



# Office of Financial Management

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## *Agency Financial Reporting System*

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### Payment Cancellations & Returns

Automated Instructions for

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

*April 2024*

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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.

***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
```

```

=== 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: _____

S WARRANT          VENDOR NAME      COUNT   AMOUNT      ACTIVITY   NEW DOCUMENT
                  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 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 FOR CANCELLATION

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	OST	ACTIVITY AGY	NEW DOCUMENT NUMBER	SFX
<input checked="" type="checkbox"/>	826497C	CITY_PICNICS	1	155.52	022816	I	<input checked="" type="checkbox"/>	163WCJV1 00	
<input checked="" type="checkbox"/>	826629C	CRCWNET_LL	1	105.00	030116	I	<input checked="" type="checkbox"/>	163WCJV1 00	
<input checked="" type="checkbox"/>	827365C	BEV_HEMPLEMAN	1	40.00	030316	I	<input checked="" type="checkbox"/>	163WCJV1 00	
<input type="checkbox"/>	827366C	CARL_DAVISON	4	290.77	012516	I	<input type="checkbox"/>		
<input type="checkbox"/>	827367C	DON_MORRIS	3	588.00	022316	I	M	163WCJV2 00	
<input type="checkbox"/>	827368C	ED_PENHALE	3	715.72	012516	I	M	163WCJV3 00	
<input type="checkbox"/>	827369C	SUSAN_LATHAM	1	46.00	013016	I	M	163WCJV1 01	
<input type="checkbox"/>	827370C	YI_ZHAO	1	26.64	032516	I	M	163WCJV2 00	
<input type="checkbox"/>	829573C	COMPAQ_COMPUTER_CORP	1	650.16	020816	I	<input type="checkbox"/>		
<input type="checkbox"/>	829592C	BUDGET_RENT-A-CAR_SY	9	309.29	020116	I	M	163WCJV5 30	
<input type="checkbox"/>	829894C	SEATTLE_DAILY_JOURNA	1	61.20	012616	I	M	163WCJV6 00	
<input type="checkbox"/>	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.

The R Selection can only be used if the warrant is still marked as I (Issued) in the OST Activity column.

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
WARRANT   VENDOR NAME   COUNT   AMOUNT   DATE   OST   AGY   NUMBER   SFX
R 825521C IKON_OFFICE_SOLUTION   ___1   _____ 022816   I   M   163WCJV1 00
- 825532C MERANT_____1   _____ 030116   I   M   163WCJV2 00
- 825545C AIRTOUCH_CELLULAR___2   _____ 030316   I   M   163WCJV1 00
- 825603C IOS_CAPITAL_____5   _____ 012516   I   M   163WCJV2 00
- 825649C TEMP_CONTROL_MECHANI___1   _____ 022316   I   M   163WCJV3 00
- 825654C VISION_BUSINESS_PROD___2   _____ 021416   R   _   _____  ___
- 825707C KRAGHT_SNELL_PS_____1   _____ 013016   I   M   163WCJV7 10
- 826019C ARCUS_DATA_SECURITY___1   _____ 011516   C   C   _____  ___
- 826091C US_WEST_COMMUNICATIO___2   _____ 020816   I   M   163WCJV7 10
- 826435C 4TH_DIMENSION_COMPUT___1   _____ 022816   R   _   _____  ___
- 826450C PACIFIC_DISPOSAL_____1   _____ 012616   I   M   163WCJV8 00
- 826497C CITY_PICNICS_____1   _____ 033116   C   C   _____  ___
  
```

ACTIVITY CODE COMBINATIONS	
OST	AGY
I = ISSUE	
I = ISSUE	M = MARKED FOR CANCEL
R = REDEEMED	
C = CANCELLED	C = CANCELLED
S = STATUTE OF LIMITATION	I = IN PROCESS
S = STATUTE OF LIMITATION	C = CANCELLED

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

```

		VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OST	AGY	NEW DOCUMENT	SFX
S	WARRANT									
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

```

		VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OST	AGY	NEW DOCUMENT	SFX
S	WARRANT									
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
--
.....  . . . .  . . . .  . . . .  . . . .  . . . .  . . . .  . . . .
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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.*

## 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: _____
```

	WARRANT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OST	AGY	NEW DOCUMENT	SFX
S	825521C	IKON_OFFICE_SOLUTION	1	883.50	022816	I	I	I	163WCCJ1	00
-	825532C	MERANT	1	1768.00	030116	I	I	I	163WCJV1	00
-	825545C	AIRTOUCH_CELLULAR	2	392.77	030316	I	I	I	163WCJV1	10
-	825603C	IOS_CAPITAL	5	6126.01	012516	I	I	I	163WCJV3	00
-	825649C	TEMP_CONTROL_MECHANI	1	197.37	022316	I	I	I	163WCJV3	00
-	825654C	VISION_BUSINESS_PROD	2	528.49	012516	I	I	I	163WCJV3	00
-	825707C	KRAGHT_SNELL_PS	1	4128.00	033116	C	C	C	163WCJV2	00
-	826019C	ARCUS_DATA_SECURITY	1	328.07	022816	C	C	C	163WCJV7	00
-	826091C	US_WEST_COMMUNICATIO	2	1578.63	021416	C	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.





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 (CANCELLED)** and the OFM column will stay as N.

ACTIVITY CODE COMBINATIONS	
OFM	AGY
I = IN PROCESS	
P = POSTED	
N = NOTICE OF RETURN	I = IN PROCESS
N = NOTICE OF RETURN	C = CANCELLED

```

=== 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	NEW DOCUMENT
						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)

```

S	PAYMENT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	NEW DOCUMENT
						OFM AGY	NUMBER 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  OFM  AGY  NEW DOCUMENT
- 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 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: _____ 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 OFM column in the VE.7.2 “ACH Payment Header List” screen until the settlement date, which will then be changed to a **P (POSTED)** 3 business days after the issue date. 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	OFM	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 cancellation file to AFRS 10 days after the warrant becomes SOL. The status is reflected in AFRS on the 11<sup>th</sup> 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 (*depending on the agencies D53 (AD.1.1.A) settings which can only be changed by OFM staff*).

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	<b>WS</b>	
-	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	<b>WS 007</b>	0	<b>H</b>	H	Y	17 09	.....					00001	45.72	<b>WS</b>	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	
-	.....	.. ..	.	.	.	.	.. ..	.....					.....	.....	..	

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: \_\_\_\_\_

S	WARRANT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OST	AGY	NEW DOCUMENT 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: \_\_\_\_\_

S	WARRANT	VENDOR NAME	COUNT	AMOUNT	DATE	ACTIVITY	OST	AGY	NEW DOCUMENT 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 SOL CANCELLATIONS:

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

*Note: for Payroll Warrant Cancellations, see the [HRMS Support Hub](#) instructions.*

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: 000000004572  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       -

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

```

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

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

```

=== AFRS ===== BATCH JOB SUBMISSION ===== C105U100 ===
                ONLINE BATCH PRINT: DWP91002 1630
----- 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 Offices  
**FROM:** Office of the State Treasurer  
**SUBJECT:** Warrant Cancellations

The Office of the State Treasurer (OST) policy for the warrant cancellation process.

When an agency becomes aware of the need to cancel a warrant and it is prior to the warrant reaching Statute of Limitations (SOL), a Journal Voucher (A7-JV) is created then enters the transaction in the Agency Reporting System (AFRS). OST enters the JV document and warrant numbers into Treasury Management System (TM\$).

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

1. Warrant Cancellations are entered into AFRS by the agency.
2. A pdf of the [A7- JV](#) is sent to OST's dedicated mailbox: [warrantinquiry@tre.wa.gov](mailto:warrantinquiry@tre.wa.gov). The file name must be the 4-digit Agency number followed by the 8 character or less document number (for example 090012345678.pdf)
3. The current document number must be eight characters or less (prefixes and suffixes will not be entered into TM\$). Document numbers entered in AFRS & TM\$ must be the same number to clear Unbalanced-In Process reports.
4. The warrant numbers must be listed on the A7-JV document. Enter the individual warrant number in the Document Reference field in AFRS or where space allows for a list of warrant numbers on the A7. OST will not process the cancellation without the warrant numbers. Note: AFRS will accept your entry without the warrant numbers as there isn't an edit check. OST will email agency to re-submit a corrected A7-JV.
5. A7 should include agency #, contact name and phone number.
6. For Statute of Limitation (SOL) entries, corrections or reversals, JV documents do not need to be sent to OST.
7. The issuing agency is responsible to obtain the appropriate supporting documentation, either the warrant or an "Affidavit of Lost or Destroyed Warrant" for warrants lost in the mail (see OFM SAAM 85.38.20). To protect privacy, do not include the copies of warrants or the "Affidavit of Lost or Destroyed Warrant" in the email. Original warrants and affidavits are to be kept by the issuing agency for safekeeping. Retain original warrant for 3 months after cancellation then Destroy. The affidavit is considered a banking record under GS 01013 and should be kept for 6 years, then destroyed.

For questions, please contact OST by email: [warrantinquiry@tre.wa.gov](mailto:warrantinquiry@tre.wa.gov)