Office of Financial Management

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

Agency Financial Reporting System

SINGLE OR REGULAR WARRANT INDICATOR: HOW TO REQUEST A ONE-TIME REGULAR WARRANT OR SINGLE TRANSACTION WARRANT

April 2021

Why indicator was created

The "Request Regular Warrant" indicator was created to allow agencies to override the Payment Type of the Statewide Vendor Record by vendor or by payment transaction.

Elimination of Unnecessary Steps

- Don't need to have Statewide Vendor Unit setup a regular warrant vendor number
- Eliminate the need for warrant pull requests to CMS
- Reduce the number of suffixes on the SWV table that can add to confusion
- Vendor will still receive payment in the method they chose for the majority of their payments
- Vendor number can still be used for address information
- Decrease agency calls to the Payee Helpdesk to setup vendor number for return warrant
- Helpdesk resources could be focused on other tasks
- Can be used by on-line, toolbox and agency batch interfaces

How to Request a Regular Warrant

Agencies will have the ability to enter one of the following designations into the Request Regular Warrant field:

- "R" – Breakdown of "R" payment transactions:
    - A vendor with multiple payment transactions can have a single transaction marked with an "R". The single transaction will be a returned warrant and the other payment transactions will be sent by ACH (EFT) or Insert.
    - A vendor with multiple payment transactions that has multiple transactions marked with an "R". The multiple transactions will be summarized into a returned warrant and the other payment transactions will be sent by ACH (EFT) or Insert.
- "S" – Designates that for this single payment transaction **ONLY,** a regular warrant is requested and will not be summarized with any other payment
- " " – Blank will allow the payment to process normally (Default)

A combination of all of these can be present in the same batch!

EXAMPLE-Entry of Request

- *Example: Paying Fred Meyer*
  - *Vendor #SWV0009695-00*
  - *Normal Payment is ACH (EFT)*
  - *Agency Batch Type must be "R" on the VE.6, Payment Process Controls Screen*
  - *Making multiple payments that need to be handled differently*
    - *Transaction 1 - $100.00*
    - *Transaction 2 - $200.00*
    - *Transaction 3 - $300.00   Marked with an "R"*
    - *Transaction 4 - $400.00   Marked with an "S"*
    - *Transaction 5 - $500.00   Marked with an "R"*
    - *Transaction 6 - $600.00   Marked with an "S"*
- *After nightly processing by AFRS*
  - *ACH (EFT) payment*
    - *$300.00 (Tran 1-$100.00 + Tran 2-$200.00) – No override was used.*
  - *Regular Warrants returned to Agency*
    - *$800.00 (Tran 3-$300.00 + Tran 5-$500.00) – Marked with "R"*
    - *$400.00 (Tran 4-$400.00) – Marked with "S"*
    - *$600.00 (Tran 6-$600.00) – Marked with "S"*
  - *Override default of "blank" ACH (EFT) or Inserted summarized, Override "R" summarized, Override "S" by itself*

AFRS Input Screen (IN.1.1)

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20E ===
   TR: _____
   FUNCTION: R (F=FRESH SCREEN, R=RETAIN DATA, V=VERIFY, X=RESET VENDOR)
   SEQUENCE:        HEADER: 140728 DT 100 0 A 140728   BIEN: 15   FM: 99
   DOC DATE: 121214  CURR DOC: _____ __   REF DOC: _____ __   DUE: 072814
   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: ___   MOD: _   REV: _     POSTING FM: 99     AGENCY: ____
   MSTR INDEX: _____      FUND: ___   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: ____     SUBSID DR: _____   SUBSID CR: _____    RRW: _
     AMT:             INV DATE: _____  INV #: _____
   F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
```

AFRS Input Screen (IN.1.3)

```
=== 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: 00000  HEADER: 140728 DT 101 0 A ......  BIEN: 15  FM: 99
   DOC DATE: 121214  CURR DOC: _____ __   REF DOC: _____ __   DUE: 072814
   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: ___   MOD: _   REV: _     POSTING FM: __     AGENCY: ____
   MSTR INDEX: _____      FUND: ___   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: ____     SUBSID DR: _____   SUBSID CR: _____    RRW: _
     AMT:             INV DATE: _____  INV #: _____
   F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
```

AFRS Reports

- The "Request Regular Warrant" (REG/RTN) field will be identified on the following reports:
  - DWP8002 – AFRS Error Report (printed)
  - DWP91001 – On Line File – Batch Detail Report
  - DWP91003 – On Line Error Report

Location of RRW on DWP8002 Report

```
999-0                                          HOUSE OF TEST OFM TEST                               AGY PAGE:        45
RPT DWP8002                                      AFRS ERROR REPORT
                                               BUSINESS DAY: 05/09/11                               05/09/11 (20:33)


TRANSACTION ID    T/C MR BN FM AI  PI    IC    FND ORG  SO SSOB MSTR-IND MOS  ALLOC BU  WC  IRB        TRANSACTION AMOUNT ER# DESCRIPTION
DOC-DATE CUR-DOC#/SF REF-DOC#/SF TAX-PAY-ID  WARBAT# VENDOR MESSAGE   PROVIDER #           REG/RTN             CALC AMOUNT
GLA SUBACTD SUBACTC GP SC SUBSRC PROJ SUBPH ACCOUNT NUMBER                    COBJ    CAFT              CNT: ENTERED/CALC
DUE-DATE VENDOR-NO /SF  VENDOR NAME                       INVOICE NUMBER               INVDTE AGREEEMENT-ID ORDER-ID


110505IP14900001  264    11 23 011 00020      001 0110                                                   20.00  ED4 AI/POSTING FM INVALID
110505   304529/              916001092  00IP149                                   R                            E52 APPN INDEX NOT OPEN
                                                                                                               E68 OBJECT REQUIRED
         SWV0023867 00  HOUSE OF REPRESENTATIVES                                                                EV4 IRS TYPE NOT IN THE D78


110505IP14900002  264    11 23 011 00020      001 0110                                                   10.00  ED4 AI/POSTING FM INVALID
110505   304530/              916001092  00IP149                                                                E52 APPN INDEX NOT OPEN
                                                                                                               E68 OBJECT REQUIRED
```