Office of Financial Management

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Agency Financial Reporting System

Payment Cancellations & Returns

Automated Instructions for
- Warrant Cancellations
- ACH (EFT) Returns
- SOL (Statute of Limitation) Cancellations

May 2021

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I. INTRODUCTION

The cancellations process is available in AFRS for Agencies to manually cancel warrants, research warrants, & research ACH (EFT) payments. The system also will create automated cancellations for SOL Warrants and ACH (EFT) Returned payments.

A special file is generated daily in AFRS to support the warrant function and the ACH (EFT) Returned function. These files contain key data from the warrant wrap transactions used to complete the accounting cycle for payment.

Warrant redemption and an ACH Notice of Return (NOR) file is obtained from the Office of State Treasurer (OST) to assure accuracy and validity of outstanding payments. The payment cancellation process will purge this information once it has reached the following criteria:

- Warrants – Redeemed or Cancelled (Agency or SOL)
- ACH Returns – 45 days after settlement date

Note: Warrants that are still on the VE.7.1 screen after 200 days will be purged off on the last Sunday of each month.

Sub-menus are available under the Payment Cancellations & Returns screen. There will be two selections available:

- Warrant Cancellation Header List
- ACH Returned Header List

Each screen has a search function available (by payment number, vendor name, or current document number if previously entered) to facilitate identification of warrant(s) to be cancelled or ACH payments that have been returned. Additional detail screens are available for each payment type.

Transactions to record the receipt of ACH payments that have been returned will be automatically created if your agency has selected to receive automated SOL (Statute of Limitation) cancellations. The ACH Return transactions will be available in AFRS after 6:30 am each morning. Cancellation of warrants will continue using the current process.

OFM maintains table (AD.4) which automates the transaction code selection for ACH Returns and the warrant cancellation process. Payment Number will be in the Reference Document field.

Several fields will be protected when the warrant has been placed on the Batch Header Summary (IN.3) screen. The following fields are protected and cannot be changed.

- Batch Header Information
- Fund
- Amount
- Reference Document Number
- *Current Document Number (**Only on the Automated Process**)*

The Master Index (MI) is removed from all cancellations as the transaction already has the account coding that is required to cancel. You **will not** be allowed to add the Master Index into the cancellation because it would try to re-explode the Master Index.

> *<u>Warning!!</u> It is very important for agencies to review their internal control procedures and system security records regarding transaction input and batch release. OFM strongly encourages these functions to be performed by separate individuals. Agencies should utilize the IN.3 screen for review prior to releasing batches.*

II.   WARRANTS

A. WARRANT IDENTIFICATION

To identify a warrant(s) to be cancelled, access the AFRS Primary Menu and select VE "Vendor/Payment/Cancellation" then select **7** for **"Payment Cancellation".**

```
=== AFRS ===================== PRIMARY MENU ==================== C105P05A ===
     TM -- TABLES                        IN -- INPUT/CORRECTION

     MI -- MASTER FILE INQUIRY           VE -- VENDOR/PAYMENT/CANCELLATION

     RD -- ON-DEMAND REPORTING           RR -- REPORT REQUEST

     BI -- BATCH INTERFACE LOG           CL -- HELP PHONE LIST

     SS -- SYSTEM SECURITY




                              AGENCY: 1630
                      SELECT FUNCTION: VE

                    PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

```
=== AFRS =(VE)======= VENDOR/PAYMENT/CANCELLATION MENU =========== C105P05F
===
  TR: _____
                      1 -- COMBINED VENDOR SELECTION

                      2 -- AGENCY VENDOR MAINTENANCE

                      3 -- STATEWIDE VENDOR MAINTENANCE

                      6 -- PAYMENT PROCESS CONTROLS

                      7 -- PAYMENT CANCELLATION AND RETURNS

                      8 -- INTER-AGENCY VENDORS

                      9 -- AGENCY RETURN ADDRESS



                         SELECT FUNCTION: 7

                    PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

3

```
=== AFRS =(VE.7)============= PAYMENT CANCELLATION =============== C105P05K ===
  TR: _____




                      1 -- WARRANT CANCELLATION HEADER LIST

                      2 -- ACH RETURNED HEADER LIST




                           SELECT FUNCTION: 1


                   F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

From the VE.7 screen select "Warrant Cancellation Header List" by entering a "1" on the
function line. This will take you to the VE.7.1, "Warrant cancellation Header List"
screen.

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========= C105P080 ====
TR: _____                                                            1630
FUNCTION: _ (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
 WARRANT: _____ DOC #: _____ __   NAME: _____

SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
CURRENT DOCUMENT NUMBER: _____ __
                                                      ACTIVITY   NEW DOCUMENT
S WARRANT      VENDOR NAME      COUNT    AMOUNT        DATE  OST AGY NUMBER  SFX
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __
_ _____ _____ ____ _____ _____ _  _ _____ __

        PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
```

From screen VE.7.1 - "Warrant Cancellation Header List", you can perform a partial search (**P**) of warrant(s) to be cancelled by using the following choices:

1. Warrant Number;
2. Current Document Number (if previously entered); or
3. Vendor Name

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
TR: _____                                                              1630
FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
 WARRANT: 32_____  DOC #: _____ __   NAME: _____

SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
CURRENT DOCUMENT NUMBER: _____ __
                                                   ACTIVITY    NEW DOCUMENT
S WARRANT      VENDOR NAME     COUNT   AMOUNT        DATE  OST AGY NUMBER   SFX
_ 366254E FRED_MORRIS_____  ___2 _____32.30 022816  S   _ _____ __
_ 569587E JENNIFER_WALLACE____ ___3 _____423.95 030116  I   _ _____ __
_ 632661E AETEA_INFORMATION_TE ___1 _____6084.00 030316  I   _ _____ __
_ 778147E GOVERNING_____  ___1 _____39.95 012516  R   _ _____ __
_ 790980E 8TH_ANNUAL_OSPI_JANU ___2 _____90.00 022316  R   _ _____ __
_ 822952E GOVERNING_____  ___1 _____15.00 012516  R   _ _____ __
_ 827890E DAVID_LEISTER_____  ___1 _____20.80 013016  R   _ _____ __
S 839400E SUPER_MALL_____  ___1 _____100.00 032516  I   _ _____ __
_ 861580E WASHINGTON_ASSOCIATI ___2 _____6902.49 020816  C   _ _____ __
_ 865297E ROSS_&_ASSOCIATES_EN ___1 _____225.00 020116  R   _ _____ __
_ 904450E BRIAN_LOCK_____  ___2 _____29.90 012616  R   _ _____ __
_ 904455E ECONOMIST,_THE_____ ___1 _____95.50 012416  R   _ _____ __

       PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
```

Detail information about a warrant can be viewed by typing an **S (SELECT)** on the left margin of the warrant selected. This will take you to the VE.7.L "Payment Cancellation Transaction List" screen. Details include identification of all transactions included within the single warrant. To return to the VE.7.1 screen, use the PF3 key.

```
=== AFRS =(VE.7.L) = PAYMENT CANCELLATION TRANSACTION LIST ======= C105P081 ===
TR: _____                                                              1630
FUNCTION: _ (N=NEXT, B=BACK)

 PAYMENT: 839400E
      VENDOR NUMBER: _____   VENDOR NAME: SUPER_MALL_____
 TRANSACTION COUNT: ___1   PAYMENT AMOUNT: _____100.00

S B-DATE BY/FM FND   INVOICE    BATCH   CURR DOC   REF DOC   DETAIL AMOUNT
S 001220 17 09 001 3/8/16_____  07 532 00356_____  3723_____ _____100.00
_ _____ __ __ ___ _____ __ ___ _____ _____ _____
_ _____ __ __ ___ _____ __ ___ _____ _____ _____
_ _____ __ __ ___ _____ __ ___ _____ _____ _____
_ _____ __ __ ___ _____ __ ___ _____ _____ _____

                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Details on individual transaction about a specific warrant can be viewed by typing an **S (SELECT)** on the left margin of the VE.7.L screen. This will take you to VE.7.D "Payment Cancellation Transaction Detail" screen. This screen provides detail coding information about the payment.

```
=== AFRS =(VE.7.D)==== PAYMENT CANCELLATION TRANSACTION DETAIL === C105P082 ===
 TR: _____
     FUNCTION: N (N=NEXT, B=BACK)
 PAYMENT NO: 839400E
   SEQUENCE: 00001

   DOC DATE: 160323 (YYMMDD)
CURR DOC NO: 00356___    SFX: __        REF DOC NO: VR025849   SFX: 00
             EXCEPTION CODE: 05
  VENDOR NO: _____  SFX: __   VND NAME: SUPER_MALL_____
 ACCOUNT NO: _____ VEND MSG: DIV_ADMIN_____

 TRANS CODE: 398    ORIG CODE: 210   REV: _   BIEN: 17   FM: 09   AGENCY: 1630
 MSTR INDEX: _____        FUND: 001    APPN INDEX: 112
 PROG INDEX: 00046   SUB OBJECT: ED   SUB-SUB-OBJECT: 0003         YYMM
  ORG INDEX: ____     ALLOC CODE: ____     BUDGET UNIT: ___        MOS: ____
  WORKCLASS: ___        COUNTY: ___       CITY/TOWN: ____
    PROJECT: ____    SUB-PROJECT: __    PROJECT PHASE: __
  MAJ GROUP: __    MAJOR SOURCE: __       SUB-SOURCE: _____
    GL ACCT: ____       SUBS DR: _____        SUBS CR: _____

  AMOUNT: _____100.00 INV DATE: 160311 INV NO: 123_-_SMITH,_KAYLEE_____
                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

B. WARRANT SELECTION

Select the warrant(s) to be cancelled on the VE.7.1 "Warrant Cancellation Header List"
screen. Mark the warrant(s) by typing an **M (MARK FOR CANCEL)** on the left
margin of each warrant to be cancelled. This is done one page at a time. Users will need
to enter a current document number before pressing **PF6 (ADD/REMOVE CANCEL).**
All warrants marked for cancellation will be assigned the current document number
previously entered. The current document number will be displayed beside the
warrant(s) marked under the New Document Number column. To change the current
document number, simply erase or type in a new number.

Enter Current Document Number before pressing **PF6
(ADD/REMOVE CANCEL)**

After pressing **PF6
(ADD/REMOVE CANCELS),** the
current document number assigned
will appear beside the warrant(s).

After pressing **PF6** (**ADD/REMOVE
CANCEL)**, Activity "Agy" column will have
an **M (MARKED FOR CANCEL).**

```
=== AFRS =(VE.7.1)===== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                          1630
 FUNCTION: _ (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____  DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: 105WCJV1 00
                                                      ACTIVITY   NEW DOCUMENT
 S WARRANT       VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER  SFX
 M 826497C CITY_PICNICS_____  ___1 _____155.52 022816  I   M  163WCJV1 00
 M 826629C CRCWNET_LLC_____  ___1 _____105.00 030116  I   M  163WCJV1 00
 M 827365C BEV_HEMPLEMAN_____  ___1 _____40.00 030316  I   M  163WCJV1 00
 _ 827366C CARL_DAVISON_____   ___4 _____290.77 012516  I   _  _____ __
 _ 827367C DON_MORRIS_____   ___3 _____588.00 022316  I   M  163WCJV2 00
 _ 827368C ED_PENHALE_____   ___3 _____715.72 012516  I   M  163WCJV3 00
 _ 827369C SUSAN_LATHAM_____   ___1 _____46.00 013016  I   M  163WCJV1 01
 _ 827370C YI_ZHAO_____   ___1 _____26.64 032516  I   M  163WCJV2 00
 _ 829573C COMPAQ_COMPUTER_CORP  ___1 _____650.16 020816  I   _  _____ __
 _ 829592C BUDGET_RENT-A-CAR_SY  ___9 _____309.29 020116  I   M  163WCJV5 30
 _ 829894C SEATTLE_DAILY_JOURNA  ___1 _____61.20 012616  I   M  163WCJV6 00
 _ 829906C CAROLYN_COHEN_____   ___1 _____1050.00 012416  I   M  163WCJV2 00

       PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
```

Mark the warrant(s) by typing an **M (MARK FOR CANCEL)**
on the left margin of each warrant to be cancelled

To unmark a warrant from cancellation, just type **R (REMOVE FOR CANCELLATION)** on the left margin of the transaction, than press PF6 to remove it from being cancelled.

```
┌─────────────────────────────────────────────────────────┐
│  Type in an R (REMOVE FOR CANCELLATION), then press      │
│  PF6 (ADD/REMOVE CANCEL) to erase the code.              │
└─────────────────────────────────────────────────────────┘
```

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                       1630
 FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____ DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: 105JVWR2 00
                                                    ACTIVITY   NEW DOCUMENT
 S WARRANT       VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER  SFX
 R 825521C IKON_OFFICE_SOLUTION ___1 _____883.50 022816  I   M  163WCJV1 00
 _ 825532C MERANT_____  ___1 _____1768.00 030116  I   M  163WCJV2 00
 _ 825545C AIRTOUCH_CELLULAR___ ___2 _____392.77 030316  I   M  163WCJV1 00
 _ 825603C IOS_CAPITAL_____  ___5 _____6126.01 012516  I   M  163WCJV2 00
 _ 825649C TEMP_CONTROL_MECHANI ___1 _____197.37 022316  I   M  163WCJV3 00
 _ 825654C VISION_BUSINESS_PROD ___2 _____528.49 021416  R      _  _____ __
 _ 825707C KRAGHT_SNELL_PS_____ ___1 _____4128.00 013016  I   M  163WCJV7 10
 _ 826019C ARCUS_DATA_SECURITY_ ___1 _____328.07 011516  C   C   _____ __
 _ 826091C US_WEST_COMMUNICATIO ___2 _____1578.63 020816  I   M  163WCJV7 10
 _ 826435C 4TH_DIMENSION_COMPUT ___1 _____184.68 022816  R      _  _____ __
 _ 826450C PACIFIC_DISPOSAL____ ___1 _____89.40 012616  I   M  163WCJV8 00
 _ 826497C CITY_PICNICS_____ ___1 _____155.52 033116  C   C   _____ __
```

```
┌─────────────────────────────────────────────────────┐
│                  ACTIVITY CODES                      │
│            OST                    AGY                 │
│   R = REDEEMED            C = CANCELLED               │
│   C = CANCELLED           I = IN PROCESS              │
│   I = ISSUE               M = MARKED FOR CANCEL       │
│   S = STATUTE OF LIMITATION                          │
└─────────────────────────────────────────────────────┘
```

Any warrant marked as **R and C** (OST Activity column) can **NOT** be selected for cancellation. The user will be alerted by an error message on the screen.

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                       1630
 FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____ DOC #: _____ __  NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: JV105WR01 00
                                                     ACTIVITY   NEW DOCUMENT
 S WARRANT        VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER   SFX
 M 569443C SNOHOMISH_COUNTY_YOU ___1 _____300.00 030116  R   _ _____ __
 M 569832C CULLIGAN_____ ___2 _____23.79 022516  R   _ _____ __
 _ 574418C PRYOR_RESOURCES_____ ___1 _____89.00 030316  R   _ _____ __
 _ 577253C CAROL_POOLE_____ ___1 _____1378.90 022516  R   _ _____ __
 _ 577419C JOHN_D_MCINTYRE_____ ___1 _____1643.91 022816  R   _ _____ __
 _ 582409C AMERICAN_HEALTH_CONS ___1 _____267.00 022816  R   _ _____ __
 _ 582410C AMY_LOUCH_____ ___1 _____37.20 022516  R   _ _____ __
 _ 582412C CENTER_FOR_LEARNING_ ___1 _____195.00 032316  I   _ _____ __
 _ 582414C KATHY_DAVIS_____ ___2 _____47.20 022816  R   _ _____ __
 _ 582416C MARILYN_SCANNELL____ ___2 _____128.77 022816  R   _ _____ __
 _ 582418C ROBIN_ZUKOSKI_____ ___2 _____184.68 022516  R   _ _____ __
 _ 584868C GASB_____ ___2 _____392.00 022516  R   _ _____ __

       PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
  WARRANT ALREADY REDEEMED BY OST
```
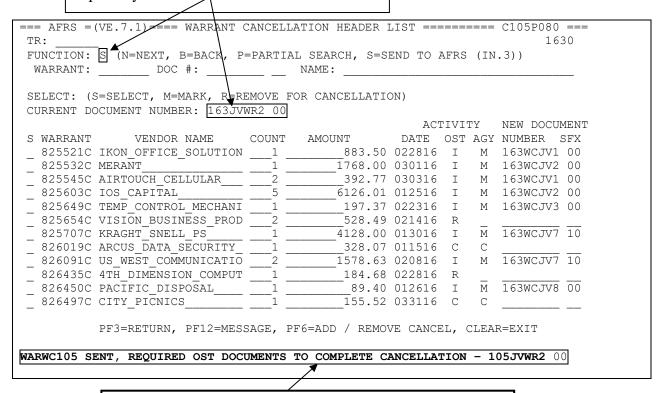
```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                        1630
 FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____ DOC #: _____ __  NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: JV105WR02 00
                                                     ACTIVITY   NEW DOCUMENT
 S WARRANT        VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER   SFX
 M 681819C GASB_RESEARCH_ACTIVI ___1 _____15488.00 032216  C   _ _____ __
 M 687844C SEAGATE_SOFTWARE____ ___2 _____30500.00 033116  C   _ _____ __
 _ 690037C LEWIS_COUNTY_TREASUR ___1 _____15.44 032116  R   _ _____ __
 _ 690038C SPOKANE_COUNTY_TREAS ___3 _____244.61 032216  R   _ _____ __
 _ 690039C EXECUTIVE_ASSISTANTS ___1 _____125.00 032316  R   _ _____ __
 _ 693385C ANDREW_JOHNSEN_____ ___1 _____1465.75 032316  R   _ _____ __
 _ 693386C CAROL_CHATWOOD_____ ___1 _____73.20 032116  R   _ _____ __
 _ 693387C DAVID_LEISTER_____ ___1 _____68.90 032216  R   _ _____ __
 _ 693388C GLEN_TAPANILA_____ ___1 _____14.96 032916  R   _ _____ __
 _ 693389C PHIL_TAYLOR_____ ___1 _____27.95 032416  R   _ _____ __
 _ 693390C SEATTLE_TIMES,_THE__ ___1 _____106.60 032116  R   _ _____ __
 _ 693391C THERESA_LIDDELL_____ ___2 _____86.10 032216  R   _ _____ __

       PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
  WARRANT ALREADY CANCELLED BY OST
```

C. BATCH CREATION

Once you have completed the Warrant Selection process noted above, then you are ready to initiate the creation of the Warrant Cancellation Batch in AFRS. This is accomplished on the VE.7.1 "Warrant Cancellation Header List" screen by selecting the function **S (SEND TO AFRS)**.   This step will cause the system to assemble the warrant(s) marked for cancellation (**M**) and create a batch in AFRS using the **Original** batch type as the default batch type, a Transaction Type of **"G"** and an Origin Code (OC) of **WC**. The batch is displayed in the IN.3 "Batch Header Summary" screen.

Type **S (SEND TO AFRS)** and select the document to be submitted to AFRS by typing in the current document number. Each current document number will have to be submitted separately.

```
=== AFRS =(VE.7.1)===== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                          1630
 FUNCTION: S  (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____  DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: 163JVWR2 00
                                                      ACTIVITY    NEW DOCUMENT
 S WARRANT       VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER  SFX
 _ 825521C IKON_OFFICE_SOLUTION ___1 _____883.50 022816  I   M  163WCJV1 00
 _ 825532C MERANT_____  ___1 _____1768.00 030116  I   M  163WCJV2 00
 _ 825545C AIRTOUCH_CELLULAR___ ___2 _____392.77 030316  I   M  163WCJV1 00
 _ 825603C IOS_CAPITAL_____  ___5 _____6126.01 012516  I   M  163WCJV2 00
 _ 825649C TEMP_CONTROL_MECHANI ___1 _____197.37 022316  I   M  163WCJV3 00
 _ 825654C VISION_BUSINESS_PROD ___2 _____528.49 021416  R   _  _____ __
 _ 825707C KRAGHT_SNELL_PS_____ ___1 _____4128.00 013016  I   M  163WCJV7 10
 _ 826019C ARCUS_DATA_SECURITY_ ___1 _____328.07 011516  C   C  _____ __
 _ 826091C US_WEST_COMMUNICATIO ___2 _____1578.63 020816  I   M  163WCJV7 10
 _ 826435C 4TH_DIMENSION_COMPUT ___1 _____184.68 022816  R   _  _____ __
 _ 826450C PACIFIC_DISPOSAL____ ___1 _____89.40 012616  I   M  163WCJV8 00
 _ 826497C CITY_PICNICS_____ ___1 _____155.52 033116  C   C  _____ __

          PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT

 WARWC105 SENT, REQUIRED OST DOCUMENTS TO COMPLETE CANCELLATION – 105JVWR2 00
```

This message will be displayed. Message contains the current document number submitted to AFRS. It also notifies users that documentation is needed by **OST** to complete the warrant cancellation process.

D. BATCH MAINTENANCE

The batch can be viewed on the IN.3 "Batch Header Summary" screen and reviewed for accuracy prior to release. A Table (AD.4) is used to assign the proper Transaction Code (TC) and can be viewed on the Transaction Decision table (TM.1.2) by viewing the original payment transaction code. The system generated transaction code should be reviewed for validity and can be changed. In some cases, the TC will be defaulted to "4XX" and the batch will be marked as an **E (ERROR)** for TC INVALID.

```
=== AFRS =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                             1630
   FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
 SORT ORDER: _  (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
   LIMIT TO: __ (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
     SELECT:    P=PAYMENTS  R=RELEASE  S=UPDATE  B=BROWSE
                G=GROUP    H=HEADER    E=ERRORS  L=PRINT
  S  B DATE  BT NUM DUP TY  ST BAL BI FM DUE DATE COUNT      ENTERED AMOUNT  OC
  _  160303  IN 175  0   A   E  Y  17 09           00001               1.23  FT
  _  160303  QS 513  0   A   R  Y  17 09           00078         112,990.49  AR
  _  160312  GH 123  0   A   H  N  17 09 160312    00005                .05  AO
  _  160319  WC 001  0   G   E  N  17 09           00001             150.00  WC
  _  160319  RD 555  0   A   R  Y  17 09 160319    00004           3,996.00  AO
  _  160319  RM 001  0   G   E  Y  17 09           00014           1,761.67  WC
  _  160320  CT 111  0   A   H  N  17 09 160320    00003             300.00  AO
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................  ..

                    PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Cancellations through the automated warrant cancellation process will have a **WC** in the OC (origin code) column.

Instructions for using the IN.3 "Batch Header Summary" screen can be found in AFRS Transaction Input Documentation. When properly balanced and released, the batch will process overnight and post. *Note: Cancellation of Exception Code Warrants for Prior Biennium will need to have the Exception Code removed to process. All other coding will remain on the transaction.*

A Warrant Cancellation file is sent to OST for processing and review. Remember, **OST will need your Warrant Cancellation Documentation (see print instructions)**, as specified in the State Administrative & Accounting Manual (SAAM), prior to completing the accounting cycle for warrant cancellation.

On the VE.7.1 "Warrant Cancellation Header List" screen, the status in the Activity column AGY will be changed from **M (MARK FOR CANCEL)** to **I** (**IN PROCESS)**. When the batch is processed and posted, the field will be changed to **C (CANCELLED).**

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                            1630
 FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: 825521C DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: _____ __
                                                     ACTIVITY   NEW DOCUMENT
 S WARRANT      VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER  SFX
 _ 825521C IKON_OFFICE_SOLUTION ___1 _____883.50 022816  I    I  163WCCJ1 00
 _ 825532C MERANT_____ ___1 _____1768.00 030116  I    I  163WCJV1 00
 _ 825545C AIRTOUCH_CELLULAR___ ___2 _____392.77 030316  I    I  163WCJV1 10
 _ 825603C IOS_CAPITAL_____ ___5 _____6126.01 012516  I    I  163WCJV3 00
 _ 825649C TEMP_CONTROL_MECHANI ___1 _____197.37 022316  I    I  163WCJV3 00
 _ 825654C VISION_BUSINESS_PROD ___2 _____528.49 012516  I       _____ __
 _ 825707C KRAGHT_SNELL_PS_____ ___1 _____4128.00 033116  C    C  163WCJV2 00
 _ 826019C ARCUS_DATA_SECURITY_ ___1 _____328.07 022816  C    C  163WCJV7 00
 _ 826091C US_WEST_COMMUNICATIO ___2 _____1578.63 021416  C    C  163WCJV6 30
 _ 826435C 4TH_DIMENSION_COMPUT ___1 _____184.68 020116  I    _ _____ __
 _ 826450C PACIFIC_DISPOSAL____ ___1 _____89.40 012616  I    _ _____ __
 _ 826497C CITY_PICNICS_____ ___1 _____155.52 012416  I    _ _____ __


        PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
```

NOTE: The cancellation process is completed upon receipt by OST of the required warrant cancellation documents.

Both OST and AGY ACTIVITY columns would have a **C (CANCELLED)** code.

III. WARRANTS CANCELLED BY AGENCY AND AT THE SAME TIME REDEEMED BY OST

Even though an agency had already cancelled a warrant, OST is not precluded from redeeming the warrant when presented for redemption. In this case, agency will need to reverse the cancellation entries in AFRS manually. Agency will also need to remove the **C (CANCELLED)** code on the VE.7.1 "Warrant Cancellation Header List" screen.

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                            1630
 FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____ DOC #: _____ __  NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: _____ __
                                                   ACTIVITY   NEW DOCUMENT
 S WARRANT      VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER  SFX
 _ 569443C SNOHOMISH_COUNTY_YOU ___1 _____300.00 030116  R   _ _____ __
 _ 569832C CULLIGAN_____ ___2 _____23.79 022516  R   _ _____ __
 _ 574418C PRYOR_RESOURCES_____ ___1 _____89.00 030316  R   _ _____ __
 R 577253 CAROL_POOLE_____ ___1 _____1378.90 022516  R   C 163WCJV1 00
 _ 577419C JOHN_D_MCINTYRE_____ ___1 _____1643.91 022816  R   _ _____ __
 _ 582409C AMERICAN_HEALTH_CONS ___1 _____267.00 022816  R   _ _____ __
 _ 582410C AMY_LOUCH_____ ___1 _____37.20 022516  R   _ _____ __
 _ 582412C CENTER_FOR_LEARNING_ ___1 _____195.00 032516  I   _ _____ __
 _ 582414C KATHY_DAVIS_____ ___2 _____47.20 022816  R   _ _____ __
 _ 582416C MARILYN_SCANNELL____ ___2 _____128.77 022816  R   _ _____ __
 _ 582418C ROBIN_ZUKOSKI_____ ___2 _____184.68 022516  R   _ _____ __
 _ 584868C GASB_____ ___2 _____392.00 022516  R   _ _____ __

        PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
```

> Type in an **R (REMOVE FOR CANCELLATION)** into the Select column and press **PF6 (ADD/REMOVE CANCEL)** to remove the code.

IV. ACH (EFT) RETURNS (NOR)

ACH (EFT) Returns are payments that have been refused for deposit at the banking institution. The return usually will happen within the 4-6 day business days. OST notifies OFM on a daily basis of any Notice of Returns (NOR) that need to be processed that business day.

AFRS automatically generates the NOR entries for all ACH (EFT) Return payments each business day after notification from OST. AFRS generated ACH (EFT) Returns will contain the following data elements:

- Current Document Number – XXXYYJJJ (agency/calendar year/julian date)
- Transaction Code – Based on Transaction Code (TC) Decision table or default to 4XX if not on TC table.
- General Ledgers – 7110/XXXX

An ACH (EFT) Return batch will be created after 6:30 am each morning and placed on the IN.3 "Batch Header Summary" screen. Agencies should check the IN.3 screen between 6:30 am and 6:45 am for these batches.

The batch defaults to the **Original** batch type with a Transaction Type of **"H"** and an Origin Code (OC) of **WS**. The batch will be in an **H (HOLD)** status and will need to be reviewed and released by the agencies for AFRS to post the entries during the AFRS nightly process.

```
=== AFRS =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                             1630
   FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
 SORT ORDER: _   (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
   LIMIT TO: __  (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
     SELECT:    P=PAYMENTS  R=RELEASE  S=UPDATE  B=BROWSE
                G=GROUP      H=HEADER    E=ERRORS  L=PRINT
  S  B DATE  BT NUM DUP TY  ST BAL BI FM DUE DATE COUNT     ENTERED AMOUNT  OC
  _   160503 05 026       H  Y  17  11       00002                  77.78       WS
  _   160503 QS 511       R  Y  17  11       00001              10,003.42       AR
  _   160503 05 419       R  Y  17  11 120503 00001              88,921.21  00001 AO
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
  _   ...... .. ...  .   .  .  ..  .. ...... ..... .................. ..... ..
                     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Returned ACH (EFT) payments are marked with an **"N"** under the Activity OFM column in the VE.7.2 "ACH Returned Header List" screen.   The status in the Activity column AGY is **I (IN PROCESS)** pending release of the batch. Once processed and posted, both the OST and AGY status fields will change to a **C (CLEARED)**.

```
=== AFRS =(VE.7.2)======== ACH RETURNED HEADER LIST ============== C105P083 ===
 TR: _____                                                             1630
 FUNCTION: _ (N=NEXT, B=BACK, P=PARTIAL SEARCH)
  WARRANT: _____  DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, V=VIEW ADDRESS)

                                                       ACTIVITY   NEW DOCUMENT
 S PAYMENT      VENDOR NAME     COUNT    AMOUNT      DATE  OFM AGY NUMBER   SFX
   _ 318728! DENNY__JOSEPH_L_____ ___1 _____43.14 041816  I   _ _____ __
     318729! FANNING__LAUREN_____    4        1136.83 041816  N   I  16316123
   _ 318730! JACKSON__ROBERT_M___ ___1 _____84.41 041816  I   _ _____ __
   _ 318731! KEY__JAMES_R_____ ___2 _____258.28 041816  I   _ _____ __
   _ 318732! MCENDERFER__MARK____ ___1 _____120.24 041116  P   _ _____ __
   _ 318733! ROBINSON__JAMIE_E___ ___2 _____174.50 041816  I   _ _____ __
   _ 318734! STEWART__BELINDA_D__ ___1 _____57.00 041816  I   _ _____ __
   _ 318735! KUCZA__MARK_A_____ ___1 _____18.20 041816  I   _ _____ __
   _ 318736! BALES__CHERYL_M_____ ___4 _____258.57 041216  P   _ _____ __
   _ 318737! EADS__WILLIAM_F_____ ___1 _____92.00 041816  I   _ _____ __
   _ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __
   _ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __

                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

```
=== AFRS =(VE.7.2)======== ACH RETURNED HEADER LIST ============== C105P083 ===
 TR: _____                                                             1630
 FUNCTION: _ (N=NEXT, B=BACK, P=PARTIAL SEARCH)
  WARRANT: _____  DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, V=VIEW ADDRESS)

                                                       ACTIVITY   NEW DOCUMENT
 S PAYMENT      VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER   SFX
   _ 318728! DENNY__JOSEPH_L_____ ___1 _____43.14 041816  I   _ _____ __
     318729! FANNING__LAUREN_____    4        1136.83 041816  C   C  16316123
   _ 318730! JACKSON__ROBERT_M___ ___1 _____84.41 041816  I   _ _____ __
   _ 318731! KEY__JAMES_R_____ ___2 _____258.28 041816  I   _ _____ __
   _ 318732! MCENDERFER__MARK____ ___1 _____120.24 041116  P   _ _____ __
   _ 318733! ROBINSON__JAMIE_E___ ___2 _____174.50 041816  I   _ _____ __
   _ 318734! STEWART__BELINDA_D__ ___1 _____57.00 041816  I   _ _____ __
   __ 318735! KUCZA__MARK_A_____ ___1 _____18.20 041816  I   _ _____ __
   _ 318736! BALES__CHERYL_M_____ ___4 _____258.57 041216  P   _ _____ __
   _ 318737! EADS__WILLIAM_F_____ ___1 _____92.00 041816  I   _ _____ __
   _ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __
   _ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __

                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

From screen VE.7.2 - "ACH Returned Header List", you can perform a partial search (**P**) of ACH payments by using the following choices:

1. Payment Number;
2. Current Document Number (if previously entered); or
3. Vendor Name

```
=== AFRS =(VE.7.2)======== ACH RETURNED HEADER LIST ============== C105P083 ===
TR: _____                                                          1630
FUNCTION: _  (N=NEXT, B=BACK, P=PARTIAL SEARCH)
 WARRANT: 31_____  DOC #: _____ __   NAME: _____

SELECT: (S=SELECT, V=VIEW ADDRESS)


                                                  ACTIVITY    NEW DOCUMENT
S PAYMENT       VENDOR NAME     COUNT    AMOUNT      DATE  OST AGY NUMBER   SFX
_ 318728! DENNY__JOSEPH_L_____ ___1 _____43.14 041816  I   _ _____ __
_ 318730! JACKSON__ROBERT_M___ ___1 _____84.41 041816  I   _ _____ __
_ 318731! KEY__JAMES_R_____ ___2 _____258.28 041816  I   _ _____ __
_ 318732! MCENDERFER__MARK_____ ___1 _____120.24 041116  P   _ _____ __
_ 318733! ROBINSON__JAMIE_E___ ___2 _____174.50 041816  I   _ _____ __
S 318734! STEWART__BELINDA_D__ ___1 _____57.00 041816  I   _ _____ __
_ 318735! KUCZA__MARK_A_____ ___1 _____18.20 041816  I   _ _____ __
_ 318736! BALES__CHERYL_M_____ ___4 _____258.57 041216  P   _ _____ __
_ 318737! EADS__WILLIAM_F_____ ___1 _____92.00 041816  I   _ _____ __
_ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __
_ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __
_ 318739! FRED_BARNEY_____ ___1 _____150.00 042016  I   _ _____ __

                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Detail information about an ACH payment can be viewed by typing an **S (SELECT)** on the left margin of the payment you wish to select. This will take you to the VE.7.L "Payment Cancellation Transaction List" screen. Details include all transactions included within the selected payment. To return to the VE.7.2 screen, use the PF3 key.

```
=== AFRS =(VE.7.L) = PAYMENT CANCELLATION TRANSACTION LIST ======= C105P081 ===
TR: _____                                                          1630
FUNCTION: _  (N=NEXT, B=BACK)

 PAYMENT: 318734!
     VENDOR NUMBER: SWV123456700  VENDOR NAME: STEWART__BELINDA_D_____
 TRANSACTION COUNT: ___1   PAYMENT AMOUNT: _____57.00

S B-DATE BY/FM FND   INVOICE     BATCH   CURR DOC    REF DOC   DETAIL AMOUNT
S 160418 17 10 001 3/8/16_____ 07 532 00356_____ 3723_____ _____57.00
_ _____ __ __ ___ _____ __ ___ _____ _____ _____
_ _____ __ __ ___ _____ __ ___ _____ _____ _____
_ _____ __ __ ___ _____ __ ___ _____ _____ _____
_ _____ __ __ ___ _____ __ ___ _____ _____ _____

                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Details on individual transaction about a specific payment can be viewed by typing an **S (SELECT)** on the left margin of the VE.7.L screen. This will take you to VE.7.D

16

"Payment Cancellation Transaction Detail" screen. This screen provides detail coding information about the payment.

```
=== AFRS =(VE.7.D)==== PAYMENT CANCELLATION TRANSACTION DETAIL === C105P082 ===
 TR: _____
    FUNCTION: N (N=NEXT, B=BACK)
 PAYMENT NO: 318734!
   SEQUENCE: 00001

   DOC DATE: 160418 (YYMMDD)
CURR DOC NO: 00356___    SFX: __      REF DOC NO: VR025849  SFX: 00
            EXCEPTION CODE: __
 VENDOR NO: SWV1234567  SFX: 00  VND NAME: STEWART__BELINDA_D_____
 ACCOUNT NO: _____ VEND MSG: DIV_ADMIN_____

 TRANS CODE: 398    ORIG CODE: 210   REV: _   BIEN: 17  FM: 10   AGENCY: 1630
 MSTR INDEX: _____       FUND: 001    APPN INDEX: 112
 PROG INDEX: 00046   SUB OBJECT: ED   SUB-SUB-OBJECT: 0003        YYMM
 ORG INDEX: ____     ALLOC CODE: ____      BUDGET UNIT: ___       MOS: ____
 WORKCLASS: ___       COUNTY: ___       CITY/TOWN: ____
   PROJECT: ____    SUB-PROJECT: __   PROJECT PHASE: __
 MAJ GROUP: __    MAJOR SOURCE: __      SUB-SOURCE: _____
   GL ACCT: ____        SUBS DR: _____       SUBS CR: _____

 AMOUNT: _____57.00 INV DATE: 160311 INV NO: 123_-_SMITH,_KAYLEE_____
                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

ACH (EFT) payments will be marked with an **"I" (ISSUED)** under the Activity OST column in the VE.7.2 "ACH Payment Header List" screen until the settlement date and will then be changed to a **P (POSTED)**. Payments will remain on the VE.7.2 screen for 45 business days and then the detail information will be purged. (Header will remain for 2 years.)

```
=== AFRS =(VE.7.2)======== ACH RETURNED HEADER LIST ============== C105P083
===
 TR: _____                                                     1630
 FUNCTION: _  (N=NEXT, B=BACK, P=PARTIAL SEARCH)
  WARRANT: _____  DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, V=VIEW ADDRESS)

                                               ACTIVITY    NEW DOCUMENT
 S PAYMENT      VENDOR NAME     COUNT   AMOUNT      DATE  OST AGY NUMBER  SFX
   _ 318728! DENNY__JOSEPH_L_____ ___1 _____43.14 041816  I   _ _____ __
   | 318729! FANNING__LAUREN       4       1136.83 041816  C   C 16316123   |
   _ 318730! JACKSON__ROBERT_M___ ___1 _____84.41 041816  I   _ _____ __
   _ 318731! KEY__JAMES_R_____ ___2 _____258.28 041816  I   _ _____ __
   _ 318732! MCENDERFER__MARK____ ___1 _____120.24 041116  P   _ _____ __
   _ 318733! ROBINSON__JAMIE_E___ ___2 _____174.50 041816  I   _ _____ __
   _ 318734! STEWART__BELINDA_D__ ___1 _____57.00 041816  I   _ _____ __
   _ 318735! KUCZA__MARK_A_____ ___1 _____18.20 041816  I   _ _____ __
   _ 318736! BALES__CHERYL_M_____ ___4 _____258.57 041216  P   _ _____ __
   _ 318737! EADS__WILLIAM_F_____ ___1 _____92.00 041816  I   _ _____ __
   _ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __
   _ 318738! GILBREATH__RAYMOND__ ___1 _____178.66 041816  I   _ _____ __

                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

NOTE: If your agency should accidentally delete the batch from the IN.3 screen you will have to manually create the batch and re-enter it into AFRS making sure you use the correct document information by using the VE.7.2/VE.7.L screen, the IN-PROCESS Report (GL 7110) or the daily report DWP91002.

NOTE: ACH (EFT) Returned payment entries are agency only entries. A-8's for ACH Returned entries should not be sent to OST.

NOTE: If an agency requested a reversal of a payment and the bank refuses the reversal a batch will be placed on the IN.3 that has an "R" in the Reversal field with the appropriate transaction codes and transaction information. This will reverse your reversal and then you will have to work with the Vendor directly to get the money back from the.

V.   STATUTE OF LIMITATION (SOL)

SOL warrants are warrants that are six calendar months old from the date of issue and have not been presented for payment. OST sends the SOL cancelation file to AFRS 10 days after the warrant becomes SOL. The status is reflected in AFRS on the 11th day. SOL warrants will be reflected as SOL in AFRS six calendar months plus 11 days after the issue date.

For example:
- Warrant Issued: 9/18/2020
- OST cancellation: 3/18/2021
- SOL date in AFRS: 3/29/2021 (*Activity date on VE.7.1 screen*)
- Warrant Purged: 4/25/2021 (*from VE.7.1 screen after 200 days on last Sunday of month*)

AFRS automatically generates cancellation entries for all SOL warrants (AFRS and non-AFRS generated warrants, such as Payroll or Agency Internal Payments) at the same time OST makes the cancellation. AFRS generated warrants will contain the following data elements:

- Current Document Number – SOLYYJJJ (calendar year/julian date)
- Transaction Code – 455
- General Ledgers – 7130/5194(v)

An SOL cancellation batch is created in the IN.3 "Batch Header Summary" screen. The batch defaults to the **"Original"** batch type with a Transaction Type of **"H"** and an Origin Code (OC) of **WS**. The batch will be in an **H (HOLD)** status and will need to be reviewed and released by the agencies for AFRS to post the entries during the AFRS nightly process.

Note: Cancellation of Exception Code Warrants will need to have the Exception Code removed to process. All other coding will remain on the transaction.

Note: Batches that are Non-AFRS will have a batch type of WS and the next sequential number.

AFRS Warrants

```
=== AFRS =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                           1630
   FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
 SORT ORDER: _  (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
   LIMIT TO: __ (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
     SELECT:   P=PAYMENTS  R=RELEASE  S=UPDATE  B=BROWSE
               G=GROUP     H=HEADER   E=ERRORS  L=PRINT
  S  B DATE  BT NUM DUP TY  ST BAL BI FM DUE DATE COUNT      ENTERED AMOUNT  OC
     160303  05 026  0   H   H  Y  17 09           00002              77.78  WS
  _  160303  QS 511  0   A   R  Y  17 09           00001          10,003.42  AR
  _  160303  05 419  0   A   R  Y  17 09 160303    00001          88,921.21  AO
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..

                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Non-AFRS Warrants

```
=== AFRS =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                            9990
   FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
 SORT ORDER: _  (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
   LIMIT TO: __ (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
     SELECT:   P=PAYMENTS  R=RELEASE  S=UPDATE  B=BROWSE
               G=GROUP     H=HEADER   E=ERRORS  L=PRINT
  S  B DATE  BT NUM DUP TY  ST BAL BI FM DUE DATE COUNT      ENTERED AMOUNT  OC
  _  160320  WS 007  0   H   H  Y  17 09 ......    00001              45.72  WS
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
  _  ......  .. ...  .   .   .  .  .. .. ......    .....  .................. ..
                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

SOL warrants are marked with an **"S"** under the Activity OST column in the VE.7.1 "Warrant Cancellation Header List" screen when it is an AFRS warrant.   The status in the Activity column AGY is **I (IN PROCESS)** pending release of the batch. Once processed and posted, the field will change to a **C (CANCELLED)**.

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                              1630
 FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____ DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: _____ __
                                                 ACTIVITY   NEW DOCUMENT
 S WARRANT     VENDOR NAME    COUNT   AMOUNT      DATE  OST AGY NUMBER   SFX
 _ 569443C SNOHOMISH_COUNTY_YOU ___1 _____300.00 030116  R   _ _____ __
 _ 569832C CULLIGAN_____ ___2 _____23.79 022516  R   _ _____ __
 _ 574418C PRYOR_RESOURCES_____ ___1 _____89.00 030316  R   _ _____ __
 _ 577253C CAROL_POOLE          1 ____ 1378.90 022516  S   I SOLYYJJJ __
 _ 577419C JOHN_D_MCINTYRE      1 ____ 1643.91 022816  S   I SOLYYJJJ __
 _ 582409C AMERICAN_HEALTH_CONS  1 _____267.00 022816  S   I SOLYYJJJ __
 _ 582410C AMY_LOUCH_____ ___1 _____37.20 022516  R   _ _____ __
 _ 582412C CENTER_FOR_LEARNING_ ___1 _____195.00 032316  I   _ _____ __
 _ 582414C KATHY_DAVIS_____ ___2 _____47.20 022816  R   _ _____ __
 _ 582416C MARILYN_SCANNELL____ ___2 _____128.77 022816  R   _ _____ __
 _ 582418C ROBIN_ZUKOSKI_____ ___2 _____184.68 022516  R   _ _____ __
 _ 584868C GASB_____ ___2 _____392.00 022516  R   _ _____ __

        PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
```

```
=== AFRS =(VE.7.1)==== WARRANT CANCELLATION HEADER LIST ========== C105P080 ===
 TR: _____                                                              1630
 FUNCTION: N (N=NEXT, B=BACK, P=PARTIAL SEARCH, S=SEND TO AFRS (IN.3))
  WARRANT: _____ DOC #: _____ __   NAME: _____

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: _____ __
                                                 ACTIVITY   NEW DOCUMENT
 S WARRANT     VENDOR NAME    COUNT   AMOUNT      DATE  OST AGY NUMBER   SFX
 _ 569443C SNOHOMISH_COUNTY_YOU ___1 _____300.00 030116  R   _ _____ __
 _ 569832C CULLIGAN_____ ___2 _____23.79 022516  R   _ _____ __
 _ 574418C PRYOR_RESOURCES_____ ___1 _____89.00 030316  R   _ _____ __
 _ 577253C CAROL_POOLE          1 ____ 1378.90 022516  S   C SOLYYJJJ __
 _ 577419C JOHN_D_MCINTYRE      1 ____ 1643.91 022816  S   C SOLYYJJJ __
 _ 582409C AMERICAN_HEALTH_CONS  1 _____267.00 022816  S   C SOLYYJJJ __
 _ 582410C AMY_LOUCH_____ ___1 _____37.20 022516  R   _ _____ __
 _ 582412C CENTER_FOR_LEARNING_ ___1 _____195.00 032516  I   _ _____ __
 _ 582414C KATHY_DAVIS_____ ___2 _____47.20 022816  R   _ _____ __
 _ 582416C MARILYN_SCANNELL____ ___2 _____128.77 022816  R   _ _____ __
 _ 582418C ROBIN_ZUKOSKI_____ ___2 _____184.68 022516  R   _ _____ __
 _ 584868C GASB_____ ___2 _____392.00 022516  R   _ _____ __

        PF3=RETURN, PF12=MESSAGE, PF6=ADD / REMOVE CANCEL, CLEAR=EXIT
```

Please note that SOL entries are agency only entries. Journal Vouchers (JV) for SOL entries should not be sent to OST. (See Payment Cancellation Reports to print an agency copy.)
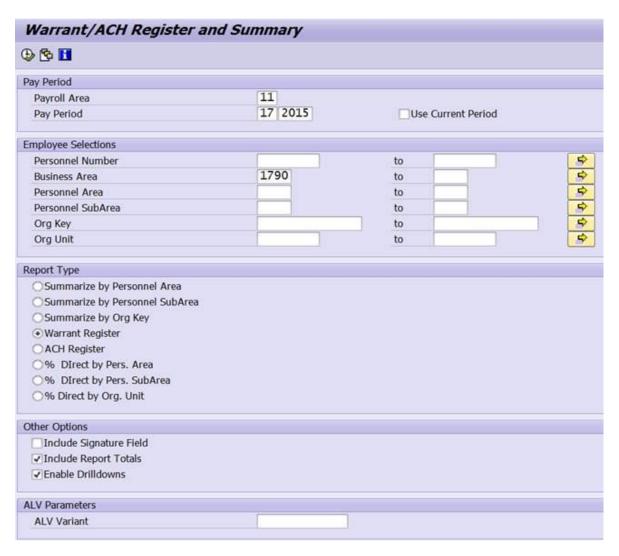
PAYROLL BATCH CANCELLATIONS:

Payroll Batch Cancellations (Fund 035) are similar to the AFRS. There are a few additional steps that you need to do as a part of the process.

Warrant Cancellations for SOL Payroll payments will have the Fund 035. These payments were made through the Human Resource Management System (HRMS) and you or Payroll Office will need to go into HRMS to locate the warrant information, such as name of payee.

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20Z ===

    FUNCTION: N (A=ADD, C=CHG, D=DEL, V=VIEW, N=NEXT, B=BACK, X=RESET VENDOR)
    SEQUENCE: 00001   HEADER: 160320 WS 007 0 H ......   BIEN: 17   FM: 02
    DOC DATE: 032016  CURR DOC: SOL16265 __  REF DOC: 123456D_ __  DUE: _____
    VENDOR #: _____ SFX: __  EXCPT CODE: __  VENDOR TYPE: _   PT: _____
    VEND NAME: _____         TIN: _____
       ADDR1: _____    TAX TYPE: _
       ADDR2: _____    USE TAX: _
       ADDR3: _____         UBI: _____
  CITY/ST/ZIP: _____ __ _____   US/FOR ADDR: _
  ACCOUNT #: _____ VEND MSG: _____
  AGREEMENT ID: _____  ORDER ID: _____  CFDA: _____
  TRANS CODE: 455   MOD: _   REV: _    POSTING FM: 02    AGENCY: 1630
  MSTR INDEX: _____   FUND: 035    APPN INDEX: ___  PROG INDEX: _____
  SUB OBJECT: __     SUB-SUB-OBJ: ____    IRS BOX: _  OMWBE TYPE: _
   ORG INDEX: ____     ALLOC CODE: ____  BUDGET UNIT: ___        MOS: ____
     PROJECT: ____    SUB-PROJECT: __    PROJ PHASE: __                YYMM
   WORKCLASS: ___        COUNTY: ___   CITY/TOWN: ____   COST OBJ: _____
   MAJ GROUP: ___     MAJ SOURCE: __    SUB-SOURCE: _____    CAFT: _
    GL ACCT: 5194    SUBSID DR: _____   SUBSID CR: _____    RRW: _
  AMT: 0000000004572   INV DATE: _____  INV #: _____
  F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
 FIRST RECORD FOR BATCH DISPLAYED
```

To look up the Warrant information within HRMS you or payroll will want to run the HRMS Report ZHR_RPTPY635 (Warrant Register & Fund Summary Dtl). Enter the payroll period the warrant was issued (this is the issue date on the check) and your business area.

Warrant/ACH Register and Summary

Pay Period	
Payroll Area	11
Pay Period	17 2015 ☐ Use Current Period

Employee Selections

Personnel Number		to	
Business Area	1790	to	
Personnel Area		to	
Personnel SubArea		to	
Org Key		to	
Org Unit		to	

Report Type

- ○ Summarize by Personnel Area
- ○ Summarize by Personnel SubArea
- ○ Summarize by Org Key
- ● Warrant Register
- ○ ACH Register
- ○ % DIrect by Pers. Area
- ○ % DIrect by Pers. SubArea
- ○ % Direct by Org. Unit

Other Options

- ☐ Include Signature Field
- ☑ Include Report Totals
- ☑ Enable Drilldowns

ALV Parameters

ALV Variant	

In the Report Type section you will select the Warrant Register. In the Other Options section you can check the Include Report Totals and Enable Drilldowns if you desire.

You will then run the report.

You can then sort by warrant number or amount and locate the warrant number.

Type	Personnel Number	Name	Number	Amount
WARRANT	12345678	Smith, Sally	12345D	1,074.56

You will then need to decide if you will reissue the payment or if it needs to go to the Department of Revenue (DOR) as unclaimed property. You will make the payment out of the GL 5194 for either the reissue or DOR payment.
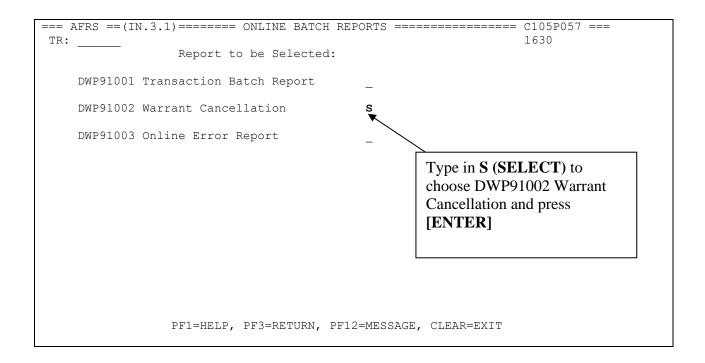
VI. PAYMENT CANCELLATION REPORTS

Once the batch has arrived on the IN.3 "Batch Header Summary" screen for release you should print out a copy. The copy can be used as follows:

- Agency Record – Warrants, SOL's, & ACH Returns
- Copy to be sent to OST for Agency created Warrant Cancellations

Locate the warrant cancellation or ACH (EFT) returned batch on the IN.3 screen and then type in **L (PRINT)** into the Select column request a printed report.

```
=== AFRS =(IN.3)============ BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                        1630
   FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
 SORT ORDER: _  (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
   LIMIT TO: __ (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
     SELECT:    P=PAYMENTS  R=RELEASE  S=UPDATE   B=BROWSE
                G=GROUP     H=HEADER   E=ERRORS   L=PRINT
  S  B DATE  BT NUM DUP TY  ST BAL BI FM DUE DATE COUNT    ENTERED AMOUNT  OC
  _  160510  BE 079  0   A   E  Y  17 11          00001          80.00  PS
  _  160510  BE 079  0   A   E  Y  17 11          00001          80.00  PS
  _  160510  BE 079  0   A   E  Y  17 11          00001          80.00  PS
  _  160512  BE 080  0   A   E  Y  17 11          00001          28.50  PS
  _  160512  BE 080  0   A   E  Y  17 11          00001          28.50  PS
  _  160512  GH 123  0   A   H  N  17 11 160512   00005            .05  AO
  L  160513  BE 001  0   H   E  N  17 11          00001         150.00  WS
  _  160513  RD 555  0   A   R  Y  17 11 160513   00004       3,996.00  AO
  _  160513  BE 001  0   H   E  Y  17 11          00014       1,761.67  WS
  _  160516  CT 111  0   A   H  N  17 11 160516   00003         300.00  AO
  _  160516  MT 118  0   H   E  Y  17 11          00005       3,467.57  WS
  _  160517  RD 333  0   A   H  N  17 11 160517   00001       2,500.00  AO
  _  160517  RD 555  0   A   R  Y  17 11 160517   00001       2,800.00  AO
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  ..............  ..

                     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

You can select more than one cancellation batch to print at a time.

```
=== AFRS ==(IN.3.1)======== ONLINE BATCH REPORTS ================= C105P057 ===
 TR: _____                                                          1630
                     Report to be Selected:

     DWP91001 Transaction Batch Report      _

     DWP91002 Warrant Cancellation          S

     DWP91003 Online Error Report           _
```

Type in **S (SELECT)** to choose DWP91002 Warrant Cancellation and press **[ENTER]**

```
                 PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Select appropriate job parameters for the job then press **[ENTER].**

```
=== AFRS ================== BATCH JOB SUBMISSION ================ C105U100 ===
                                                                    1630
                       ONLINE BATCH PRINT: DWP91002

 ------------------------------ JOB PARAMETERS ------------------------------

           CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

         CONTACT: MARILEI_AMURAO-TABIL (PERSON OUTPUT IS DIRECTED TO)

  SEND OUTPUT TO: R299_____  (LOCAL, R###, CLUSTER ID, FICHE, EXCHANGE, IOF)

      BIN NUMBER: 38

        LOCATION: __

         LOGONID: MAAC163   COPIES: 01   PRINT JCL: Y (Y OR N)

          JOB ID: MAT (FIRST 3 CHARACTERS OF JOB NAME)


            (ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)
```

Warrant Cancellation Reports (DWP91002) will be generated to the location that you requested the output to be sent.

An additional set of reports will be part of agencies' daily AFRS Reports. Two reports are produced:

- DWP91002D "Warrant Cancellation Detail Report" - Detail by warrant number, fund and vendor name (if any)
- DWP91002S "Warrant Cancellation Summary Report" - Summarized by fund.

```
163-0                        WASHINGTON TECHNOLOGY SOLUTIONS                 PAGE: 1
RPT DWP91002D                WARRANT CANCELLATION- SUMMARY/DETAIL            DATE:
05/04/16
                             DETAIL REPORTS


CURRENT DOCUMENT NO.: SOL16123   00     BATCH: 160328WC242


WARRANT NO.              FUND               AMOUNT      VENDOR NAME
026194U                  436                 79.60

                  TOTAL WARRANT:              79.60     HAROLD LEMAY ENTERPRISES INRPRISES INC

                  TOTAL DOCUMENT:             79.60


                  TOTAL BATCH:                79.60
```

```
163-0                        WASHINGTON TECHNOLOGY SOLUTIONS
PAGE: 2
RPT DWP91002S                WARRANT CANCELLATION- SUMMARY/DETAIL
DATE: 05/04/16
                             SUMMARY REPORT

CURRENT DOCUMENT NO.: SOL16123    00

FUND                AMOUNT
436                  79.60

DOC TOTAL:           79.60


PREPARED BY _____  DATE _____  PHONE #
(_____)_____


APPROVED BY _____    DATE _____
```

REMINDER:
- *Warrant cancellation process requires receipt of documentation by OST.*
- *ACH (EFT) Returns and SOL process is agency only and no documentation is required by OST.*

VII. PAYMENT TRANSACTION CODES

For the most part, AFRS has automated the selection of the transaction code (TC) for agencies. Depending on the original TC used to generate the warrant or ACH, a related TC is assigned by AFRS. If the original TC is not available, then the default TC for warrants & ACH Returns will be **4XX,** or for SOL's it will be **455**. The table below shows the cancellation or return TC assigned to each original TC. **Although the TC selection is automated, agencies are encouraged to review the accuracy and appropriateness of the TCs used prior to release of their batch.**

Original Transaction Code	Cancellation T.C. For Current Biennium	Returned T.C. For Current Biennium
058	455	083
137	451	255
138	444	255 R
196, 198, 199	449	111
203, 289	455	083
210, 211, 223, 232, 292	451	255
214	449 R	111 R
216, 225	444	255R
221, 237	451	255
230	452	287
322	455 R	287 R
350	455	083
402	455	462
410	455	083
505	444	255 R
579, 580	450	255
675, 677, 684, 686, 687, 688	834	499
679, 689, 690, 692	834 R	499 R
763	455	083
828	834	499
946	447	274
955, 957, 972	455	083
960	455 R	083 R

VIII.   OST DOCUMENTATION

To: Agency Fiscal Officers

From: Office of the State Treasurer

Subject: Warrant Cancellations

The Office of the State Treasurer (OST) receives calls from various agencies regarding how the warrant cancellation process operates. This memo will hopefully clear up a few questions.

When an agency determines a warrant needs to be cancelled, it creates a Journal Voucher (JV). That JV is then entered into the Agency Financial Reporting System (AFRS) system by the agency. AFRS then creates a file that contains all the cancellation data entered by the agencies for that particular day. When OST receives the file, that data is transferred to the cancellation hold file. When the JV's are received by OST, only the warrant numbers are entered in the Treasury Management $ystem (TM$), all other entries are made on the agency's side. The warrant numbers are matched up to the data that was entered by the agency in AFRS with TM$.

The Treasurer's Office hold file is deleted once a month. Unprocessed Journal Vouchers entered the previous month are deleted at this time. They are still in the AFRS system.

To help cancellations process quickly and efficiently, there are a few things to bring to your attention:

1. Warrant cancellations must be entered into **AFRS** by the agency **before** sending the JV to the Treasurer's office. They should also be sent to OST *within 30 days* of being entered into AFRS so they do not get deleted from the hold file.
2. The original warrants or affidavits of lost or destroyed warrants must be attached to the JV. Xerox or FAXED copies may not be substituted. The payee must complete an Affidavit of Lost or Destroyed warrant for the warrants lost in the mail and it must be notarized per RCW 43.08.066.
3. The warrant numbers need to be listed on the JV or listed on a separate page attached to the JV.
4. A contact name and phone number needs to be on the JV.
5. Although there are no official limits regarding the number of warrants being attached to the JV, the total number of warrants or affidavits should be about 100 or less. If there is a need to return any warrants from a particular JV, it becomes very time consuming to search through more than that.
6. While AFRS will accept your entry without the individual warrant numbers, TM$ requires each warrant number be entered in AFRS in the reference document field during the original AFRS entry.
7. When reversing an incorrect entry, it is necessary to reverse all of the data using the same current document number, then re-enter the correct data into AFRS in one, complete, correct entry using a new current document number. A simple correction will not work in TM$. This usually prevents further problems.
8. Journal Vouchers for SOL entries, corrections, or reversals are for the agency side only and **should not** be sent to OST.
9. The current document number must be eight characters or less (prefixes and suffixes do not work) and written clearly on the JV, exactly as it was entered into AFRS.
10. Send all cancellation correspondence to mailstop 40207.

If you have any questions, please contact Toni Doyle at 360.902.8986 or e-mail at toni@tre.wa.gov.