STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES **Policy and Procedure**	POLICY AND PROCEDURE NUMBER **06.02.002**	PAGE 1 of 3
	EFFECTIVE DATE April 3, 2006	
SUBJECT **Storage of AKSAS Financial Transaction Records**	SUPERSEDES FMOM 04.30.010	DATED February 15, 1997
CHAPTER **Finance** / SECTION **Financial Reporting**	APPROVED BY Mike Barton	

PURPOSE

This formalizes the policy and procedure of the department on the storage of Alaska Statewide Accounting System (AKSAS) financial transaction records.

POLICY

AKSAS financial transaction records will be stored in accordance with the following procedure. This policy is limited to records that have successfully processed.

PROCEDURE

Every AKSAS financial transaction is created from a ***source document*** (invoice, timesheet, AKSAS audit trail for a previously processed financial transaction, AKSAS management report, etc.). The source document substantiates the validity of the transaction. Source documents are in paper format.

Every certified AKSAS financial transaction generates a ***financial transaction register (FTR)***. The FTR records essential information about an individual transaction. FTRs may be in paper, electronic, or microfiche format. Most transactions do not generate paper FTRs. All transactions generate electronic and microfiche FTRs.

Source documents and FTRs are collectively called ***financial transaction records***.

Routing of paper financial transaction records

At the time a financial transaction processes in AKSAS, the source document remains with the employee who originated the transaction. A paper FTR, when AKSAS generates one, is sent to that employee. The employee attaches the FTR to the source

document. The source document must always have the AKSAS batch and sequence numbers (see below) written on it.

Employees who work outside the department fiscal office will promptly forward their financial transaction records to the department fiscal office in the appropriate location. The appropriate location is determined by the employee's organizational unit:

Anchorage:	Central Region and Anchorage International Airport
Fairbanks:	Northern Region and Fairbanks International Airport
Juneau:	Southeast Region, Marine Highway System, and headquarters offices located in Juneau

The department fiscal office bears responsibility for maintaining the official record copies of the department's financial transaction records.

The head of the fiscal office in each location may allow individual employees and work units outside the fiscal office to keep financial transaction records in their work areas temporarily before forwarding them to the fiscal office. However, in all cases, employees must forward these financial transaction records to the fiscal office by the end of the reappropriation period of the fiscal year in which the transaction occurred.

Filing of paper financial transaction records

The fiscal office in each location accumulates financial transaction records generated by the fiscal office itself at that location and those forwarded to it by employees in other organizational units.

The fiscal office files financial transaction records first by fiscal year processed, then by AKSAS document number.

The ***fiscal year*** used is July 1 through June 30. For filing purposes only, the fiscal year to which a record belongs is determined by the date the transaction processed in AKSAS, regardless of the funds used in the transaction.

AKSAS generates a ***document number*** for each transaction when it processes. The document number consists of (in this order) a source system ID, a batch number, and a sequence number. The source system ID is a two-letter code that describes the subsystem within AKSAS that generated the transaction. The batch number identifies a set of transactions that were processed as a unit. The sequence number is a particular transaction's order of appearance within a batch.

The document number creates a unique identity for each transaction. Organizing records by fiscal year and document number allows any financial transaction record to be easily located and retrieved, and it allows orderly final disposition of files as they age.

Final disposition of paper financial transaction records

The fiscal office retains paper financial transaction records on site at each location for a limited time, as space permits. Each fiscal office location is responsible for final disposition of its paper financial transaction records in accordance with the applicable records retention schedule and guidelines of the Department of Education and Early Development, Division of Libraries, Archives, and Museums. When records are moved to final disposition, they are kept in the same order in which they were filed.

Electronic and microfiche FTRs

Every day, the headquarters office of the Division of Administrative Services (HQ DAS) downloads electronic FTRs for all recent transactions successfully processed and erred time and equipment transactions. HQ DAS retains these electronic FTRs for the period of time prescribed in the applicable records retention schedule for their associated source documents.

Every month, HQ DAS receives microfiche copies of FTRs for all financial transactions successfully processed by the department in the previous month. HQ DAS distributes a complete set of these microfiche records to the fiscal office in each location. Each location retains these microfiche records indefinitely.

AUTHORITY

AS 40.21.060
AS 37.05.140
AAM 10.035

IMPLEMENTATION RESPONSIBILITY

All employees who originate AKSAS transactions; fiscal office heads in Anchorage, Fairbanks, and Juneau

DISTRIBUTION

All department employees via the DOT&PF website