



Office of Financial Management

Better information. Better decisions. Better government. Better Washington.

Agency Financial Reporting System

Payment Cancellations & Returns

Automated Instructions for

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

April 2022

TABLE OF CONTENTS

	PAGE
I. INTRODUCTION	1
II. WARRANTS	3
A. WARRANT IDENTIFICATION	3
B. WARRANT SELECTION	7
C. BATCH CREATION	10
D. BATCH MAINTENANCE	11
E. REPORT	12
F. RESULTS	12
III. WARRANTS CANCELLED BY AGENCY AT THE SAME TIME REDEEMED BY OST	13
IV. ACH (EFT) RETURNS (NOR)	14
V. STATUTE OF LIMITATIONS (SOL)	19
VI. PAYMENT CANCELLATION REPORTS	25
VII. PAYMENT CANCELLATION TRANSACTION CODES	28
VIII. OST DOCUMENTATION	29

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.

Warning!! 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.

BATCH ORIGIN CODES

WS: SOL AFRS warrants

WS: SOL non-AFRS warrants

WC: ACH payment returns

WC: Cancellations from VE.7

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
```


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 YMM
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

```

S	WARRANT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OST	AGY	NEW DOCUMENT NUMBER	SFX
M	826497C	CITY_PICNICS	1	155.52	022816	I	M	M	163WCJV1 00	
M	826629C	CRCWNET_LL	1	105.00	030116	I	M	M	163WCJV1 00	
M	827365C	BEV_HEMPLEMAN	1	40.00	030316	I	M	M	163WCJV1 00	
-	827366C	CARL_DAVISON	4	290.77	012516	I	-	-	163WCJV2 00	
-	827367C	DON_MORRIS	3	588.00	022316	I	M	M	163WCJV2 00	
-	827368C	ED_PENHALE	3	715.72	012516	I	M	M	163WCJV3 00	
-	827369C	SUSAN_LATHAM	1	46.00	013016	I	M	M	163WCJV1 01	
-	827370C	YI_ZHAO	1	26.64	032516	I	M	M	163WCJV2 00	
-	829573C	COMPAQ_COMPUTER_CORP	1	650.16	020816	I	-	-	163WCJV5 30	
-	829592C	BUDGET_RENT-A-CAR_SY	9	309.29	020116	I	M	M	163WCJV6 00	
-	829894C	SEATTLE_DAILY_JOURNA	1	61.20	012616	I	M	M	163WCJV6 00	
-	829906C	CAROLYN_COHEN	1	1050.00	012416	I	M	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

S WARRANT      VENDOR NAME      COUNT  AMOUNT      DATE  OST AGY  NEW DOCUMENT
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  -  _____ 00
- 825707C KRAGHT_SNELL_PS_____  1      4128.00  013016  I  M  163WCJV7 10
- 826019C ARCUS_DATA_SECURITY_____  1        328.07  011516  C  C  _____ 00
- 826091C US_WEST_COMMUNICATIO  2      1578.63  020816  I  M  163WCJV7 10
- 826435C 4TH_DIMENSION_COMPUT  1        184.68  022816  R  -  _____ 00
- 826450C PACIFIC_DISPOSAL_____  1        89.40  012616  I  M  163WCJV8 00
- 826497C CITY_PICNICS_____  1        155.52  033116  C  C  _____ 00
  
```

ACTIVITY CODES

<u>OST</u>	<u>AGY</u>
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.

E. REPORT

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

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

F. RESULTS

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 on the agency side, 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   I  163WCJV3  00
- 825707C KRAGHT_SNELL_PS          1      4128.00  033116  I   I  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
  
```

Both OST and AGY ACTIVITY columns would have a **C (CANCELLED)** code when the cancellation process is complete.

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 – **XXXXYYJJ** (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 **WC**. 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		WC
-	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” (**Notice of Return**) 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, the AGY status fields will change to a **C (CLEARED)** and the OFM column will stay as N.

ACTIVITY CODES
I – In process
R – Redeemed
C – Cancelled
S – Statute of Limitations
P – Posted
N – Notice of Return

```

=== 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)

```

S	PAYMENT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OFM	AGY	NEW DOCUMENT	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)

```

S	PAYMENT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OFM	AGY	NEW DOCUMENT	SFX
	318728!	DENNY JOSEPH L	1	43.14	041816	I				
	318729!	FANNING LAUREN	4	1136.83	041816	N	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				

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)

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

“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)

```

S	PAYMENT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OST	AGY	NEW DOCUMENT 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 cancellation 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.


```

=== 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	WARRANT CANCELLATION- SUMMARY/DETAIL		
RPT DWP91002S			
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. If the batch is released and the report can no longer be printed, we suggest inputting the transactions that posted on an imitation Journal Voucher (A7) and sending that to OST. Note: this Journal Voucher will not be posted to AFRS by your agency, the only purpose is to send the information to 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, a Journal Voucher (JV) needs to be created. That JV is then entered into the Agency Financial Reporting System (AFRS) system by the agency. AFRS then creates a file containing all the cancellation data entered by the agencies for that particular day. OST receives the file; the data is transferred to the cancellation hold file while waiting for the JV's to be sent to OST. OST enters **only** the warrant numbers into their Treasury Management System (TM\$); at this time warrant numbers match the file sent from AFRS.

The Treasurer's Office hold file is **automatically deleted** once a month. Unprocessed JV's entered the previous month are still in AFRS. The agency reverses the JV and re-enters if the warrant still needs to be cancelled.

Taking the following steps will help cancellations get processed quickly and efficiently.

1. Warrant Cancellations must be entered into AFRS by the agency before sending the JV to OST. JV's should be sent to OST within *30 days* of being entered into AFRS.
2. The original warrants or **copies** of the affidavits of lost or destroyed warrants must be attached to the JV. The payee must have completed an "Affidavit of Lost or Destroyed Warrant" for warrants lost in the mail and must be notarized per RCW 42.08.066. The affidavit form can be located at: [https://www.ofm.wa.gov/policy/85.38.20 AffidavidForm.pdf](https://www.ofm.wa.gov/policy/85.38.20%20AffidavidForm.pdf)
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. OST cannot enter the cancellation without the warrant numbers. Enter the individual warrant numbers in the reference document field in AFRS. Note: there is no edit check in AFRS; it will accept your entry without the warrant numbers. OST will return cancellation JV's entered without the warrant numbers.
6. If an entry needs to be reversed, it is necessary to reverse all the data using the **current** document number, re-enter the data in AFRS in one, complete, correct entry using the **new document number**. This helps prevent further problems as a simple correction in AFRS will not work in TM\$.
7. 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.
8. Send all cancellation correspondence to mailstop 40207.
9. JV's for SOL entries, corrections or reversals are for the agency side only; please do not send these JV's to OST.

If you have any questions, please call Donelle Lotton at 360-902-8986 or e-mail at Donelle.Lotton@tre.wa.gov.