Office of Financial Management

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Agency Financial Reporting System

Payment Cancellations & Returns

Automated Instructions for

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

April 2025

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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

WC: ACH payment returns
WC: Cancellations from VE.7

WS: SOL AFRS warrants
WS: SOL non-AFRS warrants
(Originally issued outside of AFRS)

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: ________ __
                                                   ACTIVITY   NEW DOCUMENT
 S WARRANT      VENDOR NAME     COUNT   AMOUNT       DATE  OST AGY NUMBER  SFX
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __
 _ _______ ____________________ ____ _______________ ______  _   _  ________ __

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

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

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

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

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: ________ __
                                                     ACTIVITY   NEW DOCUMENT
 S WARRANT      VENDOR NAME     COUNT   AMOUNT       DATE  OST AGY NUMBER  SFX
 _ 366254E FRED_MORRIS_________ ___2 _________32.30 022816  S   _  ________ __
 _ 569587E JENNIFER_WALLACE____ ___3 ________423.95 030116  I   _  ________ __
 _ 632661E AETEA_INFORMATION_TE ___1 _______6084.00 030316  I   _  ________ __
 _ 778147E GOVERNING___________ ___1 _________39.95 012516  R   _  ________ __
 _ 790980E 8TH_ANNUAL_OSPI_JANU ___2 _________90.00 022316  R   _  ________ __
 _ 822952E GOVERNING___________ ___1 _________15.00 012516  R   _  ________ __
 _ 827890E DAVID_LEISTER_______ ___1 _________20.80 013016  R   _  ________ __
 S 839400E SUPER_MALL__________ ___1 ________100.00 032516  I   _  ________ __
 _ 861580E WASHINGTON_ASSOCIATI ___2 _______6902.49 020816  C   _  ________ __
 _ 865297E ROSS_&_ASSOCIATES_EN ___1 ________225.00 020116  R   _  ________ __
 _ 904450E BRIAN_LOCK__________ ___2 _________29.90 012616  R   _  ________ __
 _ 904455E ECONOMIST,_THE______ ___1 _________95.50 012416  R   _  ________ __

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

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

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

  PAYMENT: 839400E
      VENDOR NUMBER: ____________  VENDOR NAME: SUPER_MALL______________________
  TRANSACTION COUNT: ___1   PAYMENT AMOUNT: _______100.00

 S B-DATE BY/FM FND   INVOICE    BATCH   CURR DOC   REF DOC   DETAIL AMOUNT
 S 001220 17 09 001 3/8/16______ 07 532 00356_____ 3723______ ________100.00
 _ ______ __ __ ___ ____________ __ ___ __________ __________ ______________
 _ ______ __ __ ___ ____________ __ ___ __________ __________ ______________
 _ ______ __ __ ___ ____________ __ ___ __________ __________ ______________
 _ ______ __ __ ___ ____________ __ ___ __________ __________ ______________

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

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

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

    DOC DATE: 160323 (YYMMDD)
 CURR DOC NO: 00356___     SFX: __           REF DOC NO: VR025849   SFX: 00
               EXCEPTION CODE: 05
   VENDOR NO: __________  SFX: __  VND NAME: SUPER_MALL_______________________
  ACCOUNT NO: ________________________________ VEND MSG: DIV_ADMIN_________________

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

  AMOUNT: ________100.00 INV DATE: 160311 INV NO: 123_-_SMITH,_KAYLEE___________
                 PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

B. WARRANT SELECTION 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
                                                        ACTIVITY   NEW DOCUMENT
 S WARRANT      VENDOR NAME      COUNT   AMOUNT       DATE  OST AGY NUMBER  SFX
 M 826497C CITY_PICNICS________ ___1 ________155.52 022816  I   M  163WCJV1 00
 M 826629C CRCWNET_LLC_________ ___1 ________105.00 030116  I   M  163WCJV1 00
 M 827365C BEV_HEMPLEMAN_______ ___1 _________40.00 030316  I   M  163WCJV1 00
 _ 827366C CARL_DAVISON________ ___4 ________290.77 012516  I   _  ________ __
 _ 827367C DON_MORRIS__________ ___3 ________588.00 022316  I   M  163WCJV2 00
 _ 827368C ED_PENHALE__________ ___3 ________715.72 012516  I   M  163WCJV3 00
 _ 827369C SUSAN_LATHAM________ ___1 _________46.00 013016  I   M  163WCJV1 01
 _ 827370C YI_ZHAO_____________ ___1 _________26.64 032516  I   M  163WCJV2 00
 _ 829573C COMPAQ_COMPUTER_CORP ___1 ________650.16 020816  I   _  ________ __
 _ 829592C BUDGET_RENT-A-CAR_SY ___9 ________309.29 020116  I   M  163WCJV5 30
 _ 829894C SEATTLE_DAILY_JOURNA ___1 _________61.20 012616  I   M  163WCJV6 00
 _ 829906C CAROLYN_COHEN_______ ___1 _______1050.00 012416  I   M  163WCJV2 00

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

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

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

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
 S WARRANT      VENDOR NAME     COUNT   AMOUNT       DATE  OST AGY NUMBER  SFX
 R 825521C IKON_OFFICE_SOLUTION ___1 ________883.50 022816  I   M  163WCJV1 00
 _ 825532C MERANT_______________ ___1 _______1768.00 030116  I   M  163WCJV2 00
 _ 825545C AIRTOUCH_CELLULAR___ ___2 ________392.77 030316  I   M  163WCJV1 00
 _ 825603C IOS_CAPITAL_________ ___5 _______6126.01 012516  I   M  163WCJV2 00
 _ 825649C TEMP_CONTROL_MECHANI ___1 ________197.37 022316  I   M  163WCJV3 00
 _ 825654C VISION_BUSINESS_PROD ___2 ________528.49 021416  R   _  ________ __
 _ 825707C KRAGHT_SNELL_PS_____ ___1 _______4128.00 013016  I   M  163WCJV7 10
 _ 826019C ARCUS_DATA_SECURITY_ ___1 ________328.07 011516  C   C  ________ __
 _ 826091C US_WEST_COMMUNICATIO ___2 _______1578.63 020816  I   M  163WCJV7 10
 _ 826435C 4TH_DIMENSION_COMPUT ___1 ________184.68 022816  R   _  ________ __
 _ 826450C PACIFIC_DISPOSAL____ ___1 _________89.40 012616  I   M  163WCJV8 00
 _ 826497C CITY_PICNICS________ ___1 ________155.52 033116  C   C  ________ __
```

ACTIVITY 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
                                                        ACTIVITY   NEW DOCUMENT
 S WARRANT      VENDOR NAME     COUNT   AMOUNT       DATE  OST AGY NUMBER  SFX
 M 569443C SNOHOMISH_COUNTY_YOU ___1 ________300.00 030116  R   _  ________ __
 M 569832C CULLIGAN____________ ___2 _________23.79 022516  R   _  ________ __
 _ 574418C PRYOR_RESOURCES_____ ___1 _________89.00 030316  R   _  ________ __
 _ 577253C CAROL_POOLE_________ ___1 _______1378.90 022516  R   _  ________ __
 _ 577419C JOHN_D_MCINTYRE_____ ___1 _______1643.91 022816  R   _  ________ __
 _ 582409C AMERICAN_HEALTH_CONS ___1 ________267.00 022816  R   _  ________ __
 _ 582410C AMY_LOUCH___________ ___1 _________37.20 022516  R   _  ________ __
 _ 582412C CENTER_FOR_LEARNING_ ___1 ________195.00 032316  I   _  ________ __
 _ 582414C KATHY_DAVIS_________ ___2 _________47.20 022816  R   _  ________ __
 _ 582416C MARILYN_SCANNELL____ ___2 ________128.77 022816  R   _  ________ __
 _ 582418C ROBIN_ZUKOSKI_______ ___2 ________184.68 022516  R   _  ________ __
 _ 584868C GASB________________ ___2 ________392.00 022516  R   _  ________ __

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

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

SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
CURRENT DOCUMENT NUMBER: JV105WR02 00
                                                        ACTIVITY   NEW DOCUMENT
S WARRANT      VENDOR NAME     COUNT   AMOUNT       DATE  OST AGY NUMBER  SFX
M 681819C GASB_RESEARCH_ACTIVI ___1 ______15488.00 032216  C   _  ________ __
M 687844C SEAGATE_SOFTWARE____ ___2 ______30500.00 033116  C   _  ________ __
_ 690037C LEWIS_COUNTY_TREASUR ___1 _________15.44 032116  R   _  ________ __
_ 690038C SPOKANE_COUNTY_TREAS ___3 ________244.61 032216  R   _  ________ __
_ 690039C EXECUTIVE_ASSISTANTS ___1 ________125.00 032316  R   _  ________ __
_ 693385C ANDREW_JOHNSEN______ ___1 _______1465.75 032316  R   _  ________ __
_ 693386C CAROL_CHATWOOD______ ___1 _________73.20 032116  R   _  ________ __
_ 693387C DAVID_LEISTER_______ ___1 _________68.90 032216  R   _  ________ __
_ 693388C GLEN_TAPANILA_______ ___1 _________14.96 032916  R   _  ________ __
_ 693389C PHIL_TAYLOR_________ ___1 _________27.95 032416  R   _  ________ __
_ 693390C SEATTLE_TIMES,_THE__ ___1 ________106.60 032116  R   _  ________ __
_ 693391C THERESA_LIDDELL_____ ___2 _________86.10 032216  R   _  ________ __

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

C. BATCH CREATION

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

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

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

 SELECT: (S=SELECT, M=MARK, R=REMOVE FOR CANCELLATION)
 CURRENT DOCUMENT NUMBER: 163JVWR2 00
                                                        ACTIVITY   NEW DOCUMENT
 S WARRANT      VENDOR NAME     COUNT   AMOUNT       DATE  OST AGY NUMBER  SFX
 _ 825521C IKON_OFFICE_SOLUTION ___1 ________883.50 022816  I   M  163WCJV1 00
 _ 825532C MERANT_______________ ___1 _______1768.00 030116  I   M  163WCJV2 00
 _ 825545C AIRTOUCH_CELLULAR___ ___2 ________392.77 030316  I   M  163WCJV1 00
 _ 825603C IOS_CAPITAL_________ ___5 _______6126.01 012516  I   M  163WCJV2 00
 _ 825649C TEMP_CONTROL_MECHANI ___1 ________197.37 022316  I   M  163WCJV3 00
 _ 825654C VISION_BUSINESS_PROD ___2 ________528.49 021416  R   _  ________ __
 _ 825707C KRAGHT_SNELL_PS_____ ___1 _______4128.00 013016  I   M  163WCJV7 10
 _ 826019C ARCUS_DATA_SECURITY_ ___1 ________328.07 011516  C   C  ________ __
 _ 826091C US_WEST_COMMUNICATIO ___2 _______1578.63 020816  I   M  163WCJV7 10
 _ 826435C 4TH_DIMENSION_COMPUT ___1 ________184.68 022816  R   _  ________ __
 _ 826450C PACIFIC_DISPOSAL____ ___1 _________89.40 012616  I   M  163WCJV8 00
 _ 826497C CITY_PICNICS________ ___1 ________155.52 033116  C   C  ________ __

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

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

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

D. BATCH MAINTENANCE

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

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

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

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

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

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   _  ________ __
 _ 825707C KRAGHT_SNELL_PS_____ ___1 _______4128.00 033116  C   C  163WCJV2 00
 _ 826019C ARCUS_DATA_SECURITY_ ___1 ________328.07 022816  C   C  163WCJV7 00
 _ 826091C US_WEST_COMMUNICATIO ___2 _______1578.63 021416  C   C  163WCJV6 30
 _ 826435C 4TH_DIMENSION_COMPUT ___1 ________184.68 020116  I   _  ________ __
 _ 826450C PACIFIC_DISPOSAL____ ___1 _________89.40 012616  I   _  ________ __
 _ 826497C CITY_PICNICS________ ___1 ________155.52 012416  I   _  ________ __

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

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 (*depending on the agencies D53 (AD.1.1.A) settings which can only be made by OFM staff*). AFRS generated ACH (EFT) Returns will contain the following data elements:

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

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

The batch defaults to the **Original** batch type with a Transaction Type of **"H"** and an Origin Code (OC) of **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
  _  ...... .. ...  .   .  .  ..  .. ...... .....  ..................  ..... ..
  _  ...... .. ...  .   .  .  ..  .. ...... .....  ..................  ..... ..
  _  ...... .. ...  .   .  .  ..  .. ...... .....  ..................  ..... ..
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  _  ...... .. ...  .   .  .  ..  .. ...... .....  ..................  ..... ..
  _  ...... .. ...  .   .  .  ..  .. ...... .....  ..................  ..... ..
                        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 (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)

                                                        ACTIVITY   NEW DOCUMENT
 S PAYMENT      VENDOR NAME     COUNT   AMOUNT       DATE  OFM AGY NUMBER  SFX
 _ 318728! DENNY__JOSEPH_L_____ ___1 _________43.14 041816  I   _ ________ __
 _ 318729! FANNING__LAUREN_____ ___4 _______1136.83 041816  N   I 16316123 __
 _ 318730! JACKSON__ROBERT_M___ ___1 _________84.41 041816  I   _ ________ __
 _ 318731! KEY__JAMES_R________ ___2 ________258.28 041816  I   _ ________ __
 _ 318732! MCENDERFER__MARK____ ___1 ________120.24 041116  P   _ ________ __
 _ 318733! ROBINSON__JAMIE_E___ ___2 ________174.50 041816  I   _ ________ __
 _ 318734! STEWART__BELINDA_D__ ___1 _________57.00 041816  I   _ ________ __
 _ 318735! KUCZA__MARK_A_______ ___1 _________18.20 041816  I   _ ________ __
 _ 318736! BALES__CHERYL_M_____ ___4 ________258.57 041216  P   _ ________ __
 _ 318737! EADS__WILLIAM_F_____ ___1 _________92.00 041816  I   _ ________ __
 _ 318738! GILBREATH__RAYMOND__ ___1 ________178.66 041816  I   _ ________ __
 _ 318738! GILBREATH__RAYMOND__ ___1 ________178.66 041816  I   _ ________ __

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

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

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

                                                        ACTIVITY   NEW DOCUMENT
 S PAYMENT      VENDOR NAME     COUNT   AMOUNT       DATE  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)

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

                                                      ACTIVITY   NEW DOCUMENT
S PAYMENT      VENDOR NAME     COUNT   AMOUNT       DATE  OFM AGY NUMBER  SFX
 _ 318728! DENNY__JOSEPH_L_____ ___1 _________43.14 041816  I   _  ________ __
 _ 318729! FANNING  LAUREN        4        1136.83 041816  C   C  16316123 __
 _ 318730! JACKSON__ROBERT_M___ ___1 _________84.41 041816  I   _  ________ __
 _ 318731! KEY__JAMES_R________ ___2 ________258.28 041816  I   _  ________ __
 _ 318732! MCENDERFER__MARK____ ___1 ________120.24 041116  P   _  ________ __
 _ 318733! ROBINSON__JAMIE_E___ ___2 ________174.50 041816  I   _  ________ __
 _ 318734! STEWART__BELINDA_D__ ___1 _________57.00 041816  I   _  ________ __
 _ 318735! KUCZA__MARK_A_______ ___1 _________18.20 041816  I   _  ________ __
 _ 318736! BALES__CHERYL_M_____ ___4 ________258.57 041216  P   _  ________ __
 _ 318737! EADS__WILLIAM_F_____ ___1 _________92.00 041816  I   _  ________ __
 _ 318738! GILBREATH__RAYMOND__ ___1 ________178.66 041816  I   _  ________ __
 _ 318738! GILBREATH__RAYMOND__ ___1 ________178.66 041816  I   _  ________ __

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

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

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

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

V. STATUTE OF LIMITATION (SOL)

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

For example:

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

AFRS automatically generates cancellation entries for all SOL warrants (AFRS and non-AFRS generated warrants, such as Payroll or Agency Internal Payments) at the same time OST makes the cancellation (*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  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
  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
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  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..

                          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
  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
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  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
  _  ......  .. ...  .   .   .   .  .. .. ......   .....  ..................  ..
                          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 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.

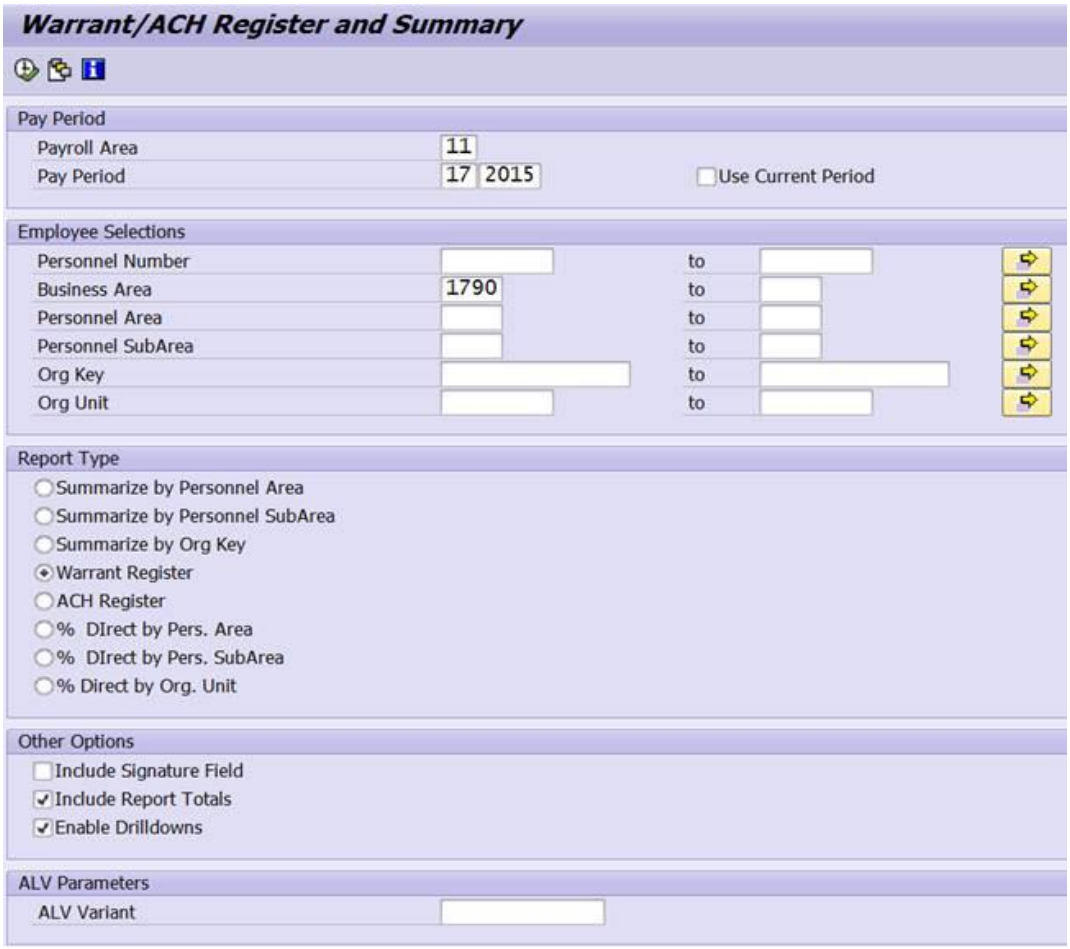
Note: for Payroll Warrant Cancellations, see the [HRMS Support Hub](#) instructions.

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: 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.



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 ===
                                                                          1630
                         ONLINE BATCH PRINT: DWP91002

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

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

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

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

      BIN NUMBER: 38

        LOCATION: __

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

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


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

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

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

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

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

CURRENT DOCUMENT NO.: SOL16123    00      BATCH: 160328WC242

WARRANT NO.            FUND              AMOUNT      VENDOR NAME
026194U                436                  79.60

                 TOTAL WARRANT:             79.60    HAROLD LEMAY ENTERPRISES INRPRISES INC

                 TOTAL DOCUMENT:            79.60


                 TOTAL BATCH:               79.60
```

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

CURRENT DOCUMENT NO.: SOL16123    00

FUND                AMOUNT
436                    79.60

DOC TOTAL:             79.60


PREPARED BY ____________________________________________  DATE ________________  PHONE #
(____)__________


APPROVED BY ____________________________________________  DATE ________________
```

REMINDER:

- ***Warrant cancellation process requires receipt of documentation by OST. 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. 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