD code is authorized to input as the source RD *and* the RD code(s) that can certify these transactions.

```
INQ-RD: RESPONSIBILITY DISTRIBUTION (RD) INQUIRY                    12/26/2013

    RD CODE NUMBER 2134         ACTIVE?  YES                CREATING RSN 00267
      RD CODE NAME ROWENA FRAWLEY                             UPDATE RSN 08520

       NAME/TITLE: ROWENA FRAWLEY
         DEPT/DIV: DEPT OF ADMINISTRATION / ADMIN SERVICES
  ADDITIONAL INFO: PCN 02-1086 / ACCOUNTANT IV
         P.O. BOX: 110208
             CITY: JUNEAU                            AK 998110000
            PHONE: (907) 465-5666 EXT
       JUNEAU BIN: 32  ANCHORAGE BIN: 24

    LOGICAL LEVEL: 40 - LEVEL 40
NEXT HIGHER LEVEL: 02145 - STACEY ANDERSON
 VIEW WRT CLASSES: BU   EP   FW   GN   HW   LB   PR   RB


   PHYSICAL LEVEL: 7    SEQUENCE: BEG 238   END 246

FOR NEXT RD CODE ENTER==> NUMBER _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    BASE  LWRLV             PFKYS       AUTH  HELP
```

- Press PF11 to view the source RD transactions codes that this RD code can input into AKSAS.

```
SAU: Authorized Transactions for 02134 - ROWENA FRAWLEY       Trxn Cd: ALL

Trans                                                  Auth       Valid
Code        Description          Cert RD Code(s)       RD(s)   OI/WT TYPES
------  --------------------  -----------------------  -----  --------------
110 10  ADD ENCUMBERED EXP    02111 02145 02151 02156
                              02169 02170

110 20  CHG ENCUMBERED EXP    02111 02145 02151 02156
                              02169 02170

115 10  ADD ENCUMBERED REV    02111 02145 02151 02156
                              02169 02170

115 20  CHG ENCUMBERED REV    02111 02145 02151 02156
                              02169 02170

130 10  ADD RECEIVABLE        02111 02145 02151 02156
                              02169 02170

 Enter RD Code for Inquiry: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SLCT  QUIT        PGDN                          TCODE PFKYS       CERT  HELP
```

This screen shows:

1. Transaction code and minor code – See the AKSAS Handy Guide for a complete description.
2. Description – Transaction code description
3. Certifying RD codes – RD codes that can certify the transaction input by the source RD code (if an RD code is highlighted, it indicates that the RD code is vacant)
4. Authorization RDs – RD codes that can authorize a transaction input by the source RD code
5. Valid OI/WT types – Represents open item/warrant types that can be used on the specific transaction code

- Press PF3 to page though the list and press PF2 to return to the previous page.

Notice that the PF11 key has now changed from AUTH to CERT.

- Press PF11.

```
SAU: Transactions Certified By 02134 - ROWENA FRAWLEY        Trxn Cd: ALL

            Trans                          Auth       Valid
     SRD    Code        Description         RD(s)   OI/WT TYPES
    -----  ------  --------------------  -----  --------------
    02111  110 10  ADD ENCUMBERED EXP

    02130  110 10  ADD ENCUMBERED EXP

    02141  110 10  ADD ENCUMBERED EXP

    02142  110 10  ADD ENCUMBERED EXP

    02143  110 10  ADD ENCUMBERED EXP

   Enter RD Code for Inquiry: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SLCT  QUIT        PGDN                          TCODE PFKYS       AUTH  HELP
```

This screen displays the source RD code and the transactions certified by RD code 2134.

Information available on this screen includes:

1. Source RD code – Indicates the source RD code certified by RD 2134
2. Transaction code – The transaction code for the source RD code

3. Description – Transaction code and minor code description

- Press PF3 to page though the list and press PF2 to return to the previous page.

Notice that the PF11 key has changed again from CERT to AUTH.

- Press PF11.

```
SAU:  Transactions Authorized by 02134 - ROWENA FRAWLEY        Trxn Cd: ALL

         Trans                                                    Valid
  SRD    Code        Description          Cert RD Code(s)       OI/WT TYPES
 -----  ------  -------------------  -----------------------  --------------
 02134   350 10  1099 OVERRIDE DATA

 02134   360 31  FULL AP ACCESS/DEFLT

 02134   605 10  ADD COLLOCATION CODE

 02134   605 21  CHANGE CC INDIC DATA

 02134   605 30  DEL COLLOCATION CODE

  Enter RD Code for Inquiry: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SLCT  QUIT         PGDN                         TCODE PFKYS        SRCE  HELP
```

This screen displays the source RD code and the transactions authorized by the RD code. Notice the RD code displayed at the top of the screen is the same as the source RD (SRD) on the screen. These transactions are considered self-authorizing.

Information available on this screen includes:

1. Source RD code – Indicates the transaction types the RD code is allowed to authorize
2. Transaction code – The transaction code and minor code for the source RD code
3. Description – Transaction code description

- Press PF3 to page though the list and press PF2 to return to the previous page.
- Press PF11.

We have returned to the source RD screen where we started. Notice there is one additional key that we have not looked at yet. The PF8 (TCODE) key allows you to look up a specific transaction code/minor code without scrolling through all of the pages with the PF3 key.

- Press PF8.
- In the Select Trans Code box, below Enter Transaction Code, type 505-10.
- Press Enter.

```
SAU:  Transactions Authorized by 02134 - ROWENA F
                                                        SELECT TRANS CODE
                                                        ENTER TRANSACTION CODE:
                                                        505 10
        Trans
  SRD   Code        Description            Cert RD
 -----  ------  --------------------  -------------  --------  --------------
 02134  350 10  1099 OVERRIDE DATA

 02134  360 31  FULL AP ACCESS/DEFLT

 02134  605 10  ADD COLLOCATION CODE

 02134  605 21  CHANGE CC INDIC DATA

 02134  605 30  DEL COLLOCATION CODE

 Enter RD Code for Inquiry: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SLCT  QUIT        PGDN                         TCODE PFKYS        SRCE  HELP
```

This will find the transaction code and display it on your screen, if it is a valid code.

- Press Enter to return to the profile screen.
- Press Enter to return to the Entity and CC/LC Inquiry Selection screen.

Entity Detail for an Account Code

An account code is used by any person who inputs financial documents. Let's look up the entity detail for account code 72111.

- Under Entity Inquiry, in Entity Type, type AC.
- In Entity Number, type 72111.
- Tab to and place an X in front of Entity Detail.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION


 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE ac ENTITY NUMBER 72111 COA YR ____ TERM YR ____
   X ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

You are now at the entity detail screen for account code 72111.

```
INQ-AC: ACCOUNT INQUIRY                                                12/26/2013

    ACCOUNT NUMBER 72111      ACTIVE? YES                 CREATING RSN 08353
          COA YEAR 2014                                     UPDATE RSN 08457
     ACCOUNT TYPE: EXPENDITURE
DESCRIPTION SHORT: AIRFARE
 DESCRIPTION LONG: AIR TRANSPORTATION COST OF EMPLOYEES ON
                   INSTATE TRAVEL
                   /
             POSTING? YES       1099 REPORTABLE? YES-07
      RECORD BUDGETS? NO         RECORD ACTUALS? YES
LOGICAL LEVEL NUMBER: 65 - ACTUALS-RECORD HERE
   NEXT HIGHER LEVEL: 72110 - EMPLOYEE TRAVEL
   NEXT LOWER LEVELS:




PHYSICAL LEVEL: 9  SEQUENCE: BEG 199   END 199
FOR NEXT ACCOUNT ENTER==> NUMBER ____ COA YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    BASE  LWRLV             PFKYS             HELP
```

This screen displays:

1. **Account number –** The account number selected to display
2. **Active –** Yes/No
3. **COA year –** Chart of account year
4. **Account type –** Type of account (e.g., asset, liability, fund equity, restricted revenue, unrestricted revenue, and/or expenditure)
5. **Short description –** Abbreviated description; in this case, it is airfare
6. **Long description –** Detailed description of the account code; we can see in this example that this account would be used to pay an employee's in-state airfare
7. **Posting –** Yes indicates that there are financial postings on the account code; no indicates no financial postings have been posted to the account code
8. **1099 reportable –** Yes indicates that this account code is 1099 reportable to a vendor, providing it meets all of the other requirements for 1099 issuance
9. **Record budgets –** No indicates no budget transaction can be recorded using this account code; yes indicates that a budget transaction can be recorded using this account code.
10. **Record actuals –** Yes indicates a transaction that results in an actual posting can be used
11. **Logical level number –** Corresponds to its relationship to entities above and below it
12. **Next higher level –** The entity it reports to
13. **Next lower levels –** Entities that report to this entity (press PF6 to see all lower levels)

Key pieces of information on this screen include the description of the particular account code and an indication of how it fits into the accounting structure. Use of account code 72111 will result in a 1099-reportable transaction and the account will record actual in AKSAS, which means you can use the account code on warrants and journal entries to record Posting Type 1 (actual postings).

If this is not the account code you are looking for, you can "**walk up**" the account structure by entering the next higher level.

```
INQ-AC: ACCOUNT INQUIRY                                                12/26/2013

    ACCOUNT NUMBER 72111      ACTIVE? YES                 CREATING RSN 08353
          COA YEAR 2014                                     UPDATE RSN 08457
     ACCOUNT TYPE: EXPENDITURE
DESCRIPTION SHORT: AIRFARE
 DESCRIPTION LONG: AIR TRANSPORTATION COST OF EMPLOYEES ON
                   INSTATE TRAVEL
                   /
             POSTING? YES       1099 REPORTABLE? YES-07
      RECORD BUDGETS? NO         RECORD ACTUALS? YES
LOGICAL LEVEL NUMBER: 65 - ACTUALS-RECORD HERE
   NEXT HIGHER LEVEL: 72110 - EMPLOYEE TRAVEL
   NEXT LOWER LEVELS:




PHYSICAL LEVEL: 9  SEQUENCE: BEG 199   END 199
FOR NEXT ACCOUNT ENTER==> NUMBER 72110 COA YEAR
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                     BASE  LWRLV             PFKYS             HELP
```

- At the bottom of the screen, in the Number space, enter 72110.
- Press Enter.

```
INQ-AC: ACCOUNT INQUIRY                                                12/26/2013

    ACCOUNT NUMBER 72110      ACTIVE? YES                 CREATING RSN 08353
          COA YEAR 2014                                     UPDATE RSN 08457
     ACCOUNT TYPE: EXPENDITURE
DESCRIPTION SHORT: EMPLOYEE TRAVEL
 DESCRIPTION LONG: ROLLUP ACCOUNT FOR EMPLOYEE PORTION OF
                   INSTATE TRAVEL COST
                   /
             POSTING? NO        1099 REPORTABLE? NO
      RECORD BUDGETS? NO         RECORD ACTUALS? NO
LOGICAL LEVEL NUMBER: 55 - ROLLUP 2-NO POSTINGS
   NEXT HIGHER LEVEL: 72100 - INSTATE TRAVEL
   NEXT LOWER LEVELS:
      72111 - AIRFARE                      72112 - SURFACE TRANSPORT
      72113 - LODGING                      72114 - MEALS & INCIDENTALS
      72116 - REIMB TRAVEL COSTS


PHYSICAL LEVEL: 8  SEQUENCE: BEG 198   END 203
FOR NEXT ACCOUNT ENTER==> NUMBER 72100 COA YEAR
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                     BASE  LWRLV             PFKYS             HELP
```

Note: This account does not allow for recording of budgets or actuals. Since we “walked up” the structure, now we see all of the accounts that report directly to this account code (lower levels). We can continue to “walk up” the structure.

- At the bottom of the screen, in the Number space, enter 72100.
- Press Enter.

```
INQ-AC: ACCOUNT INQUIRY                                              12/26/2013

    ACCOUNT NUMBER 72100      ACTIVE? YES                 CREATING RSN 08353
          COA YEAR 2014                                     UPDATE RSN 08457
     ACCOUNT TYPE: EXPENDITURE
DESCRIPTION SHORT: INSTATE TRAVEL
 DESCRIPTION LONG: ROLLUP ACCOUNT FOR INSTATE TRAVEL COST
                   /
                   /
             POSTING? NO        1099 REPORTABLE? NO
      RECORD BUDGETS? NO         RECORD ACTUALS? NO
LOGICAL LEVEL NUMBER: 50 - ROLLUP 1-NO POSTINGS
   NEXT HIGHER LEVEL: 72000 - TRAVEL
   NEXT LOWER LEVELS:
      72110 - EMPLOYEE TRAVEL              72120 - NONEMPLOYEE TRAVEL



PHYSICAL LEVEL: 7  SEQUENCE: BEG 197  END 211
FOR NEXT ACCOUNT ENTER==> NUMBER 72000 COA YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    BASE  LWRLV             PFKYS             HELP
```

As you can see above, account 72100 shows you it is a rollup level for in-state travel. It also shows the lower levels (employee travel and non-employee travel), and points you to the next higher level, which is account code 72000 – travel.

Continue to walk up the structure.

- At the bottom of the screen, in the Number space, enter 72000.
- Press Enter.

```
INQ-AC: ACCOUNT INQUIRY                                              12/26/2013

    ACCOUNT NUMBER 72000      ACTIVE? YES                 CREATING RSN 08353
          COA YEAR 2014                                     UPDATE RSN 08457
     ACCOUNT TYPE: EXPENDITURE
DESCRIPTION SHORT: TRAVEL
 DESCRIPTION LONG: TRAVEL
                   /
                   /
             POSTING? YES       1099 REPORTABLE? NO
      RECORD BUDGETS? YES        RECORD ACTUALS? NO
LOGICAL LEVEL NUMBER: 40 - BUDGETARY LINE ITEM
   NEXT HIGHER LEVEL: 70201 - GC-OTHER-NONGRANT
   NEXT LOWER LEVELS:
      72100 - INSTATE TRAVEL               72400 - OUT OF STATE TRAVEL
      72601 - LEGISLATOR TRAVEL            72700 - MOVING COSTS
      72900 - OTHER TRAVEL COSTS


PHYSICAL LEVEL: 6  SEQUENCE: BEG 196   END 245
FOR NEXT ACCOUNT ENTER==> NUMBER _____ COA YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    BASE  LWRLV             PFKYS             HELP
```

This is the highest level of the travel group. Notice that it is a logical level 40 and you can now record budgets at this level. (Recall at the beginning of the class, we talked about budgets being recorded in the expenditure account code structure at logical level 40.)

Now we'll "walk down" the indented structure tree. Here's a faster way to find lower levels of a particular account code:

- Press Enter to return to IE – Entity and CC/LC Inquiry Selection screen.
- Under Entity Inquiry, in Entity Type, type AC.
- In Entity Number, type 72000.
- Tab to and place an X in front of Entity Indented Structure through Logical Level.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE ac ENTITY NUMBER 72000 COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   x ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
INDENTED STRUCTURE:YYYY EXPENDITURES                    MM/DD/YY    PAGE:  1
 72000    TRAVEL                TO  LOWEST LEVEL
       ENTITY                DESCRIPTION     PL LL RPTS TO   SEQ  RANGE A 1099?
    ------------------ -------------------- -- -- -------- ----------- - ------
  1 72000              TRAVEL                6 40 70201      216   380 Y
  2  72100             INSTATE TRAVEL        7 50 72000      217   231 Y
  3   72110            EMPLOYEE TRAVEL       8 55 72100      218   223 Y
  4    72111           AIRFARE               9 65 72110      219   219 Y YES7
  5    72112           SURFACE TRANSPORT     9 65 72110      220   220 Y YES7
  6    72113           LODGING               9 65 72110      221   221 Y YES7
  7    72114           MEALS & INCIDENTALS   9 65 72110      222   222 Y
  8    72116           REIMB TRAVEL COSTS    9 65 72110      223   223 Y
  9   72120            NONEMPLOYEE TRAVEL    8 55 72100      224   231 Y
 10    72121           AIRFARE               9 65 72120      225   225 Y YES7
 11    72122           SURFACE TRANSPORT     9 65 72120      226   226 Y YES7
 12    72123           LODGING               9 65 72120      227   227 Y YES7
 13    72124           MEALS & INCIDENTALS   9 65 72120      228   228 Y
 14    72125           TAXABLE PER DIEM      9 65 72120      229   229 Y YES7
 15    72126           NONTAX REIMBURSEMENT  9 65 72120      230   230 Y
 16    72127           JUROR SURFACE TRANSP  9 65 72120      231   231 Y
ENTER SELECTION==> __ OR==> NUMBER _____ COA YR ____ TERM YR ____  LEV LIMIT __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN        DTAIL                   PFKYS             HELP
```

This will show you the indented structure for account code 72000. The structure begins with the travel roll-up account, followed by the lower levels and the intermediate rollup accounts as applicable.

Notice there are two logical level 55 (intermediate roll-ups), one for employee travel and one for nonemployee travel. With this indented structure, it is easier to see that there are lower level account codes that point to each logical level 55.

Continue to search by pressing PF3 (PGDN) to page though the list until you find the appropriate account code.

Use PF2 (PGUP) to return to the previous pages.

From this screen you can also view the entity detail of any of the account codes listed by entering the selection number at the bottom of the screen and pressing PF5.

- Press Enter to return to the IE – Entity and CC/LC Inquiry Selection screen.

Entity Indented Structures through Logical Level

If you do not know the number of an entity, you can always start at logical level 10 (department level) and work your way down from there. Note: This only applies to six of the seven financial reporting structures (organization, program, appropriation, project, contract and grant). It does not apply to account codes.

In this example, we will look for and find the project number for the "Bear" project. We know that this project is associated with the Department of Fish and Game. Let's begin the search by finding the top-level project number for the Department of Fish and Game.

- Press Enter to return to the IE – Entity and CC/LC Inquiry Selection screen.
- Under Entity Inquiry, in Entity Type, type PJ.
- Leave the Entity Number field blank (by leaving this field blank, it will begin at the very top of the structure, number 1).
- Tab to and place an X in front of Entity Indented Structure through Logical Level.
- Enter 10 after Entity Indented Structure through Logical Level.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE PJ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   x ENTITY INDENTED STRUCTURE through LOGICAL LEVEL 10
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
INDENTED STRUCTURE: YYYY PROJECTS                                MM/DD/YY   PAGE:  1
 00001    STATE OF ALASKA      TO  LEVEL 10
       ENTITY                DESCRIPTION     PL LL RPTS TO   SEQ  RANGE A
    ------------------ -------------------- -- -- -------- ----------- -
  1 00001              STATE OF ALASKA       1  1              1 12308 Y
  2  01000             GOVERNOR'S OFFICE     2 10 00001        2    13 Y
  3  03000             DEPARTMENT OF ADMINI  2 10 00001       14    61 Y
  4  12000             RETIREMENT PROJECTS   2 10 00001       62    65 Y
  5  13000             DEPT OF REVENUE       2 10 00001       66    73 Y
  6  17000             EDUCATION & EARLY DE  2 10 00001       74   348 N
  7  19000             ED & EARLY DEV CIP    2 10 00001      349   349 Y
  8  22000             HEALTH & SOCIAL SVCS  2 10 00001      350   538 Y
  9  27000             FISH AND GAME         2 10 00001      539   571 Y
 10  30000             DEPT OF LABOR-ESD     2 10 00001      572   901 Y
 11  34000             DEPT OF MILITARY & V  2 10 00001      902  1091 Y
 12  36000             NATURAL RESOURCES     2 10 00001     1092  1219 Y
 13  41000             DEPT OF FISH AN GAME  2 10 00001     1220  1257 Y
 14  47000             PUBLIC SAFETY         2 10 00001     1260  1609 Y
 15  48000             ENVIRONMENTAL CONSER  2 10 00001     1610  2215 Y
 16  50000             DOT/PF                2 10 00001     2216 12212 Y
ENTER SELECTION==> __ OR==> NUMBER _____ COA YR ____ TERM YR ____  LEV LIMIT __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN        DTAIL                   PFKYS             HELP
```

This screen displays the projects for departments at the logical level 10. From logical level 10, you can select the specific department for detail.

Find the Department of Fish and Game. Notice that there are two project listings for Fish and Game, line 9 and line 13. We are going to begin with the first selection, line 9 – Project 27000.

```
INDENTED STRUCTURE: YYYY  PROJECTS                               MM/DD/YYYY  PAGE:  1
 00001    STATE OF ALASKA      TO  LEVEL 10
       ENTITY                DESCRIPTION     PL LL RPTS TO   SEQ  RANGE A
    ------------------ -------------------- -- -- -------- ----------- -
  1 00001              STATE OF ALASKA       1  1              1 14301 Y
  2  01000             GOVERNOR'S OFFICE     2 10 00001        2    15 Y
  3  03000             DEPARTMENT OF ADMINI  2 10 00001       16    65 Y
  4  12000             RETIREMENT PROJECTS   2 10 00001       66    69 Y
  5  13000             DEPT OF REVENUE       2 10 00001       70    77 Y
  6  17000             EDUCATION & EARLY DE  2 10 00001       78   299 N
  7  19000             ED & EARLY DEV CIP    2 10 00001      300   300 Y
  8  22000             HEALTH & SOCIAL SVCS  2 10 00001      301   480 Y
  9  27000             FISH AND GAME         2 10 00001      481   868 Y
 10  28000             DCCED                 2 10 00001      869   871 Y
 11  30000             DEPT OF LABOR         2 10 00001      872  1239 Y
 12  34000             DEPT OF MILITARY & V  2 10 00001     1240  1552 Y
 13  36000             NATURAL RESOURCES     2 10 00001     1553  1679 Y
 14  41000             DEPT OF FISH AN GAME  2 10 00001     1680  1725 Y
 15  47000             PUBLIC SAFETY         2 10 00001     1728  1776 Y
 16  48000             ENVIRONMENTAL CONSER  2 10 00001     1777  2181 Y
ENTER SELECTION==> _9_ OR==> NUMBER _____ COA YR ____ TERM YR ____  LEV LIMIT __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN        DTAIL                   PFKYS             HELP
```

- In the Enter Selection field at the bottom of the screen, enter 9.
- Press Enter.

```
INDENTED STRUCTURE: YYYY PROJECTS                          MM/DD/YY   PAGE:  1
 27000    FISH AND GAME        TO  LOWEST LEVEL
       ENTITY                DESCRIPTION     PL LL RPTS TO   SEQ  RANGE A
    ------------------ -------------------- -- -- -------- ----------- -
  1 27000              FISH AND GAME         2 10 00001      539   571 Y
  2  27001             SPECIES CATEGORY      3 15 27000      540   564 Y
  3   27500            GAME SPECIES          4 20 27001      541   564 Y
  4    27501           GENERAL WILDLIFE      5 25 27500      542   542 Y
  5    27502           PUBLIC SERVICES       5 25 27500      543   543 Y
  6    27503           HUNTER SERVICES       5 25 27500      544   544 Y
  7    27504           REGULATIONS           5 25 27500      545   545 Y
  8    27505           ENDANGERED SPECIES    5 25 27500      546   546 Y
  9    27506           WATCHABLE WILDLIFE    5 25 27500      547   547 Y
 10    27510           BISON                 5 25 27500      548   548 Y
 11    27520           BEAR                  5 25 27500      549   551 Y
 12      27521         BLACK BEAR            6 30 27520      550   550 Y
 13      27522         BROWN BEAR            6 30 27520      551   551 Y
 14    27530           CARIBOU               5 25 27500      552   552 Y
 15    27535           DEER                  5 25 27500      553   553 Y
 16    27540           ELK                   5 25 27500      554   554 Y
ENTER SELECTION==> __ OR==> NUMBER _____ COA YR ____ TERM YR ____  LEV LIMIT __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN        DTAIL                   PFKYS             HELP
```

This page **displays the first page of projects for Fish and Game**. As you can see above, the project number for the "Bear" project is 27520. If needed, you can press PF3 to see additional pages.

- Press Enter to return to the IE – Entity and CC/LC Inquiry Selection screen.

Entity Next Lower Level

If you do not know an entity number, you can walk down (or up) one structure at a time. You can look up any entity using the entity next lower level selection. However, this option is not as intuitive as the indented structure option. Using this selection takes more structure and logical level knowledge, as you must make decisions on which "path" to take.

Let's use the expenditure account 70000 structure for this example. We'll walk down the structure until we find account 72000 – travel.

- Under Entity Inquiry, in Entity Type, type AC.
- In Entity Number, type 70000.
- Tab to and place an X in front of Entity Next Lower Level.

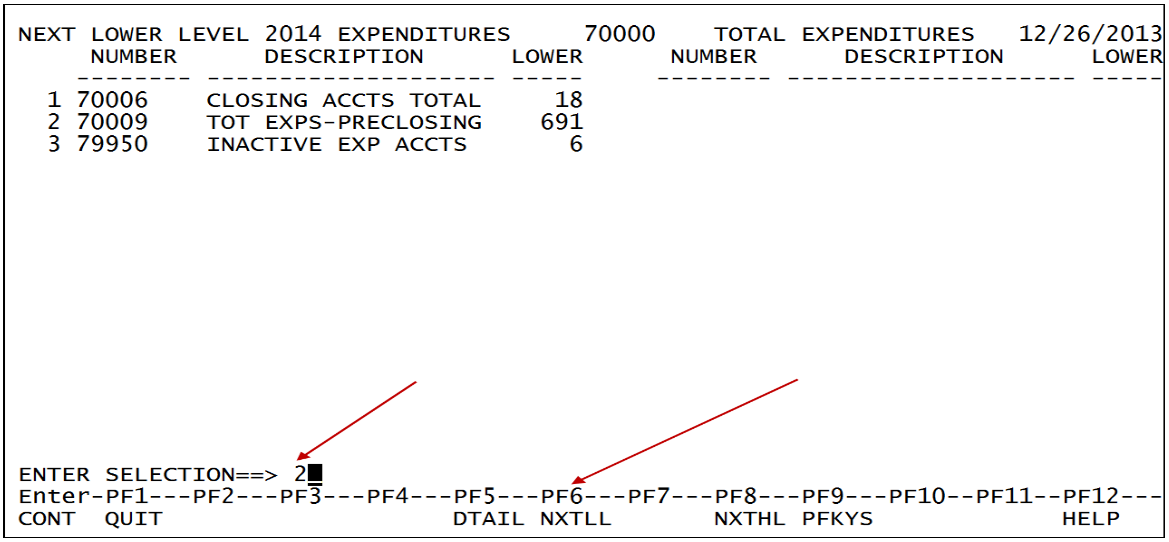
```
IE - ENTITY AND CC/LC INQUIRY - SELECTION


 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE ac ENTITY NUMBER 70000 COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   x ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
NEXT LOWER LEVEL 2014 EXPENDITURES     70000    TOTAL EXPENDITURES   12/26/2013
     NUMBER       DESCRIPTION        LOWER     NUMBER       DESCRIPTION       LOWER
    -------- -------------------- -----     -------- -------------------- -----
  1 70006    CLOSING ACCTS TOTAL     18
  2 70009    TOT EXPS-PRECLOSING    691
  3 79950    INACTIVE EXP ACCTS       6










ENTER SELECTION==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    DTAIL NXTLL       NXTHL PFKYS             HELP
```

To navigate in this inquiry selection, you must use the function keys at the bottom of the screen. PF6 (NXTLL) will take you to the next lower level, and PF8 (NXTHL) will take you to the next higher level.

Exclude what you know you *don't* want.



- In the Enter Selection space, type 2 for Total Expenditures-Preclosing.
- Press PF6.

This will allow us to “walk down” the structure until we find account 72000.

- In the Enter Selection field, type 1 for Operating Account Total.
- Press PF6.
- In the Enter Selection field, type 3 for Group Ctrl – Other.
- Press PF6.
- In the Enter Selection field, type 1 for GC-Other-Nongrant.
- Press PF6.

```
NEXT LOWER LEVEL 2014 EXPENDITURES     70009    TOT EXPS-PRECLOSING  12/26/2013
     NUMBER      DESCRIPTION      LOWER      NUMBER      DESCRIPTION      LOWER
    -------- -------------------- -----     -------- -------------------- -----
  1 70008    OPERATING ACCT TOTAL   685
  2 70250    INTERFUND TRSFRS OUT     4

ENTER SELECTION==> _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    DTAIL NXTLL       NXTHL PFKYS             HELP
```

```
NEXT LOWER LEVEL 2014 EXPENDITURES     70008    OPERATING ACCT TOTAL 12/26/2013
     NUMBER      DESCRIPTION      LOWER      NUMBER      DESCRIPTION      LOWER
    -------- -------------------- -----     -------- -------------------- -----
  1 70010    RESTRICT/UNALLOCATED
  2 70100    GROUP CTRL-PER SER     169
  3 70200    GROUP CTRL - OTHER     508
  4 79000    UNAPPROPRIATED EXPS      4

ENTER SELECTION==> _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    DTAIL NXTLL       NXTHL PFKYS             HELP
```

```
NEXT LOWER LEVEL 2014 EXPENDITURES     70200    GROUP CTRL - OTHER   12/26/2013
     NUMBER      DESCRIPTION      LOWER      NUMBER      DESCRIPTION      LOWER
    -------- -------------------- -----     -------- -------------------- -----
  1 70201    GC-OTHER-NONGRANT      313
  2 70202    GC-OTHER-GRANT ACCTS   193

ENTER SELECTION==> _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    DTAIL NXTLL       NXTHL PFKYS             HELP
```

```
NEXT LOWER LEVEL 2014 EXPENDITURES     70201    GC-OTHER-NONGRANT    12/26/2013
     NUMBER      DESCRIPTION      LOWER      NUMBER      DESCRIPTION      LOWER
    -------- -------------------- -----     -------- -------------------- -----
  1 72000    TRAVEL                  49
  2 73000    SERVICES               154
  3 74000    COMMODITIES             56
  4 75000    CAPITAL OUTLAY          41
  5 78000    DEBT SERVICE             8

ENTER SELECTION==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    DTAIL NXTLL       NXTHL PFKYS             HELP
```

We have now walked down the structure to account 72000.

To return to the top of the structure:

- Press PF8 until you reach the beginning of the structure (four times).
- Press Enter to return to the IE – Entity and CC/LC Inquiry Selection screen.

Collocation Code/Ledger Code Inquiry

This search category will allow you to search detail for collocation codes or ledger codes. In this example, we will look up the collocation code 11100009. We will also leave the COA year and set-up year blank. By leaving these fields blank, the set-up year will default to the current year. If you want to select a different COA or set-up year, you can enter the selection in these fields.

- Under Collocation Code/Ledger Code Inquiry, tab to and place an X in front of CC/LC Detail.
- In CC/LC, type CC.
- In Number, type 11100009.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION


 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   X CC/LC DETAIL    CC/LC CC NUMBER 11100009 COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
INQ-CC: COLLOCATION CODE INQUIRY                                        MM/DD/YY

  COLLOCATION CODE 11100009        ACTIVE?  YES             CREATING RSN 07800
           COA YEAR 20YY                                      UPDATE RSN  XXXX
        SET-UP YEAR 20YY
              TYPE: PRIMARY CC
DESCRIPTION SHORT: HEADQUARTERS
 DESCRIPTION LONG: HEADQUARTERS
                   /
                   /                              11011001*

REPORTS TO APPROPRIATION: 41507 - HEADQUARTERS FISHERI
          REPORTS TO FUND: 11100 - GENERAL FUND
 REPORTS TO ORGANIZATION: 41105 - CF HQ MANAGEMENT
      REPORTS TO PROGRAM:

            POSTING?  YES
ADD PROGRAM ALLOWED?  YES
LC OVERRIDE ALLOWED?  YES              LAPSE COLLOCATION CODE
 DEFAULT LEDGER CODE  11999999           LAPSE CC SET-UP YEAR
FOR NEXT CC ENTER==> COLLOCATION CODE _________ COA YEAR ____ SET-UP YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          LCINQ LCLST       PFKYS             HELP
```

We are now at the CC inquiry screen, which lists the detail about the selected collocation code. Information on this screen includes:

1. **Collocation code –** Displays the selected collocation code
2. **Active –** Yes indicates that the collocation code is active/in use; No indicates the collocation code is inactive and cannot be used.
3. **COA year –** Chart of account year
4. **Set-up year –** The year associated with the collocation code
5. **Type –** Indicates the type of collocation code

    a. **Primary CC** – Associated with a total control appropriation and is used for lapsing at year end
    b. **NonPrimary CC** – Not a primary collocation code. This can be used with any appropriation.

6. **Description short –** Short description of the collocation code
7. **Description long –** Additional information that describes the purpose of the collocation code
8. **Payroll routing code –** Must be present for AKPAY to interface payroll charges
9. **Reports to appropriation –** AKSAS appropriation that the collocation code is associated with
10. **Reports to fund –** AKSAS fund number that the collocation code is associated with
11. **Reports to organization –** AKSAS organization number that the collocation code is associated with
12. **Reports to program –** AKSAS program number that the collocation code is associated with
13. **Posting –** Yes indicates that financial transactions have been recorded to this collocation code; No indicates that no financial transactions have been recorded to this collocation code.
14. **Add program allowed –** Yes indicates that a program code can be entered on the financial line (FQA); No indicates that a program code cannot be entered on the financial line (FQA).
15. **LC override allowed –** Yes indicates that a ledger code can be entered on the financial line (FQA) (it will overwrite the default ledger code associated with the collocation code); No indicates that a ledger code cannot be entered on the financial line (FQA).
16. **Default ledger code –** Code that is used if one is not input on the financial line (FQA)

```
INQ-CC: COLLOCATION CODE INQUIRY                                    MM/ DD /YYYY

  COLLOCATION CODE 11100009        ACTIVE?  YES             CREATING RSN 08085
          COA YEAR 20 XX                                      UPDATE RSN 08121
       SET-UP YEAR 20 XX
             TYPE: PRIMARY CC
DESCRIPTION SHORT: HEADQUARTERS
 DESCRIPTION LONG: HEADQUARTERS
                   /
                   /                              11011001*

REPORTS TO APPROPRIATION: 41507 - HEADQUARTERS FISHERI
         REPORTS TO FUND: 11100 - GENERAL FUND
 REPORTS TO ORGANIZATION: 41105 - CF HQ MANAGEMENT
      REPORTS TO PROGRAM:

            POSTING?  YES
ADD PROGRAM ALLOWED?  YES
LC OVERRIDE ALLOWED?  YES              LAPSE COLLOCATION CODE
 DEFAULT LEDGER CODE  11999999           LAPSE CC SET-UP YEAR
FOR NEXT CC ENTER==> COLLOCATION CODE _________ COA YEAR ____ SET-UP YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          LCINQ LCLST       PFKYS             HELP
```

Let's explore the reports to section in more detail. When you enter this CC on a transaction, AKSAS will also record the transaction information in appropriation 41507, fund 11100, and organization 41105. No internal program code has been linked to this CC. If a program code is entered on the transaction, AKSAS will record the transaction information on that external program code.

This collocation code also has a default ledger code associated with it. We also see that an LC override is allowed. This means if a ledger code is entered on the transaction financial line, AKSAS will record the transaction information to that ledger code; otherwise AKSAS records information to the default ledger code. You can also look up another collocation code by entering the next code at the bottom of the screen.

Notice that there are two additional options available at the bottom of the screen: PF6 (LCINQ) and PF7 (LCLST).

- Press PF6.

```
INQ-LC: LEGGER CODE INQUIRY                                          MM / DD / YYYY

         LEDGER CODE 11999999      ACTIVE?  YES            CREATING RSN 08080
            COA YEAR 20 XX                                   UPDATE RSN 08121

  DESCRIPTION SHORT: NO UNIQUE GF LC USED
   DESCRIPTION LONG: DOCUMENTS PROCESSED WITHOUT USING A
                     UNIQUE OR SPECIFIC GENERAL FUND LEDGER
                     CODE - CC POINTS TO GENERAL FUND 11100

 REPORTS TO PROJECT:
REPORTS TO CONTRACT:
   REPORTS TO GRANT: 44999 - PROG GENL FUND

  PRIMARY DISTRB CC:


            POSTING?  YES


FOR NEXT LC ENTER==> LEDGER CODE _________ COA YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                CCLST       PFKYS             HELP
```

You are now at the ledger code inquiry screen for the default ledger code associated with the collocation code. Notice that this ledger code points to a grant 44999; this means that when AKSAS records financial data to the collocation code and the default ledger code is not overridden, the financial information is being recoded to that grant.

- Press Enter.
- Press PF7.

If there were additional ledger codes associated with the collocation code, a list would be displayed. In this example, there are no additional ledger codes associated with the collocation code.

- Press Enter to return to the IE – Entity and CC/LC Inquiry Selection screen.

Selecting a ledger code is done the same way.

- Under Collocation Code/Ledger Code Inquiry, tab to and place an X in front of CC/LC Detail.
- In CC/LC, type LC.
- In Number, type 30885131.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   x CC/LC DETAIL    CC/LC LC NUMBER 30885131 COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY           DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
INQ-LC: LEDGER CODE INQUIRY                                          MM /DD/YYYY

         LEDGER CODE 30885131      ACTIVE?  NO              CREATING RSN  XXXXX
            COA YEAR  YYYY                                    UPDATE RSN  XXXXX

  DESCRIPTION SHORT: HOMER LK ST REHAB
   DESCRIPTION LONG: HOMER LAKE STREET REHABILITATION
                     51238
                     /

 REPORTS TO PROJECT: 52731 - 3 HOMER LK ST REHAB
REPORTS TO CONTRACT: 67035 - HOUSE DISTRICT 16
   REPORTS TO GRANT: 54061 - CE NON-BILLABLE ACTY

  PRIMARY DISTRB CC: 24413093


            POSTING?  NO


FOR NEXT LC ENTER==> LEDGER CODE  _______ COA YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                               CCLST       PFKYS             HELP
```

We are now at the ledger code inquiry screen, which lists the detail about the ledger code.

1. **Ledger code –** Displays the selected ledger code
2. **Active –** Yes indicates that the ledger code is active/in use; No indicates the LC is inactive and cannot be used.
3. **COA year –** Chart of account year
4. **Description short –** Short description of the ledger code
5. **Description long –** Additional information that describes the purpose of the ledger code
6. **Reports to project –** AKSAS project number that the ledger code is associated with
7. **Reports to contract –** AKSAS contract number that the ledger code is associated with
8. **Reports to grant –** AKSAS grant number that the ledger code is associated with
9. **Primary distribution CC –** This is used only by the Department of Transportation and Public Facilities for the time and equipment system.

10. **Posting –** Yes indicates that financial transactions have been recorded to this ledger code; No indicates that no financial transactions have been recorded to this ledger code for the chart of account year selected.

You can look up another ledger code by entering the code at the bottom of the screen and pressing enter. Also notice the PF7 (CCLST) option at the bottom of this screen. This listing will show all collocation codes where the ledger code is listed as a default ledger code.

- Press PF7.

In this example, there is no additional collocation code(s) associated with this ledger code.

- Press Enter to return to the IE – Entity and CC/LC Inquiry Selection screen.

Autocoder – Collocation Code

We are now going to look for collocation code(s) that report to a specific entity. Remember that collocation codes can point to:

1. Appropriation (AR)
2. Fund (FU)
3. Organization (OR)
4. Program (PR)

- Under Collocation Code/Ledger Inquiry, tab to and place an X in front of CC/LC Autocoder.
- In CC/LC, type CC.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   X CC/LC AUTOCODER CC/LC CC

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

You are now at the autocoder entity selection screen.

- In List Type, type C. (Note: C displays a list of found collocation codes; E displays a list of entities in which the found collocation code(s) report.)
- In COA Year, type 2012.

- In Search Entities, type in your search criteria. Remember to enter the term year if your search entity is an appropriation. In this example, type 11725 2012 in the Appropriation field.

In sort sequence, you can choose any sort option not selected as your search item. For example, since appropriation is our search item, we must sort by fund, organization or program.

- Tab to and place an X in front of Fund.

```
CC AUTOCODER - ENTITY SELECTION        Select "C"

 LIST TYPE C          C=List found collocation codes
                      E=List entities to which the found collocation codes report
  COA YEAR 20XX

                                                        Type in your search
 SEARCH ENTITIES:                                       criteria. Remember
                      APPROPRIATION 11725 20XX          the Term Year for the
                               FUND _____               appropriations!
                        ORGANIZATION _____
                             PROGRAM _____

 SORT SEQUENCE:
                    _ APPROPRIATION _____ ____
                    X FUND          _____
                    _ ORGANIZATION  _____          Choose any sort
                    _ PROGRAM       _____          option not selected as
                                                   your search item.

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

- Press Enter.

You now have a listing of all collocation codes that report to your search criteria (AR 11725-2012). Now let's view the detail of a specific collocation code.

```
INQ-CC: AUTOCODER - CC LISTING                      COA YEAR 2012    07/18/2012

APPROPRIATION 2012 11725 FINANCE              FUND
ORGANIZATION                                  PROG

     SY    CC        DESCRIPTION             SY    CC        DESCRIPTION
     -- -------- --------------------        -- -------- --------------------
   1 12 2400291  DOA-FINANCE CTA          14 12 2400255  AKSAS PROGRAMMING
   2 12 2400268  IRIS OPERATING SUPPO     15 12 2400260  SYSTEMS ADMIN
   3 12 2400266  TAS PRGM & SPT RSA       16 12 2400265  ALDER SUPPORT
   4 12 2400267  TAS OPERATNG SPT RSA     17 12 2400292  DOA-FINANCE TRVL DVR
   5 12 2409266  ASSET PRGM/SPT RSA       18 12 2400300  FINANCE TRAINING
   6 12 2409267  ASSET OPER SPT RSA       19 12 2409001  FED COMPL AUDIT
   7 12 2400205  DIVISION OF FINANCE
   8 12 2400210  FINANCE
   9 12 2400220  ACCOUNTING SERVICES
  10 12 2400230  PAYROLL
  11 12 2400240  DIRECTOR'S OFFICE
  12 12 2400245  SYSTEMS INTGR
  13 12 2400250  ENTERPRISE PROGRAMMI
FOR CC DETAIL ENTER SELECTION==> 8_                    **END**
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PG1                               PFKYS             HELP
```

- In the Enter Selection field, type 8.
- Press Enter.
- Verify that the collocation code has the Reports to Appropriation of 11725.

```
INQ-CC: COLLOCATION CODE INQUIRY                                        MM/DD/YYYY

  COLLOCATION CODE 2400210         ACTIVE?  YES             CREATING RSN 07798
          COA YEAR 20 YY                                      UPDATE RSN 07989
       SET-UP YEAR 20 YY
             TYPE: NON-PRIMARY
DESCRIPTION SHORT: FINANCE
 DESCRIPTION LONG: FINANCE
                   /
                   /                                 02014001*

REPORTS TO APPROPRIATION: 11725 - FINANCE
         REPORTS TO FUND: 11100 - GENERAL FUND
 REPORTS TO ORGANIZATION: 09180 - OPERATING PROJECTS
      REPORTS TO PROGRAM:

            POSTING?  YES
ADD PROGRAM ALLOWED?  NO
LC OVERRIDE ALLOWED?  YES              LAPSE COLLOCATION CODE
 DEFAULT LEDGER CODE                     LAPSE CC SET-UP YEAR
FOR NEXT CC ENTER==> COLLOCATION CODE ________ COA YEAR ____ SET-UP YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                          LCINQ LCLST       PFKYS             HELP
```

- Press Enter to return to the list.
- Remove C from List Type and press Enter to return to the Autocoder Inquiry screen.
- Under Collocation Code/Ledger Code Inquiry, tab to and place an X in front of CC/LC Autocoder.
- In CC/LC, type CC.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   x CC/LC AUTOCODER CC/LC cc

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION _________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

You are now at the autocoder entity selection screen.

- In List Type, type E. (Note: C displays a list of found collocation codes; E displays a list of entities in which the found collocation code(s) report.)
- In COA Year, type 2012.
- In Search Entities, in Appropriation, type 11725 2012. (Remember to enter the term year if your search entity is an appropriation.)
- In Sort Sequence, tab to and place an X in front of Organization. (Remember that you can choose any sort option not used as your search item.)

```
CC AUTOCODER - ENTITY SELECTION

 LIST TYPE e      C=List found collocation codes
                  E=List entities to which the found collocation codes report
  COA YEAR 2012

 SEARCH ENTITIES:
                  APPROPRIATION 11725 2012
                           FUND _____
                   ORGANIZATION _____
                        PROGRAM _____

 SORT SEQUENCE:
                 _ APPROPRIATION _____ ____
                 _ FUND          _____
                 x ORGANIZATION  _____
                 _ PROGRAM       _____


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

- Press Enter.

You now have a list of organizations that are associated with AR 11725-2012. This list also provides information on how many collocation codes are associated with each organization code. For example:

1. 9100 has one
2. 9177 has one
3. 9179 has four
4. 9180 has 13

- In the Enter Selection field at the bottom of the screen, enter 4.

```
INQ-CC: AUTOCODER - ENTITY LISTING                  COA YEAR 2012    05/17/2012

APPROPRIATION 2012 11725 FINANCE              FUND
ORGANIZATION                                  PROG

     TY ORG       DESCRIPTION      CNT       TY ORG       DESCRIPTION      CNT
     -- ----- -------------------- ---       -- ----- -------------------- ---
   1    9100  DIVISION OF FINANCE   1
   2    9177  IRIS-OPERATING        1
   3    9179  ASSET-OPERATING       4
   4    9180  OPERATING PROJECTS    13

FOR ENTITY DETAIL ENTER SELECTION==> 4_                    **END**
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PG1                                PFKYS       ADDEN HELP
```

- Press PF11.

By entering the selection, AKSAS has automatically populated the autocoder inquiry selection screen so you can see all collocation codes that:

1. Report to AR 11725-2012
2. Report to OR 9180

- In List Type, change the E to C.

```
CC AUTOCODER - ENTITY SELECTION

 LIST TYPE C        C=List found collocation codes
                    E=List entities to which the found collocation codes report
  COA YEAR 2012


 SEARCH ENTITIES:
                    APPROPRIATION 11725 2012  FINANCE
                             FUND _____
                     ORGANIZATION 9180_       OPERATING PROJECTS
                          PROGRAM _____

 SORT SEQUENCE:
                  _ APPROPRIATION _____ ____
                  X FUND          _____
                  _ ORGANIZATION  _____
                  _ PROGRAM       _____


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

- Press Enter.

You now have a list of collocation codes (13) that meet the search criteria.

- Press Enter to return to the Autocoder Entity Selection screen.
- Remove C from List Type and press Enter or PF1 to return to the IE – Entity and CC/LC Inquiry Selection screen.

Autocoder – Ledger Code

We are now going to look for ledger code(s) that report to a specific entity. Remember that ledger codes can point to:

1. Project (PJ)
2. Contract (CO)
3. Grant (GR)

- Under Collocation Code/Ledger Code Inquiry, tab to and place an X in front of CC/LC Autocoder.
- In CC/LC, type LC.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION


 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   X CC/LC AUTOCODER CC/LC LC

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

You are now at the autocoder entity selection screen.

- In List Type, type C. (Remember C displays a list of found ledger codes; E displays a list of entities in which the found ledger code(s) report.)
- In COA Year, type 2012.
- In Search Entities, in Project, type 27501. (Remember, you can choose any sort option not selected as your search item.)
- In Sort Sequence, tab to and place an X in front of Contract.

```
LC AUTOCODER - ENTITY SELECTION                    Select "C"

 LIST TYPE C_              C=List found ledger codes
                           E=List entities to which the found ledger codes report
  COA YEAR 20XX


 SEARCH ENTITIES:
                             PROJECT 27501        Type in your search
                            CONTRACT _____        criteria
                               GRANT _____


 SORT SEQUENCE:
                          _   PROJECT _____
                          X CONTRACT _____        Choose any sort
                          _    GRANT _____        option NOT selected
                                                  as your search item


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

- Press Enter.

You now have a listing of all ledger codes that report to your search criteria (PJ 27501). To view the detail of a specific ledger code, type the number into the selection criteria and press enter.

```
INQ-LC: AUTOCODER - LC LISTING                        COA YEAR 2012    07/18/2012

    PROJECT 27501 GENERAL WILDLIFE     CONTRACT
    GRANT

           LC        DESCRIPTION                LC        DESCRIPTION
        -------- --------------------        -------- --------------------
      1 11000965 COMMERCIAL PERMITS       14 11007385 5 HUNTER EDUCATION
      2 11000975 GUIDE MAP SALES          15 11007425 5 RS GUIDE/OUTFITTER
      3 11000985 BIG GAME GUIDING         16 11007445 5 MOOSE/SHEEP SURVEY
      4 11007045 DELTA BISON PERMIT       17 11008025 BRADLEY LAKE HYDROEL
      5 11007085 USFWS PEREGRINE FALC     18 11008065 AJ MINE STUDY
      6 11007095 KENSINGTON MINE          19 11008075 USFWS DIVISION MEET
      7 11007225 COMPUTER GRAPHICS EQ     20 11008085 USFWS HUNTER ED.
      8 11007245 OTH-B LIAISON SUPPRT     21 11008115 USFS ECONOMIC STUDY
      9 11007255 TENDERFOOT ROAD PROJ     22 11008125 NPS WILDLIFE ECON
     10 11007285 5 FBKS SH CRANE PHII     23 11008135 BLM ECONOMIC STUDY
     11 11007295 5 WILDLIFE SURVEY        24 11008175 COMINCO COPPER MINE
     12 11007335 USFWS ANWR STUDIES       25 11008195 USFWS SUBSISTENCE
     13 11007355 5 ECON VALU WILDLIFE     26 11008205 USFWS HAUL ROAD
FOR LC DETAIL ENTER SELECTION==> 9_
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN                                PFKYS             HELP
```

- For this example, type 9.
- Press Enter.
- Verify that the ledger code shows 27501 as the Reports to Project code.

```
INQ-LC: LEDGER CODE INQUIRY                                          07/18/2012

         LEDGER CODE 11007255      ACTIVE?  YES             CREATING RSN 07795
            COA YEAR 2012                                     UPDATE RSN 07795

  DESCRIPTION SHORT: TENDERFOOT ROAD PROJ
   DESCRIPTION LONG: RP 11-89-123, TENDERFOOT ROAD PROJECT
                     BUDGETED RSA W/DEPT OF NATURAL RESOURCES
                     TERMINATES 6/30/89

 REPORTS TO PROJECT: 27501 - GENERAL WILDLIFE
REPORTS TO CONTRACT:
   REPORTS TO GRANT:

  PRIMARY DISTRB CC:


            POSTING?  YES


FOR NEXT LC ENTER==> LEDGER CODE _________ COA YEAR ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                CCLST       PFKYS             HELP
```

- Press Enter to return to the list.
- Press Enter to return to the LC Autocoder Entity Selection screen.

In this next example we are going to change the list type from C to E.

- In List Type, type E.
- In COA Year, type 2012.
- In Search Entities, in Project, type 27501.
- In Sort Sequence, tab to and place an X in front of Grant. (Remember to remove the X from the Contract line).

```
LC AUTOCODER - ENTITY SELECTION

 LIST TYPE e      C=List found ledger codes
                  E=List entities to which the found ledger codes report
  COA YEAR 2012


 SEARCH ENTITIES:
                     PROJECT 27501
                    CONTRACT _____
                       GRANT _____


 SORT SEQUENCE:
                  _  PROJECT _____
                    CONTRACT _____
                  x    GRANT _____



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

- Press Enter.

You now have a list of grants that are associated with PJ 27501. This list also provides information on how many ledger codes are associated with each grant.

- In the number selection at the bottom of the screen, enter 4.

```
INQ-LC: AUTOCODER - ENTITY LISTING                  COA YEAR 2012    05/17/2012

  PROJECT 27501 GENERAL WILDLIFE     CONTRACT
  GRANT

        GRNT      DESCRIPTION      CNT       GRNT      DESCRIPTION      CNT
        ----- -------------------- ---       ----- -------------------- ---
      1       NO REPORT TO ENTITY   99    14 41359 1 OSM 809 SUB LIAISN   1
      2 41042 5 %75 W3310 PITTMAN   99    15 41397 1 OSM 809 SUBS LIASN   1
      3 41043 5 %75 W34E10 HUNTER    8    16 41404 15.222 BLM - CLOSED    1
      4 41102 15.614 (C)             1    17 41417 5 *75 BLM MONITOR WL   1
      5 41110 5 %75 W52R1 ECON IMP   1    18 41426 15.999 BLM             1
      6 41193 5 %65 T20 MENDES PCL   1    19 41457 15.625 FWS            10
      7 41217 15.999 FWS             1    20 41510 15.999 NPS             1
      8 41219 15.630 FWS COASTAL     1    21 41514 15.999 NPS             1
      9 41311 15.634 FWS             1    22 41561 15.999 FWS             1
     10 41318 15.634 FWS            22    23 42030 10.999 FS              1
     11 41324 15.636 FWS - CLOSED    1    24 42034 10.999 FS              1
     12 41325 15.634 FWS             2    25 42091 10.914 NRCS WHIP       1
     13 41331 5 %75 T3T1 BIODIVERS   1    26 42092 10.914 NRCS WHIP       1
FOR ENTITY DETAIL ENTER SELECTION==> 4
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN                                PFKYS       ADDEN HELP
```

- Press PF11.

By entering the selection, AKSAS has automatically populated the autocoder inquiry selection screen so you can see all ledger codes that:

1. Report to PJ 27501
2. Report to GR 41102

- In List Type, change E to C.

```
LC AUTOCODER - ENTITY SELECTION

 LIST TYPE c <---   C=List found ledger codes
                    E=List entities to which the found ledger codes report
  COA YEAR 2012


 SEARCH ENTITIES:
                      PROJECT 27501  GENERAL WILDLIFE
                     CONTRACT _____
                        GRANT 41102  15.614 (C) <---


 SORT SEQUENCE:
                  _  PROJECT _____
            --->  X CONTRACT _____
                  _    GRANT _____



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

- Press Enter.

You now have a list of ledger codes that meet the search criteria.

- Press Enter to return to the Autocoder Entity Selection screen.
- Remove C from List Type and press Enter or PF1 to return to the IE – Entity and CC/LC Inquiry Selection screen.

Other Inquiry – Entity Desc Search

If you know the name of an entity, but not the entity number, you can look it up using the entity description search option. To do this, enter the two-character entity type code and the description name. Note: This search may not be effective when data is entered using abbreviations, symbols or numbers in the short description. For example, not all agencies abbreviate “Fairbanks” in the same manner (e.g., FRBKS, FBKS or FBNKS).

For this example, we are going to look up the project titled “Brown Bear.”

- Under Other Inquiry, tab to and place an X in front of Entity Desc Search.
- In Entity Type, type PJ.
- In the Description, type Brown Bear.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   x ENTITY DESC SEARCH   ENTITY TYPE PJ DESCRIPTION BROWN BEAR COA YR ____
   _ DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
ENTITY DESC SEARCH                          2011 PROJECTS          01/03/2011
     NUMBER      DESCRIPTION               NUMBER      DESCRIPTION
    -------- --------------------          -------- --------------------
 1  27522    BROWN BEAR

FOR DETAIL ENTER SELECTION==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PG1                                 PFKYS             HELP
```

To view the detail of a specific entity, enter the selection number in the enter selection field at the bottom of the screen and press enter.

- Press Enter to return to the IE Entity and CC/LC Inquiry Selection screen.

Other Inquiry – Dept/Div Inquiry

There are three different options for looking up department/division (Dept/Div) inquiry information.

1. List of departments
2. List of entity ranges for the entire state
3. List of entity ranges for a specific department

The list of departments search option allows you to find a list of departments and the associated department number.

- Under Other Inquiry, tab to and place an X in front of Dept/Div Inquiry.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION


 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   X DEPT/DIV INQUIRY            DEPT __ DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
DEPARTMENT/DIVISION LISTING                                        COA YEAR 2011

      DEPT DIV        TITLE                  DEPT DIV        TITLE
      ---- --- --------------------          ---- --- --------------------
     1 AK      STATE OF ALASKA            17 31      LEGISLATIVE AFFAIRS
     2 01      OFFICE OF GOVERNOR         18 33      LEGISLATIVE AUDIT
     3 02      ADMINISTRATION             19 35      STATE BOND COMMITTEE
     4 03      LAW                        20 41      ALASKA COURT SYSTEM
     5 04      REVENUE                    21 45      UNIVERSITY OF ALASKA
     6 05      EDUCATION & EARLY DV       22 51      TREASURY
     7 06      HEALTH & SOCIAL SVCS       23 57      RETIREMNT & BENEFITS
     8 07      LABOR & WORKFORCE DV
     9 08      COMM, COMM, ECON DV
    10 09      MILITARY & VETS AFFR
    11 10      NATURAL RESOURCES
    12 11      FISH & GAME
    13 12      PUBLIC SAFETY
    14 18      ENVIRONMENTAL CONSV
    15 20      CORRECTIONS
    16 24      TRANSPORTATION & PF
ENTER SELECTION==>  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                            PFKYS             HELP
```

This screen shows you:

1. Selection number
2. Department number
3. Department title

From this screen, you can see entities assigned to a specific department by entering the selection number and pressing enter.

- Under Enter Selection, type 3 for the Department of Administration. Or you can look at your own department if you wish.

```
DEPARTMENT/DIVISION LISTING                                        COA YEAR 2011

      DEPT DIV        TITLE                    DEPT DIV        TITLE
      ---- --- --------------------            ---- --- --------------------
     1 AK      STATE OF ALASKA              17 31      LEGISLATIVE AFFAIRS
     2 01      OFFICE OF GOVERNOR           18 33      LEGISLATIVE AUDIT
     3 02      ADMINISTRATION               19 35      STATE BOND COMMITTEE
     4 03      LAW                          20 41      ALASKA COURT SYSTEM
     5 04      REVENUE                      21 45      UNIVERSITY OF ALASKA
     6 05      EDUCATION & EARLY DV         22 51      TREASURY
     7 06      HEALTH & SOCIAL SVCS         23 57      RETIREMNT & BENEFITS
     8 07      LABOR & WORKFORCE DV
     9 08      COMM, COMM, ECON DV
    10 09      MILITARY & VETS AFFR
    11 10      NATURAL RESOURCES
    12 11      FISH & GAME
    13 12      PUBLIC SAFETY
    14 18      ENVIRONMENTAL CONSV
    15 20      CORRECTIONS
    16 24      TRANSPORTATION & PF
ENTER SELECTION==> 3_
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                            PFKYS             HELP
```

- Press Enter.

On this screen you can see:

1. Type of entity
2. Number of the entity (term year for ARs)
3. Description of the entity

Line 1 indicates the top-level appropriation number for current year operating appropriations. Line 2 indicates the top-level appropriation number for prior year operating appropriations. Line 3 indicates the top-level appropriation number for capital appropriations. The rest of the lines can be different based on the department you are viewing.

```
DEPARTMENT/DIVISION INQUIRY                 02 ADMINISTRATION       COA YEAR YYYY
ENTITIES:
    TYPE  NUMBER      DESCRIPTION            TYPE  NUMBER      DESCRIPTION
    ---- -------- --------------------        ---- -------- --------------------
  1 APPN 00005-CY ADMINISTRATION             9 RD   2000     DEPT ADMINISTRATION
  2 APPN 00005-PY ADMINISTRATION
  3 APPN 00050-45 ADMINISTRATION
  4 ORG  3000     DEPT ADMINISTRATION
  5 PROG 10000    DEPT ADMINISTRATION
  6 PROJ 3000     DEPARTMENT OF ADMINI
  7 GRNT 3000     DEPT. OF ADM-GRANTS
  8 GRNT 14000    DEPT ADMINISTRATION
REPORT CLASSES:
CLS     DESCRIPTION        CLS     DESCRIPTION        CLS     DESCRIPTION
--- --------------------   --- --------------------   --- --------------------



ENTER SELECTION==> _ OR REPORT CLASS==> __ FOR NEXT LWR LVL OR REPORT LIST
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ENT   RRCLS RANGE       STRUC       PFKYS             HELP
```

- To see the ranges assigned to the department, press PF5.

This will show the ranges of collocation codes, ledger codes, open items, encumbrances etc.

```
DEPARTMENT/DIVISION INQUIRY              02 ADMINISTRATION       COA YEAR YYYY
CC/LC/OPEN ITEM/EASYTRAN RANGES:
      TYPE  NUMBER      NUMBER                 DESCRIPTION
      ---- --------    --------  ----------------------------------------
       CC   2000000 to  2999999  ADMINISTRATION
       CC  22000000 to 22999999  ADMINISTRATION
       LC  19000000 to 19999999  ADMINISTRATION - OPA - PUBLIC GUARDIANS
       LC   2000000 to  2999999  ADMINISTRATION
       LC     12000 to    26140  ADMINISTRATION
       LC    240999 to   266199  ADMINISTRATION
       OI   5500000 to  5599999  CORE SERVICES RSA'S
       EN    200000 to   299999  ENCUMBERED EXPENDITURES/REVENUES
       AG    200000 to   299999  AGENCY RECEIPTS
       RS    200000 to   299999  REIMBURSABLE SERVICES AGREEMENTS
       SP    200000 to   299999  SCHEDULED PAYMENTS
                    to
       ET      1100 to     1299  EASYTRAN NUMBERS
       ET      2600 to     2799  EASYTRAN NUMBERS


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ENT   RRCLS                   TYPCD PFKYS             HELP
```

- Press Enter.

```
DEPARTMENT/DIVISION LISTING                                       COA YEAR YYYY

      DEPT DIV        TITLE                 DEPT DIV        TEMPLATE
      ---- --- --------------------         ---- --- --------------------
     1 02      ADMINISTRATION

ENTER SELECTION==> __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                          PFKYS             HELP
```

- In Enter Selection, type 1.

To see the associated structures for this department, you can enter your selection at the bottom of the screen and press PF7.

```
DEPARTMENT/DIVISION INQUIRY                02 ADMINISTRATION       COA YEAR YYYY
ENTITIES:
    TYPE  NUMBER      DESCRIPTION            TYPE  NUMBER      DESCRIPTION
    ---- -------- --------------------        ---- -------- --------------------
  1 APPN 00005-CY ADMINISTRATION            9 RD   2000     DEPT ADMINISTRATION
  2 APPN 00005-PY ADMINISTRATION
  3 APPN 00050-45 ADMINISTRATION
  4 ORG  3000     DEPT ADMINISTRATION
  5 PROG 10000    DEPT ADMINISTRATION
  6 PROJ 3000     DEPARTMENT OF ADMINI
  7 GRNT 3000     DEPT. OF ADM-GRANTS
  8 GRNT 14000    DEPT ADMINISTRATION
REPORT CLASSES:
CLS     DESCRIPTION        CLS     DESCRIPTION        CLS     DESCRIPTION
--- --------------------   --- --------------------   --- --------------------

ENTER SELECTION==> 1_ OR REPORT CLASS==> __ FOR NEXT LWR LVL OR REPORT LIST
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ENT   RRCLS RANGE       STRUC       PFKYS             HELP
```

- For this example, in Enter Selection, type 1.
- Press PF7.

You have selected the current year appropriation structure and can now view it as an indented structure.

```
INDENTED STRUCTURE: 2012 APPROPRIATIONS                    12/30/2011 PAGE:  1
 00005-12 ADMINISTRATION       TO  LOWEST LEVEL
       ENTITY                DESCRIPTION     PL LL RPTS TO   SEQ  RANGE A FTBSRX
    ------------------ -------------------- -- -- -------- ---------- - ------
  1 00005-12           ADMINISTRATION        4 10 00002-12    37   277 Y
  2  00505-12          BUDGET ACT            5 18 00005-12    38   163 Y
  3   03487-12         CHAPTER 3 FSSLA 2011  6 20 00505-12    39   163 Y
  4    03510-12        CENTRAL ADMIN SVCS    7 50 03487-12    40    86 Y
  5      11695-12      OFC ADMIN HEARINGS    8 70 03510-12    41    41 Y GTBSRX
  6      11698-12      DOA LEASES            8 70 03510-12    42    42 Y GTBSRX
  7      11700-12      OFFICE OF THE COMMIS  8 70 03510-12    43    43 Y GTBSRX
  8      11715-12      ADMINISTRATIVE SVCS   8 70 03510-12    44    44 Y GTBSRX
  9      11720-12      DOA INFO TECH SUPPOR  8 70 03510-12    45    45 Y GTBSRX
 10      11725-12      FINANCE               8 70 03510-12    46    47 Y GTBSRX
 11       11690-12     DOF-FED STIMULS COBR  9 80 11725-12    47    47 Y GSBSR
 12      11727-12      E-TRAVEL              8 70 03510-12    48    48 Y GTBSRX
 13      11729-12      PERSONNEL             8 70 03510-12    49    49 Y GTBSRX
 14      11735-12      LABOR RELATIONS       8 70 03510-12    50    50 Y GTBSRX
 15      11750-12      PURCHASING            8 70 03510-12    51    51 Y GTBSRX
 16      11755-12      PROPERTY MANAGEMENT   8 70 03510-12    52    54 Y
ENTER SELECTION==> __ OR==> NUMBER _____ COA YR ____ TERM YR ____  LEV LIMIT __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN        DTAIL       TANAB XSTRC PFKYS             HELP
```

- Press Enter three times to return to the IE – Entity and CC/LC Inquiry Selection screen.

List of Entity Ranges for the State of Alaska

To get a list of entity ranges for the State of Alaska:

- Under Other Inquiry, tab to and place an X in front of Dept/Div Inquiry.
- In Dept, type AK.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION


 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   x DEPT/DIV INQUIRY            DEPT AK DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

This is the only place in AKSAS that you can find assigned ranges for departments. The list includes the seven financial reporting structures, collocation codes, ledger codes, open item numbers and easy tran numbers.

```
DEPARTMENT/DIVISION LISTING                                            R 2012

      DEPT DIV        TITLE                  DEPT DIV        TITLE
      ---- --- --------------------          ---- --- --------------------
     1 AK      STATE OF ALASKA             17 AK  OR1 ORGANIZATIONS 1
     2 AK  AR1 APPROPRIATIONS 1            18 AK  OR2 ORGANIZATIONS 2
     3 AK  AR2 APPROPRIATIONS 2            19 AK  PJ1 PROJECTS 1
     4 AK  CC1 COLLOCATION CODES 1         20 AK  PJ2 PROJECTS 2
     5 AK  CC2 COLLOCATION CODES 2         21 AK  PR1 PROGRAMS 1
     6 AK  CC3 COLLOCATION CODES 3         22 AK  PR2 PROGRAMS 2
     7 AK  CC4 COLLOCATION CODES 4         23 AK  RD1 RD CODES 1
     8 AK  CO  CONTRACTS                   24 AK  RD2 RD CODES 2
     9 AK  ET1 EASYTRAN NUMBERS 1          25 AK  01  STATE OF ALASKA
    10 AK  ET2 EASYTRAN NUMBERS 2
    11 AK  GR  GRANTS
    12 AK  LC1 LEDGER CODES 1
    13 AK  LC2 LEDGER CODES 2
    14 AK  LC3 LEDGER CODES 3
    15 AK  OI1 OPEN ITEM NUMBERS 1
    16 AK  OI2 OPEN ITEM NUMBERS 2
ENTER SELECTION==> 3_
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                           PFKYS             HELP
```

- In Enter Selection, type 3.
- Press Enter.

```
DEPARTMENT/DIVISION INQUIRY          AK AR2 APPROPRIATIONS 2            R 2012
ENTITIES:
    TYPE  NUMBER      DESCRIPTION            TYPE  NUMBER      DESCRIPTION
    ---- -------- --------------------        ---- -------- --------------------





REPORT CLASSES:
CLS     DESCRIPTION        CLS     DESCRIPTION        CLS     DESCRIPTION
--- --------------------   --- --------------------   --- --------------------



ENTER SELECTION==> __ OR REPORT CLASS==> __ FOR NEXT LWR LVL OR REPORT LIST
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ENT   RRCLS RANGE       STRUC       PFKYS             HELP
```

- To see the ranges, press PF5.

You can now view the ranges for appropriations 2 (AR2) that have been assigned to departments.

```
DEPARTMENT/DIVISION INQUIRY          AK AR2 APPROPRIATIONS 2            R 2011
CC/LC/OPEN ITEM/EASYTRAN RANGES:
      TYPE  NUMBER      NUMBER                 DESCRIPTION
      ---- --------    --------  ----------------------------------------
       AR     41000 to    45999  FISH AND GAME
       AR     46000 to    47999  PUBLIC SAFETY
       AR     48000 to    49999  ENVIRONMENTAL CONSERVATION
       AR     50000 to    51999  CORRECTIONS
       AR     52000 to    56999  COMMERCE, COMMUNITY & ECON DEV - CAPITAL
       AR     57000 to    68999  TRANSPORTATION & PUBLIC FACILITIES
       AR     69000 to    70999  LEGISLATURE
       AR     71000 to    71999  ENVIRONMENTAL CONSERVATION - CAPITAL
       AR     74000 to    74999  LEGISLATURE
       AR     75000 to    75999  STATE BOND COMMITTEE
       AR     76000 to    77999  ALASKA COURT SYSTEM
       AR     78000 to    79999  UNIVERSITY OF ALASKA
       AR     80000 to    89999  DOT&PF - PROJECTS
       AR     90000 to    99999  DIVISION OF FINANCE



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        ENT   RRCLS                    TYPCD PFKYS             HELP
```

- Press Enter twice to return to the IE – Entity and CC/LC Inquiry Selection screen.

List of Entity Ranges for Departments

To get a list of the entity ranges for a specific department:

- Under Other Inquiry, tab to and place an X in front of Dept/Div Inquiry.
- In Dept, type 02.

```
IE - ENTITY AND CC/LC INQUIRY - SELECTION



 ENTITY INQUIRY (Enter the following data and select inquiry type)
   ENTITY TYPE __ ENTITY NUMBER _____ COA YR ____ TERM YR ____
   _ ENTITY DETAIL
   _ ENTITY NEXT LOWER LEVEL
   _ ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
   _ TANAB CALCULATION (AR only)

 COLLOCATION CODE/LEDGER CODE INQUIRY
   _ CC/LC DETAIL    CC/LC __ NUMBER ________ COA YR ____ SET-UP YR ____
   _ CC/LC AUTOCODER CC/LC __

 OTHER INQUIRY
   _ ENTITY DESC SEARCH   ENTITY TYPE __ DESCRIPTION __________ COA YR ____
   X DEPT/DIV INQUIRY            DEPT 02 DIV ___ COA YR ____ (all are optional)


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

- Press Enter.

```
DEPARTMENT/DIVISION LISTING                                                 11

      DEPT DIV        TITLE                 DEPT DIV        TITLE
      ---- --- --------------------         ---- --- --------------------
     1 02      ADMINISTRATION









ENTER SELECTION==> 1_
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                            PFKYS             HELP
```

This is the same list we showed you earlier, just accessed in a different way.

- Press Enter to return to the IE – Entity and CC/LC Inquiry Selection screen.

Summary

You should now be able to:

- Access the entity and CC/LC inquiry screen
- Use the entity inquiry to:
- Find details for an entity
- Utilize next lower level
- Use entity indented structure with logical levels

- Use the CC/LC inquiry to:
- Find details for a collocation code/ledger code
- Use the CC/LC autocoder
- Use other inquiry to:
- Search an entity using a description
- Use the dept/div inquiry to find entities

Review

1. What are the three different search categories in the entity and CC/LC inquiry selection screen?

a. Entity type, entity number and COA year
b. Entity inquiry, collocation code/ledger code inquiry, other inquiry
c. Entity detail, entity next lower level, entity indented structure through logical level
d. Entity inquiry, CC/LC detail, CC/LC autocoder

2. From the entity detail screen, which PF key would you use to access the lower level entity?

a. PF4
b. PF5
c. PF6
d. PF7

3. What entity would you search on to find authorizing, certifying and source transactions?

a. Appropriation
b. Project
c. Responsibility distribution (RD code)
d. Account

4. The entity detail screen displays "Posting?" Yes or No. What does that indicate to the user?

a. Yes indicates that you can record financial transactions to the entity. No indicates that you cannot record financial transactions to the entity.
b. Yes indicates that financial postings have been recorded to the entity. No indicates that no financial postings have been recorded to the entity.
c. Yes indicates that you can record budget transactions. No indicates that you cannot record budget transactions.
d. Yes indicates that you can only record actuals to the entity. No indicates that you cannot record actual to the entity.

5. Which option in the entity and CC/LC inquiry selection screen allows you to find the department level for any one of the reporting structures?

a. Entity detail
b. Entity next lower level
c. CC/LC Autocoder
d. Entity indented structure though logical level

6. Which option in the entity and CC/LC inquiry selection screen would you use to find all collocation codes or ledger codes that report to an entity?

a. CC/LC detail, CC/LC number
b. Collocation code/ledger code inquiry
c. CC/LC autocoder
d. Other inquiry, entity desc search

7. If a collocation code has a default ledger code, can the ledger code be used on the financial line when the document is entered?

a. It can be overridden only if the LC override allowed states "yes" on the collocation code detail.
b. It can be overridden only if the LC override allowed states "no" on the collocation code detail.
c. No, it cannot be overridden.
d. Yes, it can be overridden.

8. What are the three different options for looking up Dept/Div inquiry?

a. List of departments, list of department entities for each department, list of department ranges
b. List of departments, list of entity ranges for the entire state, list of entity ranges for a specific department
c. List of entity ranges for the departments, list of appropriation ranges for the department, list of ranges for collocation codes
d. List of entity ranges for collocation codes for a department, list of ledger codes for a department, list of entities for the entire state

Exercise

Look up the detail for AR 23020-12 and answer the following questions.

- What is the logical level for this appropriation?
- What is the function code?
- Are there lower level ARs?
- What are the authorized RD codes for this AR?
- Are there collocation codes that point to the AR?
- How do you find the list of entity ranges for the state?

CHAPTER 8: Online Audit Trail - RO

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Goals and Objectives

After you complete this chapter, you will understand:

- The purpose of the online audit trail
- The uses of the various online selections
- What the display codes are and how to find their description
- How to subtotal
- How to apply a secondary search

Purpose of Online Audit Trail

The online audit trail is a research tool. This tool is limited to approximately the most recent 16 to 18 months of financial activity. The period for which data is currently available online is displayed in the upper right-hand corner of the online audit trail (RO) screen.

If a transaction processed prior to the dates currently available, you can run an audit trail report in ALDER. Most, but not all, AKSAS transactions are included in the online audit trail. For verification that the transaction you are looking for will be displayed in the online audit trail, refer to the Financial Transactions-Description section within the AKSAS Handy Guide, which is available at http://doa.alaska.gov/dof/manuals/handy_guide/.

Accessing the Online Audit Trail

- From the AKSAS main menu, type RO.

```
                    ALASKA STATEWIDE ACCOUNTING SYSTEM
                                MAIN MENU                      TERM ID: X3YJ

SELECTION==> RO        <----------

 ------------REPORTING-------------        -----------ONLINE INQUIRY-----------
 RM  MANAGEMENT REPORTING                  IO  OPEN ITEM INQUIRY
 RR  REPORT REQUEST MAINTENANCE            IE  ENTITY AND CC/LC INQUIRY
 RV  VIEW REPORTS                          IU  ORGANIZATION/USER INQUIRY
 RO  ONLINE AUDIT TRAIL                    IV  VENDOR INQUIRY
                                           IW  WARRANT INQUIRY

 ------------DATA ENTRY------------        --SPECIAL ITEMS/SYSTEM MAINTENANCE--
 DS  START/RESTART BATCH                   SE  EASYTRAN RECORD MAINTENANCE
 DM  MAINTAIN BATCHES                      SP  USER PASSWORD MAINTENANCE
 DA  AUTHORIZE TRANSACTIONS                TP  THIRD PARTY BILLING
 DC  CERTIFY TRANSACTIONS
 DO  ACCESS OTHER BATCHES
 DI  REQUEST AKSAS INTERFACE
 AP  AUTOMATED PAYMENT SYSTEM

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

- Press Enter.

```
ONLINE AUDIT TRAIL                          ACTIVITY FOR: MM/DD/YY    THRU MM/DD/YY

 1. COA YYYY SETUP YR YYYY  CC ________ THRU 99999999  LC ________ THRU 99999999
 2. COA YYYY ACCOUNT  _____              SY YYYY       CC ________ THRU 99999999
 3. COA YYYY ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
 4. COA YYYY                LC ________ THRU 99999999  CC ________ THRU 99999999

 5. COA YYYY SRCE RD  _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 6. COA YYYY TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 7. COA YYYY OI/EQ TYPE __ NUM _______  THRU 9999999
 8. COA YYYY ENT TYPE   __ NUM _____   TY/SY YYYY THRU SY YYYY

 9. SOURCE RD CODE  _____     RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
10. INPUT RD CODE   _____     RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
11. VENDOR/EMP NUM  _________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
12. SYS ID AA BATCH ________  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                   PFKYS             HELP
```

As you can see above, there are several ways to research financial activity (e.g., financial coding, COA year, SY year, account code, transaction code, document number, etc). There are two important things to note:

1. The chart of account (COA) year and set-up (SY) year default to the current fiscal year. You can change these options if needed.
2. The data will always be sorted by collocation code (CC) then by account code (AC).

We will look at this screen in sections.

```
ONLINE AUDIT TRAIL                          ACTIVITY FOR: MM/DD/YY    THRU MM/DD/YY

 1. COA YYYY SETUP YR YYYY  CC ________ THRU 99999999  LC ________ THRU 99999999
 2. COA YYYY ACCOUNT  _____              SY YYYY       CC ________ THRU 99999999
 3. COA YYYY ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
 4. COA YYYY                LC ________ THRU 99999999  CC ________ THRU 99999999
```

In the first section, above, notice you can select detailed records for:

1. A specific CC or range of CCs. You can further limit the search with a specific ledger code (LC) or range of LCs.
2. A specific AC and for a specific CC or range of CCs
3. An account type (AS, LI, FE, RR, RU, EX) for a specific CC or a range of CCs. Account selection should agree with account type for a specific account or range of account codes.
4. A specific LC or a range of LCs. You can further limit the search with a specific CC or a range of CCs.

```
 5. COA YYYY SRCE RD  _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 6. COA YYYY TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 7. COA YYYY OI/EQ TYPE __ NUM _______  THRU 9999999
 8. COA YYYY ENT TYPE   __ NUM _____   TY/SY YYYY THRU SY YYYY
```

In the second section, above, you can select detailed records for:

1. Source RD code. You can further limit the search by CCs and LCs.
2. Transaction code. You can further limit the search by CCs and LCs.
3. An open item type (EN, PY, RC, TR, AG, RS, SP). You can further limit the search by a single open item number or by using an open item number range. (Note: Equipment type is only used by the Department of Transportation and Public Facilities.)
4. An entity type (AR, FU, OR, PR, PJ, CO, GR) and entity number. Depending on the entity type selected, a term year or a set-up year (or range of set-up years) must be entered.

    a. The program (PR) entity inquiry gives you a unique response. The online selection must be the internal program code, which is assigned directly to the collocation code. AKSAS will not give online audit results for external program codes. However, if an external program code was used, it will be listed in the program (PGM) column.

```
 9. SOURCE RD CODE  _____    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
10. INPUT RD CODE   _____    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
11. VENDOR/EMP NUM  _______  SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
12. SYS ID AA BATCH _______  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N
```

In the third section, above, you can select detailed records for:

1. Source RD code. You can further limit the search to a run sequence number (RSN) or a range of RSNs. If the TRANS LVL DATA ONLY code is changed to yes (Y), only the transaction level data codes will be displayed (see PF4 from the online audit trail inquiry screen for a listing of these codes).
2. Input RD code. You can further limit the search to a RSN or a range of RSNs. If the TRANS LVL DATA ONLY code is changed to yes (Y), only the transaction level data codes will be displayed (see PF4 from the online audit trail inquiry screen for a listing of these codes).
3. Vendor/employee number. You can further limit the search to a source RD code or a range of source RD codes. If the TRANS LVL DATA ONLY code is changed to yes (Y), only the transaction level data codes will be displayed (see PF4 from the online audit trail inquiry screen for a listing of these codes).
4. A specific document number

In the last section, below, you can change the display codes, add subtotals, and limit the search of the detail records utilizing the secondary search option. We'll explore each of these options next.

```
DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE _________________ THRU _________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT             TCODE FCODE                  PFKYS            HELP
```

Display Codes

Display codes are used to select the type of information that will be shown on the screen, as well as the order of the columns of information. You can change the display codes or the order of the display codes from any online audit trail screen. You cannot change the sort order.

If, at any time, you would like to know what types of information are available, you can select PF4 (transaction codes) and/or PF5 (financial codes).

Let's view the transaction level data codes.

- Press PF4.

```
                 --------TRANSACTION LEVEL DATA CODES--------

 SI - SOURCE SYS ID
 BN - BATCH NUM                                WN - WARRANT NUM
 SB - SOURCE SYS ID / BATCH NUM                VN - VENDOR / EMP NUM
 SN - TRANS SEQ NUM                            TD - TRANS DESC LINE 1
 DN - DOC NUM                                  PN - PAYEE  / EMP NAME
 TC - TRANS CODE
 IR - INPUT RD
 SR - SOURCE RD
 CR - CERT RD
 TS - TIME SUBMIT
 DS - DATE SUBMIT
 TI - TERMINAL ID
 DP - DATE PROCESSED
 RS - RUN SEQ NUM
 TA * TRANS AMT

* NO SECONDARY SEARCH CRITERIA OR SUBTOTALING ALLOWED

ENTER CODE: CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                     TCODE FCODE                    PFKYS             HELP
```

Now let's view the financial line data codes.

- Press PF5.

```
               --------FINANCIAL LINE DATA CODES---------

 CY - COA YR
 SY - SET-UP YR                            XY - IEAX SY
 CC - COLLOCATION CODE                     XC - IEAX CC
 PR - EXTERNAL PGM                         XP - IEAX PR
 LC - LEDGER CODE                          XL - IEAX LC
 AC - ACCOUNT
 AT - ACCOUNT TYPE
 FY - FEDERAL YR                           LD - LINE DESCRIPTION
 LA * LINE AMT
 OT - OPEN ITEM / EQUIP TYPE                   UT - USAGE TYPE
 ON - OPEN ITEM / EQUIP NUM                    CT - COST TYPE
 OI - OPEN ITEM / EQUIP TYPE-NUM               ED - PAY PD END DATE
 PT - POSTING TYPE                             SS - SOC SEC NUM
 PM - POSTING MONTH                            BR - BASE RATE
 FS - FINANCIAL SOURCE                         EC - EQUIP CLASS

* NO SECONDARY SEARCH CRITERIA OR SUBTOTALING ALLOWED

ENTER CODE: CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                     TCODE FCODE                    PFKYS             HELP
```

- Press Enter to return to the Online Audit Trail screen.

Subtotal Break

When pulling an online audit trail, you may want to subtotal by a specific display code and still see the detail. You can subtotal on any of the display codes listed in the PF4 and PF5 screens unless it is specifically marked that subtotaling is not allowed (e.g., line amount and transaction amount do not allow subtotaling). In the example below, we are subtotaling on account.

```
DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD AC DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ________________ THRU ________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS            HELP
```

Results:

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 12/24/2013
                                                                   PAGE:   1
 CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
2014 2014 20661020 00000 00000000 68515 2013     843,800.00- 520-50 00200
2014 2014 20661020 00000 00000000 68515 2013       4,200.00- 520-50 00200
TOTAL FOR AC - 68515                     848,000.00-
2014 2014 20661020 00000 00000000 71000 2013     701,100.00  520-50 00200
2014 2014 20661020 00000 00000000 71000 2013       4,200.00  520-50 00200
TOTAL FOR AC - 71000                     705,300.00
2014 2014 20661020 00000 00000000 72000 2013      41,700.00  520-50 00200
```

At other times, you may not want to see the detail associated with the subtotals. Simply change the subtotals only field to Y.

```
DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD AC DISPLAY SUBTOTALS ONLY(Y/N) Y ←————————
(OPTNL) SECONDARY SEARCH CD __ VALUE ________________ THRU ________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS            HELP
```

Results:

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 12/24/2013
                                                                   PAGE:   1
 CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
TOTAL FOR AC - 68515                     848,000.00-
TOTAL FOR AC - 71000                     705,300.00
TOTAL FOR AC - 72000                      41,700.00
TOTAL FOR AC - 73000                      76,500.00
TOTAL FOR AC - 73899                       3,289.33
TOTAL FOR AC - 74000                      24,500.00
```

Note: Subtotals include every transaction regardless of posting type. For example, it would include both actuals PT1 and encumbrances PT4.

Secondary Search

Using the secondary search allows you to limit the amount of data displayed in AKSAS. You can perform a secondary search on any of the display codes listed in the PF4 and PF5 screens unless it is specifically marked that the secondary search option is not allowed (e.g., line amount does not allow secondary search).

Some of the most commonly used display codes for a secondary search are:

1. AC – Account code. Enter a range of account codes (e.g., 73000 thru 73999).
2. PT – Posting type. PT 1 thru 1 gives you actuals only.
3. DP – Date processed. Enter the values as MMDDYYYY.
4. TC – Trans code. Enter the values as XXXXX (31010 thru 31012).

Note: The thru values must be equal to or greater than the beginning value.

In the example below, we are applying a secondary search by AC – account code 73200 thru 73999.

```
DISPLAY CODES PT SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD AC VALUE 73200__________ THRU 73999__________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT            TCODE FCODE                 PFKYS           HELP
```

Results:

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 12/24/2013
                                                                   PAGE:   1
PT  SY     CC     PGM     LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
-- ---- -------- ----- -------- ----- ---- --------------- ------ -----
01 2014 20661020 00000 00000000 73899 2013         105.06  430-55 00250
01 2014 20661020 00000 00000000 73899 2013           9.12  430-55 00250
01 2014 20661020 00000 00000000 73899 2013         206.55  430-55 00250
01 2014 20661020 00000 00000000 73899 2013       1,245.25  430-55 00250
01 2014 20661020 00000 00000000 73899 2013          25.50  430-55 00250
01 2014 20661020 00000 00000000 73899 2013       2,076.40  430-55 00250
01 2014 20661020 00000 00000000 73899 2013         414.16  430-55 00250
01 2014 20661020 00000 00000000 73899 2013         664.22  430-55 00250
01 2014 20661020 00000 00000000 73899 2013         234.93  430-55 00250
```

Summary

You should now be able to:

- Understand the purpose of the online audit trail

- Use the various online selections
- Know where to find the display codes and how to find their description
- Use the subtotal feature
- Apply a secondary search

Review

1. How many months are available for the online audit trail?

a. The most recent year
b. The most recent 16 to 18 months
c. The most recent fiscal year
d. The most recent fiscal and prior year

2. How can you get data that is no longer available on the online audit trail?

a. Ask your supervisor to obtain it for you with a management report.
b. Run an ALDER report.
c. Run a management report for detailed information.
d. You cannot obtain information that no longer exists on the online audit trail.

3. What section of the AKSAS main menu does the online audit trail reside?

a. Online inquiry
b. Data entry
c. Reporting
d. Special items/system maintenance

4. What two items default to the current year?

a. COA year and display codes
b. Set-up year and collocation code
c. Set-up year and run sequence number
d. COA year and set-up year

5. What PF key is used to see all financial line data codes available for the online audit trail?

a. PF1
b. PF4
c. PF5
d. PF9

6. What PF key is used to see all transaction level data codes available for the online audit trail?

a. PF1
b. PF4
c. PF5
d. PF9

7. Can display codes be changed for the online audit trail?

a. No.
b. Yes.

8. Can you display subtotals only?

a. Yes, but use caution as the totals may not be as expected.
b. Yes, but only if you have one posting type selected for the audit trail.
c. Yes, it will display subtotals on the account code.
d. No.

9. Can you do a secondary search for an audit trail?

a. Yes.
b. No.

Examples

The following examples include data available at the time the student guide was last updated; therefore, the COA, SY and data may appear different on your screen.

Note: For each example, we will use **2014** for the COA year.

Example #1

In this example, we will find transactions using a single CC and a single LC.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of the CC line.
- Tab to CC and type 11100011 thru 11100011.
- In LC, type 11110129 thru 11110129.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

 X COA 2014 SETUP YR 2014  CC 11100011 THRU 11100011  LC 11110129 THRU 11110129
 _ COA 2014 ACCOUNT  _____               SY 2014      CC ________ THRU 99999999
 _ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
 _ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

 _ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM _______  THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH _______  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
CONT                                                   PFKYS
```

- Press Enter.

Your results should appear with the CC displaying in the CC column and the LC displaying in the LC column. Only the codes selected should appear.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                   PAGE:   1
 CY   SY     CC     PGM     LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
---- ---- -------- ----- -------- ----- ---- ---------------- ------ -----
2014 2014 11100011 00000 11110129 71172 2013       2,947.95  930-10 00220
2014 2014 11100011 00000 11110129 71172 2014       2,930.21  930-10 00220
2014 2014 11100011 00000 11110129 71172 2014       1,732.45  930-10 00220
2014 2014 11100011 00000 11110129 71172 2014       1,546.17  930-10 00220
2014 2014 11100011 00000 11110129 71172 2014       1,453.70  930-10 00220
2014 2014 11100011 00000 11110129 71172 2014         817.85  930-10 00220
2014 2014 11100011 00000 11110129 71172 2014         878.88  930-10 00220
2014 2014 11100011 00000 11110129 71172 2014         915.50  930-10 00220
2014 2014 11100011 00000 11110129 71322 2013         168.84  930-10 00220
2014 2014 11100011 00000 11110129 71322 2014          33.81  930-10 00220
2014 2014 11100011 00000 11110129 71322 2014          22.54  930-10 00220
2014 2014 11100011 00000 11110129 71322 2014          45.08  930-10 00220
2014 2014 11100011 00000 11110129 71324 2013         190.57  930-10 00220
2014 2014 11100011 00000 11110129 71324 2014         286.76  930-10 00220
2014 2014 11100011 00000 11110129 71324 2014          77.71  930-10 00220
2014 2014 11100011 00000 11110129 71420 2013          66.72  930-10 00220
 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
CONT                                                  PFKYS
```

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #2

In this example, we will find transactions using a specific account code and a range of CCs. We will also change the display codes by removing the PR and LC columns and replacing them with posting type (PT) and warrant number (WN) columns.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of the Account line.
- Tab to Account and type 74229.
- In CC, type 04001000 thru 04001100.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

_ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
X COA 2014 ACCOUNT  74229              SY 2014      CC 04001000 THRU 04001100
_ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
_ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

_ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 OI/EQ TYPE __ NUM ________ THRU 9999999
_ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

_ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
_ SYS ID AA BATCH ________ SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
CONT                                                  PFKYS
```

- Press Enter.

Your results should appear with the CC displaying in the CC column and the AC displaying in the ACCT column. Only the codes selected should appear.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                     PAGE:   1
  CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
 2014 2014 04001000 00000 00000000 74229 2013          67.90  310-55 04040
 2014 2014 04001000 00000 00000000 74229 2013          63.29  310-55 04040
 2014 2014 04001000 00000 00000000 74229 2013          81.99  110-20 04040
 2014 2014 04001000 00000 00000000 74229 2013          81.99  310-10 04040
 2014 2014 04001000 00000 00000000 74229 2013          81.99- 310-10 04040
 2014 2014 04001000 00000 00000000 74229 2013          88.02  310-10 04040
 2014 2014 04001000 00000 00000000 74229 2014          38.81  310-10 04040
 2014 2014 04001000 00000 00000000 74229 2014          40.00  310-10 04040
 2014 2014 04001000 00000 00000000 74229 2014          44.91  310-55 04040
 2014 2014 04001000 00000 00000000 74229 2014          71.70  310-55 04040
 2014 2014 04001000 00000 00000000 74229 2014          18.78  310-10 04040
 2014 2014 04001000 00000 00000000 74229 2014         159.02  310-10 04040
 2014 2014 04001000 00000 00000000 74229 2014           8.27  310-55 04040
 2014 2014 04001000 00000 00000000 74229 2014          49.93  310-55 04040
 2014 2014 04001000 00000 00000000 74229 2014          67.45  310-10 04040
 2014 2014 04001000 00000 00000000 74229 2014          12.99  310-10 04040
 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

- Press PF3 to go to the next page. (Note: Pages are listed in the upper right corner of the screen.)
- Change the display codes at the bottom by replacing PR with PT and replace LC with WN.
- Press PF6 to refresh the screen and display the updated codes.

```
*** END OF DATA ***
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                     PAGE:   2
  CY   SY     CC     PT  WARRANT  ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- -- -------- ----- ---- --------------- ------ -----
 2014 2014 04001000 01 03296258 74229 2014          63.98  310-55 04040
 2014 2014 04001000 01 03296261 74229 2014         173.95  310-55 04040
 2014 2014 04001000 01 03296263 74229 2014          31.10  310-55 04040
 2014 2014 04001000 01 03296265 74229 2014          30.64  310-55 04040
 2014 2014 04001000 01 03296274 74229 2014          20.97  310-55 04040
 2014 2014 04001000 01 03299878 74229 2014          31.96  310-55 04040
 2014 2014 04001000 01 03299882 74229 2014          14.03  310-55 04040
 2014 2014 04001000 01 03303375 74229 2014         102.21  310-55 04040
 2014 2014 04001000 01 03303378 74229 2014          14.68  310-55 04040
 2014 2014 04001000 01 03303380 74229 2014          42.13  310-55 04040
 2014 2014 04001000 01 25570369 74229 2014          20.79  310-10 04040




 CY SY CC PT WN AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

Note: If you pressed enter instead of PF6, you have returned to the main screen for the online audit trail. Press enter again and then PF3 until you return to page 2.

Your results should appear with the CC displaying in the CC column and the AC displaying in the ACCT column. Also, the PR and LC columns should have been replaced with the PT and WN columns.

- Press Enter to return to the Online Audit Trail screen.

- Press PF1 to return to the main menu.

Example #3

In this example, we will find transactions using a specific account type and a range of CCs.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of the Acct Typ line.
- Tab to Acct Typ and type RR.
- In CC, type 41000500 thru 41000999.
- In AC, type 50000 thru 59999.
- Tab to or arrow down to Subtotal Break CD and type AC.

```
ONLINE AUDIT TRAIL                      ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

_ COA 2014 SETUP YR 2014  CC _________ THRU 99999999  LC _________ THRU 99999999
_ COA 2014 ACCOUNT  ______                SY 2014      CC _________ THRU 99999999
x COA 2014 ACCT TYP rr    CC 41000500 THRU 41000999  AC 50000     THRU 59999
_ COA 2014                LC _________ THRU 99999999  CC _________ THRU 99999999

_ COA 2014 SRCE RD  194__ CC _________ THRU 99999999  LC _________ THRU 99999999
_ COA 2014 TRANS CD ______ CC _________ THRU 99999999  LC _________ THRU 99999999
_ COA 2014 OI/EQ TYPE __ NUM ________  THRU 9999999
_ COA 2014 ENT TYPE   __ NUM ______   TY/SY 2014 THRU SY 2014

_ SOURCE RD CODE  194__    RSN ______  THRU RSN 99999    TRANS LVL DATA ONLY N
_ INPUT RD CODE   194__    RSN ______  THRU RSN 99999    TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM  _________ SRD ______  THRU SRD 99999    TRANS LVL DATA ONLY N
_ SYS ID AA BATCH _________ SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD ac DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ____________________ THRU ________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                    PFKYS             HELP
```

- Press Enter.

Your results should appear with the CC displaying in the CC column and the restricted revenue accounts displaying in the ACCT column. Only the codes selected should appear. Also, notice that you have a subtotal by account code.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                     PAGE:   1
  CY   SY     CC     PGM     LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
 2014 2014 41000500 00000 00000000 51115 2013     209,600.00- 520-50 00200
 2014 2014 41000500 00000 00000000 51115 2014       2,960.60- 410-95 04295
 2014 2014 41000500 00000 00000000 51115 2014       9,482.00- 140-10 24019
 2014 2014 41000500 00000 00000000 51115 2014         355.90- 410-95 04295
 TOTAL FOR AC - 51115                     222,398.50-
 2014 2014 41000500 00000 00000000 59240 2013       2,804.82- 140-10 24019
 2014 2014 41000500 00000 00000000 59240 2014       1,190.90  145-95 24019
 2014 2014 41000500 00000 00000000 59240 2014       1,190.90- 145-95 24019
 2014 2014 41000500 00000 00000000 59240 2014         648.78  145-95 24019
 2014 2014 41000500 00000 00000000 59240 2014         648.78- 145-95 24019
 2014 2014 41000500 00000 00000000 59240 2014         452.26  145-95 24019
 2014 2014 41000500 00000 00000000 59240 2014         452.26- 145-95 24019
 2014 2014 41000500 00000 00000000 59240 2013         512.88  140-20 24019
 TOTAL FOR AC - 59240                       2,291.94-
 2014 2014 41000663 00000 00000000 57910 2013       4,341.04- 520-40 41140
 2014 2014 41000663 00000 00000000 57910 2013          15.56- 520-40 41140
 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN             PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.
- Change Display Subtotals Only to Y.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

 _ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
 X COA 2014 ACCT TYP RR    CC 41000500 THRU 41000999  AC 50000    THRU 59999
 _ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

 _ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM _______  THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH _______  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD AC DISPLAY SUBTOTALS ONLY(Y/N) Y
(OPTNL) SECONDARY SEARCH CD _ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.

Your results should appear with only the account code (ACCT) and the subtotal amount for the account. Note: When using the display subtotals only, it is possible to have all different posting types included in the total. Your results may not be as expected.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                     PAGE:   1
  CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
 TOTAL FOR AC - 51115                      222,398.50-
 TOTAL FOR AC - 59240                        2,291.94-
 TOTAL FOR AC - 57910                      270,486.29-
 TOTAL FOR AC - 59120                       60,000.00-
 TOTAL FOR AC - 57910                      132,328.36-
 TOTAL FOR AC - 59060                       21,000.00-
 TOTAL FOR AC - 59240                      240,519.55-
 TOTAL FOR AC - 51015                       21,000.00-
 TOTAL FOR AC - 59120                       29,550.92-
 TOTAL FOR AC - 51063                        2,500.89-
 TOTAL FOR AC - 59120                      227,004.00-
 TOTAL FOR AC - 51063                          470.01-
 TOTAL FOR AC - 58330                          470.01-


 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #4

In this example, we will find transactions using a ledger code range and a single CC.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of LC.
- Tab to LC and type 00067000 thru 00067999.
- In CC, type 06216010 thru 06216010.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

 _ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 ACCOUNT  ______              SY 2014      CC ________ THRU 99999999
 _ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC ______   THRU 99999
 x COA 2014                LC 00067000 THRU 00067999  CC 06216010 THRU 06216010

 _ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 TRANS CD ______ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM ________ THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM ______  TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194__    RSN ______ THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN ______ THRU RSN 99999    TRANS LVL DATA ONLY N
 _ VENDOR/EMP NUM  ________ SRD ______ THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH ________ SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                 PFKYS             HELP
```

- Press Enter.

Your results should appear with the CC displaying in the CC column and the ledger codes displaying in the LC column. Only the selected codes should appear.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                   PAGE:   1
 CY   SY     CC     PGM     LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
2014 2013 06216010 00000 00067000 10105 2013       6,047.00- 410-95 04295
2014 2013 06216010 00000 00067000 10105 2013       4,221.00- 410-95 04295
2014 2013 06216010 00000 00067000 10105 2013       7,373.00- 410-95 04295
2014 2013 06216010 00000 00067000 57260 2013   3,677,219.00  430-10 06351
2014 2013 06216010 00000 00067000 57260 2013   1,955,899.00  430-10 06351
2014 2013 06216010 00000 00067000 57260 2014   1,181,341.00  430-10 06351
2014 2013 06216010 00000 00067000 57260 2014   1,152,598.00- 430-10 06351
2014 2013 06216010 00000 00067000 57260 2014   2,325,382.00- 430-10 06351
2014 2014 06216010 00000 00067000 10105 2014   4,309,292.00  430-25 06351
2014 2014 06216010 00000 00067000 10105 2014   3,546,397.00- 430-25 06351
2014 2014 06216010 00000 00067000 10105 2014     518,519.00  430-25 06351
2014 2014 06216010 00000 00067000 10105 2014     518,519.00- 410-95 04295
2014 2014 06216010 00000 00067000 10105 2014     762,895.00- 410-95 04295
2014 2014 06216010 00000 00067000 10105 2014     169,272.00  430-25 06351
2014 2014 06216010 00000 00067000 10105 2014     169,272.00- 410-95 04295
2014 2014 06216010 00000 00067000 57260 2013     324,091.00- 410-95 04295
CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

- Change the display codes at the bottom of the screen by replacing PR with PT.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                   PAGE:   1
 CY   SY     CC     PT     LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
---- ---- -------- -- -------- ----- ---- --------------- ------ -----
2014 2013 06216010 01 00067000 10105 2013       6,047.00- 410-95 04295
2014 2013 06216010 01 00067000 10105 2013       4,221.00- 410-95 04295
2014 2013 06216010 01 00067000 10105 2013       7,373.00- 410-95 04295
2014 2013 06216010 01 00067000 57260 2013   3,677,219.00  430-10 06351
2014 2013 06216010 01 00067000 57260 2013   1,955,899.00  430-10 06351
2014 2013 06216010 01 00067000 57260 2014   1,181,341.00  430-10 06351
2014 2013 06216010 01 00067000 57260 2014   1,152,598.00- 430-10 06351
2014 2013 06216010 01 00067000 57260 2014   2,325,382.00- 430-10 06351
2014 2014 06216010 01 00067000 10105 2014   4,309,292.00  430-25 06351
2014 2014 06216010 01 00067000 10105 2014   3,546,397.00- 430-25 06351
2014 2014 06216010 01 00067000 10105 2014     518,519.00  430-25 06351
2014 2014 06216010 01 00067000 10105 2014     518,519.00- 410-95 04295
2014 2014 06216010 01 00067000 10105 2014     762,895.00- 410-95 04295
2014 2014 06216010 01 00067000 10105 2014     169,272.00  430-25 06351
2014 2014 06216010 01 00067000 10105 2014     169,272.00- 410-95 04295
2014 2014 06216010 01 00067000 57260 2013     324,091.00- 410-95 04295
CY SY CC PT LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

- Press PF6.
- Press Enter to return to the Online Audit Trail screen.
- In the Secondary Search CD, type PM. (Note: PM = posting month. If needed, see the PF5 screen for additional financial codes and their descriptions.)
- In Value, type 07 thru 07.

```
 ONLINE AUDIT TRAIL                      ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

 _ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
 _ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
 X COA 2014                LC 67000___ THRU 67999___  CC 6216010_ THRU 6216010_

 _ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM ________ THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH _______  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PT LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD PM VALUE 07_______________ THRU 07_______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.
- If you receive the message "MAX NUMBERS REC BYPASSED PF3 TO CONTINUE," press PF3 to view additional pages of data.

Your results should only display posting month 07.

```
*** MAX NUMBER RECS BYPASSED - PF3 TO CONTINUE ***
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                     PAGE:   1
  CY   SY     CC     PM    LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- -- -------- ----- ---- --------------- ------ -----
 2014 2014 06216010 07 00067000 10105 2014     169,272.00- 410-95 04295
 2014 2014 06216010 07 00067000 57260 2014      41,035.00- 410-95 04295
 2014 2014 06216010 07 00067000 57260 2014     160,873.00- 410-95 04295
 2014 2014 06216010 07 00067000 57260 2014     222,291.00- 410-95 04295
 2014 2014 06216010 07 00067000 57260 2014     130,076.00- 410-95 04295
 2014 2014 06216010 07 00067000 57260 2014     105,279.00- 410-95 04295
 2014 2014 06216010 07 00067000 57260 2014      55,151.00- 410-95 04295









 CY SY CC PM LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #5

In this example, we will find transactions using a source RD code and a range of CCs.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of Srce RD.
- Tab to Srce RD and type 2151.
- In CC, type 02400210 thru 02400260.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

 _ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
 _ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
 _ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

 x COA 2014 SRCE RD  2151_ CC 02400210 THRU 02400260  LC ________ THRU 99999999
 _ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM ________ THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194_     RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH ________ SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.

Your results should appear with the CC displaying in the CC column and only the selected source RD displaying in the SRD column. Note: If there is no data, remember to update the COA year to 2014.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                      PAGE:   1
  CY   SY     CC     PGM     LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
 2014 2014 02400210 00000 00000000 59020 2014         745.96- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014           0.00  430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014         393.20- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014           0.00  430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014       4,513.55- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014      16,979.39- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014         372.76- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014           0.00  430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014       1,694.73- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014          91.29- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014         111.32- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014         182.57- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014       6,431.65- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014          91.29- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014      12,795.50- 430-40 02151
 2014 2014 02400210 00000 00000000 59020 2014       1,460.60- 430-40 02151
 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN             PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.

- Press PF1 to return to the main menu.

Example #6

In this example, we will find transactions using a transaction code and a single CC.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of Trans CD.
- Tab to Trans CD and type 31055.
- In CC, type 12830111 thru 12830121.

```
 ONLINE AUDIT TRAIL                      ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

 _ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
 _ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
 _ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

 _ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
 x COA 2014 TRANS CD 31055 CC 12830111 THRU 12830121  LC ________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM _______  THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH _______  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS            HELP
```

- Press Enter.

Your results should appear with the collocation code displaying in the CC column and transaction code 310-55 in the TRANS column.

```
 ONLINE AUDIT TRAIL                      ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                        PAGE:   1
  CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
 2014 2014 12830111 00000 00000000 72111 2013          25.00  310-55 12276
 2014 2014 12830111 00000 00000000 72111 2013         133.50  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013         339.40  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013         490.55  310-55 12276
 2014 2014 12830111 00000 00000000 72111 2013         462.90  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013         253.40  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013         466.80  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013          23.75  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013          31.50  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013         466.80  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013         226.12  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2013         343.30  310-55 12276
 2014 2014 12830111 00000 00000000 72111 2014         466.80  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2014         343.30  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2014         304.00  310-55 12225
 2014 2014 12830111 00000 00000000 72111 2014         343.30  310-55 12225
 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN             PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.
- In the Secondary Search CD, type SR. (Note: We want to see only those transactions that have a source RD code of 12273.)
- In Value, type 12273 thru 12273.

```
 ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/14/2014

 _ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
 _ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
 _ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
 _ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

 _ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
 X COA 2014 TRANS CD 31055 CC 12830111 THRU 12830121  LC ________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM _______  THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH _______  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD SR VALUE 12273_____________ THRU 12273_____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT             TCODE FCODE                  PFKYS            HELP
```

- Press Enter.

Your results should appear with the collocation code displaying in the CC column, the transaction code 310-55 in the TRANS column, and the source RD code 12273 in the SRD column. Note: If there is no data, remember to update your COA to 2014.

```
*** MAX NUMBER RECS BYPASSED - PF3 TO CONTINUE ***
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/14/2014
                                                                      PAGE:   1
  CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
 2014 2014 12830111 00000 00000000 72111 2014         109.25  310-55 12273
 2014 2014 12830111 00000 00000000 72111 2014         263.90  310-55 12273
 2014 2014 12830111 00000 00000000 72111 2014          45.00  310-55 12273
 2014 2014 12830111 00000 00000000 72111 2014         360.38  310-55 12273









 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #7

In this example, we will find transactions using an open item type and a range of open item numbers.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of OI/EQ Type.
- Tab to OI/EQ Type and type EN.
- In Num, type 2000000 thru 2999999.
- Change the display codes to read CY SY CC PR LC AC OI LA TA SR.

```
ONLINE AUDIT TRAIL                      ACTIVITY FOR: 06/14/2012 THRU 01/15/2014

_ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
_ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
_ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

_ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
x COA 2014 OI/EQ TYPE EN NUM 2000000  THRU 2999999
_ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

_ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
_ SYS ID AA BATCH ________ SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC OI LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.

Your results should appear with the open items that meet the criteria of the open item range numbers.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/15/2014
                                                                   PAGE:   1
 CY   SY     CC     PGM     LC     ACCT OPEN  ITEM   LINE AMOUNT    TRANS  SR
---- ---- -------- ----- -------- ----- ---------- --------------- ------ ---
2014 2010 20669998 15400 00000000 75600 EN-2005000          0.58  110-20 201
2014 2010 20669998 15400 00000000 75600 EN-2005000      1,322.41- 110-20 201
2014 2010 20669907 15400 17070000 75600 EN-2005021      6,547.60- 110-20 201
2014 2011 20661525 15305 76100050 73177 EN-2011133        215.00- 310-16 201
2014 2011 20661525 15305 76100050 73177 EN-2011133          8.75- 310-16 201
2014 2011 20661525 15305 76100050 73177 EN-2011133          9.90- 310-16 201
2014 2011 20661525 15305 76100050 73177 EN-2011133         59.36- 310-16 201
2014 2011 20661525 15305 76100050 73177 EN-2011133         23.59- 310-16 201
2014 2011 20661525 15305 76100050 73177 EN-2011133        165.60- 310-16 201
2014 2011 20661525 15305 76100050 73177 EN-2011133         63.10- 310-16 201
2014 2013 20669910 15400 17100000 75600 EN-2015000        305.20- 110-20 201
2014 2013 20669910 15400 17100000 75600 EN-2015000      6,112.29  110-20 201
2014 2013 20669910 15400 17100000 75600 EN-2015000      2,321.39  110-20 201
2014 2013 20669910 15400 17100000 75600 EN-2015000      4,700.00  110-20 201
2014 2013 20669910 15400 17100000 75600 EN-2015000     90,000.00  110-20 201
2014 2013 20669910 15400 17100000 75600 EN-2015000     15,123.95  110-20 201
CY SY CC PR LC AC OI LA TC SR __ __ __ __ __ __ __ __ __ __            NEXT->
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN             PFKYS LEFT  RIGHT HELP
```

Note: If there is a message at the top of the screen that reads “MAX NUMBER RECS BYPASSED - PF3 TO CONTINUE,” press PF3 until data appears.

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #8

In this example, we will find transactions using an entity type and number.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of Ent Type.
- Tab to ENT TYPE and type AR.
- In Num, type 11725.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/15/2014

_ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
_ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
_ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

_ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 OI/EQ TYPE __ NUM ________ THRU 9999999
X COA 2014 ENT TYPE   AR NUM 11725   TY/SY 2014 THRU SY 2014

_ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
_ SYS ID AA BATCH ________ SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                   PFKYS             HELP
```

- Press Enter.

Your results should appear with information that is associated with AR 11725.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/15/2014
                                                                   PAGE:   1
 CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT     TRANS  SRD
---- ---- -------- ----- -------- ----- ---- ---------------- ------ -----
2014 2014 02400205 00000 00000000 51015 2013   1,831,000.00- 520-50 00200
2014 2014 02400205 00000 00000000 51060 2013     463,100.00- 520-50 00200
2014 2014 02400205 00000 00000000 51200 2013   2,382,400.00- 520-50 00200
2014 2014 02400205 00000 00000000 51200 2013      10,800.00- 520-50 00200
2014 2014 02400205 00000 00000000 59020 2013      50,177.54- 430-11 02134
2014 2014 02400205 00000 00000000 68515 2013   6,324,400.00- 520-50 00200
2014 2014 02400205 00000 00000000 68515 2013      20,300.00- 520-50 00200
2014 2014 02400205 00000 00000000 71000 2013   7,530,900.00  520-50 00200
2014 2014 02400205 00000 00000000 71000 2013      31,100.00  520-50 00200
2014 2014 02400205 00000 00000000 72000 2013      35,200.00  520-50 00200
2014 2014 02400205 00000 00000000 73000 2013   3,365,400.00  520-50 00200
2014 2014 02400205 00000 00000000 74000 2013      69,400.00  520-50 00200
2014 2014 02400210 00000 00000000 10603 2013         343.30  310-55 02620
2014 2014 02400210 00000 00000000 10603 2014         343.30- 310-12 02620
2014 2014 02400210 00000 00000000 55030 2013      23,333.33- 410-95 04295
2014 2014 02400210 00000 00000000 55030 2014     337,873.12- 410-95 04295
 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

Note: If, at any time, your columns do not fit on the first page, press PF11 to go to the next screen to the right. Press PF10 to return.

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #9

In this example, we will find transactions using a source RD code for a RSN range.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of the Source RD Code line.
- In Source RD Code, type 8101.
- In RSN, type 08000 thru RSN 09000.
- Change the display codes to read CY SY CC AC RS DP LA TC SR (remove PR LC OI, and replace with RS and DP).

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/15/2014

_ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
_ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
_ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

_ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 OI/EQ TYPE __ NUM ________ THRU 9999999
_ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

X SOURCE RD CODE  8101_    RSN 08000  THRU RSN 09000    TRANS LVL DATA ONLY N
_ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
_ SYS ID AA BATCH ________ SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC AC RS DP LA TC SR    __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ____________________ THRU ____________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.

Your results should appear with information for source RD code 8101 for an RSN range.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/15/2014
                                                                     PAGE:   1
 CY   SY     CC     ACCT  RSN   PROCESSED   LINE AMOUNT    TRANS  SRD
---- ---- -------- ----- ----- ---------- --------------- ------ -----
2012 2012 08998071 73899 08120 06/25/2012         644.90- 310-55 08101
2012 2012 90021685 22600 08120 06/25/2012         644.90  310-55 08101
2012 2012 08713041 72421 08120 06/25/2012         644.90  310-55 08101
2012 2012 90021685 22600 08120 06/25/2012         644.90- 310-55 08101
2012 2012 08713062 73753 08121 06/26/2012      12,500.00  110-20 08101
2012 2012 90021685 34100 08121 06/26/2012      12,500.00- 110-20 08101
2012 2012 08998071 73899 08123 06/28/2012          22.00- 310-55 08101
2012 2012 90021685 22600 08123 06/28/2012          22.00  310-55 08101
2012 2012 08713046 72112 08123 06/28/2012          22.00  310-55 08101
2012 2012 90021685 22600 08123 06/28/2012          22.00- 310-55 08101
2013 2013 08713063 73753 08129 07/09/2012     153,000.00  110-10 08101
2013 2013 90021685 34100 08129 07/09/2012     153,000.00- 110-10 08101
2013 2013 08713062 73753 08129 07/09/2012      10,000.00  110-10 08101
2013 2013 90021685 34100 08129 07/09/2012      10,000.00- 110-10 08101
2013 2013 08713062 73753 08129 07/09/2012      30,000.00  110-10 08101
2013 2013 90021685 34100 08129 07/09/2012      30,000.00- 110-10 08101
CY SY CC AC RS DP LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN             PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #10

In this example, we will find transactions using an input RD code for a RSN range.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of Input RD Code.
- In Input RD Code, type 12273.
- In RSN, type 08000 thru RSN 09000.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR: 06/14/2012 THRU 01/15/2014

_ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
_ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
_ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

_ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 OI/EQ TYPE __ NUM _______ THRU 9999999
_ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

_ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
X INPUT RD CODE   12273    RSN 08000  THRU RSN 09000    TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
_ SYS ID AA BATCH _______  SEQ ____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.

Your results should appear with information for input RD code 12273 for a RSN range.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/15/2014
                                                                   PAGE:   1
 CY   SY     CC     PGM     LC     ACCT  FY    LINE AMOUNT    TRANS  SRD
---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
2012 2012 12300104 00000 00000000 10603 2012           4.00- 430-13 12273
2012 2012 12300104 00000 00000000 73819 2012           4.00  430-13 12273
2012 2012 12300104 00000 00000000 10603 2012           8.85- 430-13 12273
2012 2012 12300104 00000 00000000 73819 2012           8.85  430-13 12273
2012 2012 12300104 00000 00000000 10603 2012           8.85- 430-13 12273
2012 2012 12300104 00000 00000000 73819 2012           8.85  430-13 12273
2012 2012 12870385 00000 00000000 10603 2012           8.85- 430-13 12273
2012 2012 12870385 00000 00000000 73819 2012           8.85  430-13 12273
2012 2012 12300108 00000 00000000 72411 2012         895.80- 430-13 12273
2012 2012 12300108 00000 00000000 10603 2012         895.80  430-13 12273
2012 2012 12540362 00000 00000000 74481 2012         140.63  310-10 12273
2012 2012 90011100 00000 00000000 22600 2012         140.63- 310-10 12273
2012 2012 12620290 00000 00000000 74485 2012          36.49  310-10 12273
2012 2012 90011100 00000 00000000 22600 2012          36.49- 310-10 12273
2012 2012 12510470 00000 00000000 73226 2012         180.20  310-10 12273
2012 2012 90011100 00000 00000000 21295 2012         180.20- 310-10 12273
CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

Verify your results by changing the display codes at the bottom of the screen by replacing SR with IR.

- Press PF6
- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #11

In this example, we will find transactions using a vendor number with no source RD code range. If you want to see the payments for only your department to a specific vendor, you can use the source RD code range that has been assigned to your department.

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of Vendor/Emp Num.
- In Vendor/Emp Num, type COS93313.

```
 ONLINE AUDIT TRAIL                        ACTIVITY FOR: 06/14/2012 THRU 01/15/2014

 _ COA 2014 SETUP YR 2014  CC _________ THRU 99999999  LC _________ THRU 99999999
 _ COA 2014 ACCOUNT  ______              SY 2014       CC _________ THRU 99999999
 _ COA 2014 ACCT TYP __    CC _________ THRU 99999999  AC ______    THRU 99999
 _ COA 2014                LC _________ THRU 99999999  CC _________ THRU 99999999

 _ COA 2014 SRCE RD  194__ CC _________ THRU 99999999  LC _________ THRU 99999999
 _ COA 2014 TRANS CD ______ CC _________ THRU 99999999  LC _________ THRU 99999999
 _ COA 2014 OI/EQ TYPE __ NUM ________  THRU 9999999
 _ COA 2014 ENT TYPE   __ NUM ______   TY/SY 2014 THRU SY 2014

 _ SOURCE RD CODE  194__    RSN ______  THRU RSN 99999    TRANS LVL DATA ONLY N
 _ INPUT RD CODE   194__    RSN ______  THRU RSN 99999    TRANS LVL DATA ONLY N
 X VENDOR/EMP NUM  COS93313 SRD ______  THRU SRD 99999    TRANS LVL DATA ONLY N
 _ SYS ID AA BATCH ________ SEQ _____   THRU SEQ 9999     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ___________________ THRU ___________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.

Your results should appear with information for vendor number COS93313.

```
 ONLINE AUDIT TRAIL                        ACTIVITY FOR 06/14/2012 THRU 01/15/2014
                                                                          PAGE:   1
  CY   SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
 ---- ---- -------- ----- -------- ----- ---- --------------- ------ -----
 0000 0000 00000000 00000 00000000 00000 0000           0.00  110-20 00120
 0000 0000 00000000 00000 00000000 00000 0000           0.00  110-20 00120
 0000 0000 00000000 00000 00000000 00000 0000           0.00  110-20 00120
 2013 2012 18335777 00000 00000000 74233 2013       1,589.98- 110-20 00120
 2013 2013 90011100 00000 00000000 34100 2013       1,589.98  110-20 00120
 2012 2012 01911103 00000 00000000 73899 2012         144.99- 310-55 01240
 2012 2012 90011100 00000 00000000 22600 2012         144.99  310-55 01240
 2012 2012 01911103 00000 00000000 74226 2012         144.99  310-55 01240
 2012 2012 90011100 00000 00000000 22600 2012         144.99- 310-55 01240
 2012 2012 01911103 00000 00000000 73899 2012       1,508.09- 310-55 01240
 2012 2012 90011100 00000 00000000 22600 2012       1,508.09  310-55 01240
 2012 2012 01912102 00000 00000000 74226 2012       1,199.99  310-55 01240
 2012 2012 90011100 00000 00000000 22600 2012       1,199.99- 310-55 01240
 2012 2012 01912102 00000 00000000 74226 2012         308.10  310-55 01240
 2012 2012 90011100 00000 00000000 22600 2012         308.10- 310-55 01240
 2012 2012 01912102 00000 00000000 74226 2012       1,199.99- 310-55 01240
 CY SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN             PFKYS LEFT  RIGHT HELP
```

- Verify your results by changing the display codes at the bottom of the screen by replacing CY with VN.
- Press PF6 to rerun the data.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR 06/14/2012 THRU 01/15/2014
                                                                   PAGE:   1
VNDR/EMP  SY     CC      PGM     LC      ACCT  FY    LINE AMOUNT    TRANS  SRD
--------- ---- -------- ----- -------- ----- ---- --------------- ------ -----
COS93313 0000 00000000 00000 00000000 00000 0000           0.00  110-20 00120
COS93313 0000 00000000 00000 00000000 00000 0000           0.00  110-20 00120
COS93313 0000 00000000 00000 00000000 00000 0000           0.00  110-20 00120
COS93313 2012 18335777 00000 00000000 74233 2013       1,589.98- 110-20 00120
COS93313 2013 90011100 00000 00000000 34100 2013       1,589.98  110-20 00120
COS93313 2012 01911103 00000 00000000 73899 2012         144.99- 310-55 01240
COS93313 2012 90011100 00000 00000000 22600 2012         144.99  310-55 01240
COS93313 2012 01911103 00000 00000000 74226 2012         144.99  310-55 01240
COS93313 2012 90011100 00000 00000000 22600 2012         144.99- 310-55 01240
COS93313 2012 01911103 00000 00000000 73899 2012       1,508.09- 310-55 01240
COS93313 2012 90011100 00000 00000000 22600 2012       1,508.09  310-55 01240
COS93313 2012 01912102 00000 00000000 74226 2012       1,199.99  310-55 01240
COS93313 2012 90011100 00000 00000000 22600 2012       1,199.99- 310-55 01240
COS93313 2012 01912102 00000 00000000 74226 2012         308.10  310-55 01240
COS93313 2012 90011100 00000 00000000 22600 2012         308.10- 310-55 01240
COS93313 2012 01912102 00000 00000000 74226 2012       1,199.99- 310-55 01240
VN SY CC PR LC AC FY LA TC SR __ __ __ __ __ __ __ __ __ __            NEXT->
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Example #12

In this example, we will find transactions using a system ID and batch (document number and sequence).

- From the AKSAS main menu, type RO.
- Press Enter.
- Tab to or arrow down and place an X in front of the Sys ID.
- In Sys ID, type AA.
- In Batch, type 2655245.
- In Seq, type 0001 thru Seq 0003.
- Change the display codes to CY SY CC WN PN AC FY LA TC SR.

```
ONLINE AUDIT TRAIL                    ACTIVITY FOR: 01/02/2013 THRU 01/21/2014

_ COA 2014 SETUP YR 2014  CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 ACCOUNT  _____              SY 2014       CC ________ THRU 99999999
_ COA 2014 ACCT TYP __    CC ________ THRU 99999999  AC _____    THRU 99999
_ COA 2014                LC ________ THRU 99999999  CC ________ THRU 99999999

_ COA 2014 SRCE RD  194__ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 TRANS CD _____ CC ________ THRU 99999999  LC ________ THRU 99999999
_ COA 2014 OI/EQ TYPE __ NUM ________ THRU 9999999
_ COA 2014 ENT TYPE   __ NUM _____   TY/SY 2014 THRU SY 2014

_ SOURCE RD CODE  194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ INPUT RD CODE   194__    RSN _____  THRU RSN 99999    TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM  ________ SRD _____  THRU SRD 99999    TRANS LVL DATA ONLY N
X SYS ID AA BATCH 2655245  SEQ 0001   THRU SEQ 0003     TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC WN PN AC FY LA TC SR __ __ __ __ __ __ __ __ __ __

(OPTNL) SUBTOTAL  BREAK  CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD __ VALUE ____________________ THRU ________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT              TCODE FCODE                  PFKYS             HELP
```

- Press Enter.

Your results should appear with information for document 2537200 sequences 1 through 3.

```
*** END OF DATA ***
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 01/02/2013 THRU 01/21/2014
                                                                     PAGE:   1
  CY   SY     CC     WARRANT       PAYEE/EMPLOYEE NAME                 ACCT  F
 ---- ---- -------- -------- ---------------------------------------- ----- --
 2014 2012 04209233 25565335 HOWARD INDUSTRIES INC                    73152 20
 2014 2014 90011100 25565335 HOWARD INDUSTRIES INC                    22600 20
 2014 2012 04209233 25565335 HOWARD INDUSTRIES INC                    73152 20
 2014 2014 90011100 25565335 HOWARD INDUSTRIES INC                    34100 20
 2014 2014 04209340 25565338 RESOURCE DATA INC                        73152 20
 2014 2014 90011100 25565338 RESOURCE DATA INC                        21295 20
 2014 2014 04209340 25565338 RESOURCE DATA INC                        73152 20
 2014 2014 90011100 25565338 RESOURCE DATA INC                        34100 20
 2014 2014 04201000 25565341 STAPLES CONTRACT AND COMMERICAL INC      74229 20
 2014 2014 90011100 25565341 STAPLES CONTRACT AND COMMERICAL INC      21295 20
 2014 2014 04203200 25565341 STAPLES CONTRACT AND COMMERICAL INC      74229 20
 2014 2014 90011100 25565341 STAPLES CONTRACT AND COMMERICAL INC      21295 20




 CY SY CC WN PN AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

Remember you can use PF11 to scroll to the right and PF10 to scroll back to the left.

- Verify your results by changing the display codes at the bottom of the screen by replacing CY with DN.
- Press PF6.

```
*** END OF DATA ***
 ONLINE AUDIT TRAIL                    ACTIVITY FOR 01/02/2013 THRU 01/21/2014
                                                                     PAGE:   1
 DOCUMENT   NUM  SY     CC     WARRANT       PAYEE/EMPLOYEE NAME
 ------------- ---- -------- -------- ----------------------------------------
 AA26552450001 2012 04209233 25565335 HOWARD INDUSTRIES INC
 AA26552450001 2014 90011100 25565335 HOWARD INDUSTRIES INC
 AA26552450001 2012 04209233 25565335 HOWARD INDUSTRIES INC
 AA26552450001 2014 90011100 25565335 HOWARD INDUSTRIES INC
 AA26552450002 2014 04209340 25565338 RESOURCE DATA INC
 AA26552450002 2014 90011100 25565338 RESOURCE DATA INC
 AA26552450002 2014 04209340 25565338 RESOURCE DATA INC
 AA26552450002 2014 90011100 25565338 RESOURCE DATA INC
 AA26552450003 2014 04201000 25565341 STAPLES CONTRACT AND COMMERICAL INC
 AA26552450003 2014 90011100 25565341 STAPLES CONTRACT AND COMMERICAL INC
 AA26552450003 2014 04203200 25565341 STAPLES CONTRACT AND COMMERICAL INC
 AA26552450003 2014 90011100 25565341 STAPLES CONTRACT AND COMMERICAL INC




 DN SY CC WN PN AC FY LA TC SR __ __ __ __ __ __ __ __ __ __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT  PGUP  PGDN  TCODE FCODE RERUN            PFKYS LEFT  RIGHT HELP
```

Notice how the screens show different information when using the source RD by RSN, input RD by RSN, vendor/employee number, and source system ID with batch. Each transaction includes the financial lines that you would see on your financial transaction processing (FTP) documents.

Also recall that, in the first chapter, we talked about funds self balancing. It is very helpful to use the financial source code (FS) as part of the display codes to determine the information lines that were entered by the user.

- Press Enter to return to the Online Audit Trail screen.
- Press PF1 to return to the main menu.

Appendix

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Review Question Answers

Chapter 1 – Review Question Answers

1. We do accounting to provide information that is useful to which groups?

D. All of the above

2. What are entities?

E. Both A and D

3. What is a logical level?

B. The reports-to relationship above and below the entity

4. In the expenditure account code structure, at what logical level are budgets recorded?

C. Logical level 40

5. In the appropriation structure, at what logical level is the departmental summary?

A. Logical level 10

6. What is a fully qualified account?

D. The financial information entered in a transaction by a user and includes SY, CC, AC

7. What are the seven financial reporting structures?

D. FU, OR, AR, PR, PJ, CO, GR

8. What are the six account reporting structures?

A. AS, LI, RR, RU, FE, EX

9. Why do we need collocation codes?

E. Both B and C

10. What is the purpose of using ledger codes?

E. Both A and B

11. What is the organization structure used for?

E. All of the above

12. Projects, contracts and grants provide what type of reporting to agencies?

A. Inception-to-date reporting for activity that crosses multiple state and federal fiscal years

13. What is the difference between an internal program code and an external program code?

B. External program is recorded on the financial line; internal program is recorded through the collocation code.

Chapter 2 – Review Question Answers

1. What year was AKSAS implemented?

B. 1985.

2. How often will AKSAS prompt you to change your passwords?

D. Every 45 days

3. What PF key is used to access AKSAS CICS?

A. PF key varies based on the user's security.

4. Should you change the passwords for the inquiry RD codes?

B. No.

5. What are the four main menu categories in AKSAS?

D. Reporting, Online Inquiry, Data Entry, Special Items/System Maintenance

Chapter 3 – Review Question Answers

1. What are the two ways you can access the open item activity screen?

A. From the open item inquiry selection screen, enter the open item type, select detail, and enter the open item number; from the open item base screen, press PF3 or from the open item inquiry selection screen, enter the open item type, select activity and enter the open item number.

2. What screen shows the references for an open item?

C. PF7

3. What screen shows the financial lines for an open item?

B. PF6

4. What is it called when an encumbrance has been reduced or increased with a change encumbrance transaction?

D. Adjusted to place

5. Can you see financial line detail for an open item?

A. Yes.

Chapter 4 – Review Question Answers

1. The pay vendor numbers are comprised of three alpha characters and five numeric characters.

A. True.

2. What field identifies the name of the vendor as it appears on reports?

D. Vendor short name

3. The vendor wild card search is used when?

B. The vendor name is too long to search using the vendor search field.

4. Can you view the warrants for a specific vendor from the vendor detail screen?

A. Yes.

5. When would you use an EIN or SSN to look up a vendor?

D. All of the above

Chapter 5 – Review Question Answers

1. How many warrant routing codes are available for a warrant?

D. Four

2. What does the warrant status of CR mean?

B. Cancel and reissue

3. What PF key would you use to get to the warrant reference screen?

D. PF7

4. What does overflow "yes" indicate on the financial and/or reference screen?

B. That there are additional lines not shown on the current screen.

5. How do you find the financial line detail when you are in the PF6 financial line screen?

A. At the bottom of the screen, type the number of the financial line and press enter.

6. Do all references on a warrant appear on the warrant stub?

B. No.

Chapter 6 – Review Question Answers

1. The system table inquiry can be accessed using what PF key?

D. PF12

2. What does the remittance advice indicator of "Y" indicate?

B. It will print on a warrant stub if warrant is mailed.

3. What is the most common vendor type in AKSAS?

D. MI – Miscellaneous

4. Logical level descriptions can be found under which system table inquiry category?

C. Structures

5. In system table inquiry, in which category would you find prior year, current year and future year event dates?

C. Other, calendar information

6. What is a posting type 6?

B. Supplemental budget

7. What posting months are used in AKSAS for July and August for the prior year?

C. Posting months 13 and 14

8. How many valid posting months are in a fiscal year in AKSAS?

D. 18

Chapter 7 – Review Question Answers

1. What are the three different search categories in the entity and CC/LC inquiry selection screen?

B. Entity inquiry, collocation code/ledger code inquiry, other inquiry

2. From the entity detail screen, which PF key would you use to access the lower level entity?

C. PF6

3. What entity would you search on to find authorizing, certifying and source transactions?

C. Responsibility distribution (RD code)

4. The entity detail screen displays "Posting?" Yes or No. What does that indicate to the user?

B. Yes indicates that financial postings have been recorded to the entity. No indicates that no financial postings have been recorded to the entity.

5. Which option in the entity and CC/LC inquiry selection screen allows you to find the department level for any one of the reporting structures?

D. Entity indented structure though logical level

6. Which option in the entity and CC/LC inquiry selection screen would you use to find all collocation codes or ledger codes that report to an entity?

C. CC/LC autocoder

7. If a collocation code has a default ledger code, can the ledger code be used on the financial line when the document is entered?

A. It can be overridden only if the LC override allowed states "yes" on the collocation code detail.

8. What are the three different options for looking up Dept/Div inquiry?

B. List of departments, list of entity ranges for the entire state, list of entity ranges for a specific department

Chapter 8 – Review Question Answers

1. How many months are available for the online audit trail?

B. The most recent 16 to 18 months

2. How can you get data that is no longer available on the online audit trail?

B. Run an ALDER report.

3. What section of the AKSAS main menu does the online audit trail reside?

C. Reporting

4. What two items default to the current year?

D. COA year and set-up year

5. What PF key is used to see all financial line data codes available for the online audit trail?

C. PF5

6. What PF key is used to see all transaction level data codes available for the online audit trail?

B. PF4

7. Can display codes be changed for the online audit trail?

B. Yes.

8. Can you display subtotals only?

A. Yes, but use caution as the totals may not be as expected.

9. Can you do a secondary search for an audit trail?

A. Yes.

Exercise Answers

Chapter 3 – Exercise Answers

- **What is the encumbrance number?**

  0226063

- **How much was originally encumbered?**

  1,475.60

- **Have there been any payments made?**

  Yes.

- **What is the current balance?**

  -0-

- **What are the appropriation, fund and organization numbers for financial line 1?**

  AR 11920; Fund 35008; OR 4210

- **Did this activity post to a project, contract or grant? Which ones, if any?**

  No

Chapter 4 – Exercise Answers

- **What is the PVN number?**

  HDE07328

- **Is the PVN EDI capable?**

  No.

- **Find the following information:**

  - **VAL94130 is for what vendor?**

    Valley Lumber

  - **Does EIN911750031 accept credit cards?**

    Yes (Competitive Edge Office Systems Inc).

Chapter 5 – Exercise Answers

- **Has the invoice been paid?**

  Yes.

- **If so, what is the warrant number?**

  25616692

- **When was it paid?**

  2/12/2014

- **Has the warrant been redeemed?**

  Yes.

- **What is the document number?**

  OD AA26649450010

- **What financial coding was used?**

  CC 10250143 AC 74233

- **Was there any remittance advice?**

  No.

- **Who made the payment?**

  RD 10074

Chapter 7 – Exercise Answers

- **What is the logical level for this appropriation?**

  75

- **What is the function code?**

  H

- **Are there lower level ARs?**

  Yes, there are four lower level appropriations: 24010, 24011, 24012, 24013.

- **What are the authorized RD codes for this AR?**

  6000

- **Are there collocation codes that point to the AR?**

  Yes, there are two collocation codes: 06338240 and 06338219. Hint: Use autocoder to find collocation codes.

- **How do you find the list of entity ranges for the state?**

From the AKSAS main menu, type IE. Under Other Inquiry, select Dept/Div Inquiry. Enter AK for the selection and press Enter.

Glossary

Term	Definition
Account structure	Consists of assets, liabilities, fund equity, restricted revenue, unrestricted revenue, expenditures
Accounting	Recording activity to keep track of monies budgeted, expended and received, and analyzing activity to inform people; also places controls on resources
Adjusted to place	The amount of the open item that has been increased or decreased from the original amount established
Appropriation	Maintains the statewide budget for capital and operating for the fiscal year, and includes structural entities for all appropriations and allocations identified in the appropriations bill
Assets	Maintains cash and investments managed by the Department of Revenue, Treasury Division; also maintains cash-held-in-trust and accounts receivables in operating funds
Beginning sequence number	The first number used as a key or index to identify the entity number on the management reporting file
Chart of account year	Fiscal year that begins in July and ends in December of the following calendar year
Collocation code	Collocation codes are the means by which financial information flows into the financial reporting structures. Collocation codes are not accounting structures and do not have hierarchy or reports-to relationships to each other. Collocation codes point to a fund, organization, and often an appropriation and program.
Contract	Provides inception-to-date basis reporting for activities that cross multiple state fiscal years or by federal fiscal years, and are maintained by each agency
Current balance	This is the actual amount that remains in the open item at this date.
Ending sequence number	The last number used as a key or index to identify the entity number on the management reporting file
Expenditures	Maintains disbursements according to the nature of the goods or services being purchased
External program	A program code that can be entered as a separate code in the transaction financial line
Financial reporting structures	Consists of fund, appropriation, organization, program, project, grant and contract

Term	Definition
Fully qualified account	Is the financial information entered in a transaction that identifies the accounting structures to which the financial activity is recorded. It contains the required set-up year, collocation code and account. It may also contain an optional program and/or ledger code.
Fund	Maintains the funds of the state in accordance with the generally accepted accounting principals and is authorized by the Legislature to account for and report on particular activities of the state.
Fund equity	Accounts for reserves and available fund balances
Grant	Provides inception-to-date basis reporting for activities that cross multiple state fiscal years or by federal fiscal years, and are maintained by each agency
Internal program	A program code that is within a collocation code and all financial activity that is recorded to the collocation code is automatically reported for the program
Ledger code	Ledger codes are the means by which financial information flows into the entity structures. Ledger codes are not accounting structures and do not have hierarchy or reports-to relationships to each other. Ledger codes point to a project, contract or grant.
Liabilities	Maintains the state's liabilities, such as warrants outstanding and accounts payable
Logical levels	The relationship of each entity and structure to the hierarchy is defined by its assigned logical level and its reports-to relationship above and below it.
Non-financial reporting structure	Responsibility distribution code
Organization	Maintains the management and reporting hierarchy for each state agency. It is used to summarize appropriation activity along geographical lines and financial data by region or location.
Original placed	The amount used when the open item was established
Program	Maintains agency-assigned programs for keeping track of financial activity across appropriation and organizational lines
Project	Provides inception-to-date basis reporting for activities that cross multiple state fiscal years or by federal fiscal years, and are maintained by each agency
Reporting structures	Hierarchies created to account for and report financial activity along user-defined lines
Reports-to-relationship	Defines the exact location of an entity in a reporting structure by specifying the next-higher-level-entity through which its activity should be summarized
Responsibility distribution code	Controls the user security in AKSAS
Restricted revenue	Maintains appropriated revenues earmarked for particular uses through appropriations

Term	Definition
Routing codes	Codes used to determine if a warrant is mailed, returned to the agency, electronic payment or a EP one card zero net
Run sequence number	Run sequence number can be used as a research tool in AKSAS for the online audit trail or used to run reports in ALDER. Run sequence numbers can usually be associated with the date activity occurred and was updated in AKSAS.
Set-up year	The year associated with the financial activity charged through the collocation code
Total liquidations	The amount of payments made on an open item to date
Unrestricted revenue	Maintains state's general revenues received from taxes, royalties, etc.
Warrant class	Defines the type of warrant being issued
Warrant status	Provides the status of a warrant

Acronyms

Acronym	Definition
AC/ACCT	Account
AG	Agency Receipt
AR	Appropriation
AS	Asset
AUTH	Authorize
BSN	Beginning Sequence Number
CC	Collocation Code
CO	Contract
COA	Chart of Account
COMNT	Comment
EN	Encumbrance
EP	External Program Code
ESN	Ending Sequence Number
EX	Expenditures
FE	Fund Equity
FIN	Financial Line
FU	Fund
FY	Federal Fiscal Year
GR	Grant
IE	Entity and CC/LC Inquiry
IO	Open Item Inquiry
IV	Vendor Inquiry
IW	Warrant Inquiry
LC	Ledger Code
LI	Liability
LL	Logical Level
LNACT	Line Activity
LWRLV	Lower Level
NHLVL	Next Higher Level
OR	Organization
PJ	Project
PM	Posting Month
PR	Program
PT	Posting Type
PVN	Pay Vendor Number
RD	Responsibility Distribution

Acronym	Definition
REF	Reference
RO	Online Audit Trail
RR	Restricted Revenue
RS	Reimbursable Service
RSA	Reimbursable Service Agreement
RSN	Run Sequence Number
RU	Unrestricted Revenue
SRCE	Source
SY	Set-up Year
TC/TCODE	Transaction code
VN	Vendor Number
WM	Multiple Warrant Classes