TRANSACTION LISTING INQUIRY (IDTL)

Once updated, all adjustment transactions are released to a Transaction Holding File (THF) and may not be accessed or altered. However, OPTRS provides an inquiry screen (IDTL via EDAT menu) that is an audit device for timekeepers.

The OPTRS inquiry function is a tool for the timekeeper in the following ways:

On-line Reconciliation
After scheduling any number of adjustment transactions, use inquiry (IDTL screen) to view a summary list of all transactions that passed through the edit process successfully. You can reconcile the transactions you scheduled to the transactions actually in the THF.

Remote Information
Use IDTL as a remote informational source for Central Office Payroll division scheduling. By looking at the inquiry screen, you can predict when transactions will be processed through the payroll system; and thus when the employee can expect to see the net effect of an adjustment. For example, departments could use the inquiry function to check on retroactive pay adjustment scheduling or terminal vacation pay for a separating employee.

NOTE: Transaction lists only indicate that certain types of transactions have been scheduled for processing on a specified pay cycle for a specified individual. Transaction lists do not contain actual transaction detail.

Reviewing a List of Pending Adjustment Transactions
Using the inquiry function to view a list of pending adjustment transactions comprises the following:

- Displaying the Department Adjustment Transaction Menu (EDAT) screen
- Displaying the Transaction List (IDTL) screen
- Viewing transaction summary information
- Viewing transaction detail information

Displaying the Department Adjustment Transaction Menu (EDAT)

1. Log onto the Payroll/Personnel System.
2. At the Next Func field, type EDAT and press <Enter> to select Department Adjustment Transaction.

The Department Adjustment Transaction Menu screen is displayed.
Department Adjustment Transaction Menu (EDAT)

Via the EDAT Menu, you can access the IDTL THF Transaction List screen to view adjustment transaction summary.

Displaying the Transaction List (IDTL) screen

To display the Transaction List (IDTL) screen:

1. Type IDTL in the Next Func field to select the Transaction List function.
2. Tab to the ID field and type the unique identification number of the employee to be audited.

To view only transactions scheduled for a specific pay cycle:
Enter a specific pay cycle and pay period end date. (Steps 3 and 4)

All pay transactions scheduled for the specified pay cycle and pay period end date will be displayed for the employee.

To view transactions scheduled for any and all pay cycles:
Leave Pay Cycle and Pay End fields blank. (Skip Steps 3 and 4; go to Step 5)

All pay cycles and associated transactions will be displayed on succeeding screens (oldest first) for the employee. If applicable, use <F8-Forward> to see summary data for additional pay cycles.

3. If applicable, tab to the Pay Cycle field and type the cycle type (MO or MA).

Entry in the Pay Cycle and Pay End fields determines what data is displayed on the IDTL screen.

4. If applicable, tab to the Pay End field and type the corresponding pay period ending date for a specific pay cycle, in the format: MMDDYY.

5. Press <Enter>.

The Transaction List (IDTL) screen is displayed.

If there is no match for the pay cycle information you enter, the System displays a related message. Refer to the Hot News for Application PPS screen for the current pay cycle information.
**THF Transaction List (IDTL) screen**

The IDTL screen allows you to view a list of the pending transactions for a specific employee for all pay cycles on successive screens or a specific pay cycle on a single screen.

**Viewing Transaction Summary Information**

The scheduling and employee data you entered on the EDAT menu screen is displayed in the header of the Transaction List (IDTL) screen.

Transaction summary information is displayed in the body of the screen. If there were no transactions scheduled for that employee on the Pay Cycle and Pay Period Ending date selected, a message indicates that no data can be located in the THF.

The cursor is automatically beside the Sequence number of the first transaction in the list.

If the symbol @ appears in the far right column beside any of the transaction lines, this indicates the transaction was adjusted by the Central Office Payroll division after initial preparation by the timekeeper. (For more information, see Data Entry Tips.)

- For each transaction listed, review data in the following fields:
  - **Seq:** System-derived number uniquely identifying each payroll transaction in the Database.
  - **Per End:** Pay period end date in the format: MMDDYY.
    
    This is the pay period end date entered in the EDAT screen, corresponding to the pay cycle entered for processing the transaction.

  - **Pay Cycle:** Pay cycle type code used for scheduling the adjustment transaction.
  - **Check Date:**
Date on which the employee will receive payment or adjusted pay.

**Tran:**

Code indicating the type of adjustment transaction that was scheduled.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA</td>
<td>Retroactive adjustment</td>
</tr>
<tr>
<td>LA</td>
<td>Leave Balance adjustment</td>
</tr>
<tr>
<td>DA</td>
<td>Dollar Balance adjustment</td>
</tr>
<tr>
<td>HA</td>
<td>Hours Balance Adjustment'</td>
</tr>
<tr>
<td>E1, E2, E3</td>
<td>Expense Transfers</td>
</tr>
</tbody>
</table>

In addition the standard adjustment transaction codes, you may also see codes for transactions scheduled by the central office Payroll Division:

Viewing Transaction Detail Information

For many of the transactions listed on the IDTL screen, you can display a related detail screen to view the actual data that was entered. You cannot modify or delete any transaction data once a transaction is released to the THF. Also, you can only view a transaction through the window closure date.

To view the related detail for a transaction on the Transaction List (IDTL) screen:

1. Tab or use the arrow keys to select the transaction you want to view.
   
   When a transaction is selected, the cursor is in the left column, beside the sequence number.

2. Press <Enter>.

   OPTRS displays the related adjustment transaction screen and selected transaction detail. If other similar transactions have been scheduled, they will also appear on the same transaction detail screen.

   **NOTE:** You cannot access the detail screen for a retroactive adjustment (RA), leave balance adjustment (LA), dollar balance adjustment (DA), hours balance adjustment (HA), or expense transfer (E1, E2, E3).

If the transaction detail contains errors, prepare a negating transaction (i.e. a Reduce Pay (RX) transaction), then prepare a new, replacement transaction. All three transactions will be processed through the same scheduled pay cycle.

With proper justification, you may request that central office Payroll Division personnel access the actual transaction in the THF and make adjustments as necessary. However, central office Payroll Division does not usually intervene in departmental transaction scheduling and processing. Make every attempt to correct errors on a departmental level before contacting Payroll.

For more information about correcting errors after update, see *Data Entry Tips.*
Example

Transaction listing summary for a specific pay cycle

<table>
<thead>
<tr>
<th>Seq</th>
<th>Per. End</th>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Tran</th>
</tr>
</thead>
<tbody>
<tr>
<td>02738</td>
<td>08/31/96</td>
<td>MO</td>
<td>08/30/96</td>
<td>AP</td>
</tr>
<tr>
<td>03382</td>
<td>08/31/96</td>
<td>MO</td>
<td>08/30/96</td>
<td>TX</td>
</tr>
<tr>
<td>03383</td>
<td>08/31/96</td>
<td>MO</td>
<td>08/30/96</td>
<td>TX</td>
</tr>
<tr>
<td>03384</td>
<td>08/31/96</td>
<td>MO</td>
<td>08/30/96</td>
<td>TX</td>
</tr>
<tr>
<td>03385</td>
<td>08/31/96</td>
<td>MO</td>
<td>08/30/96</td>
<td>TX</td>
</tr>
</tbody>
</table>

THF Transaction List (IDTL) screen

- An Additional Pay (AP) transaction was first scheduled.
- Summary of all additional pending transactions scheduled for the same pay cycle is also displayed.
- The detail for the additional transactions can be viewed on the related screens.
- AP, LX, RX, or FT transaction detail can be viewed by accessing related detail screens.
- As the time reporting window nears closure, TX and TE transaction summary information is displayed in the IDTL summary.
- Until time input window closure, TX and TE detail can be viewed on the Time Input Roster.