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The purpose of the Payment Processing Subsystem is to perform cash edits, issue warrants, track warrant status after issuance and perform warrant maintenance. The subsystem is dependent upon Input Edit Update (IEU), Document Tracking and various profiles. Payment transactions are entered either on-line or through batch subsystems. Claims that are error-free and approved are processed through the Payment Processing Subsystem to generate warrants. Once warrants are generated, on-line inquiry screens allow users to inquire on the status of a warrant. On-line maintenance screens also allow authorized users to perform warrant maintenance such as canceling warrants and stopping payments.

Throughout this chapter, the terms ‘warrant’ and ‘payment’ are used interchangeably and include ACH payments. ACH payments flow through the same payment processing procedure as warrants – see chapter 14.

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The key capabilities of the Payment Processing Subsystem are listed below. These capabilities are discussed in this chapter.

- Tracks individual payables at the lowest level of the classification structure.
- Tracks payments by vendor and by document number.
- Provides ability to identify how transactions should be combined for payments.
- Schedules payments based on due date.
- Provides on-line inquiry to vendor payment information.
- Issues warrants for vendors.
- Allows for warrants to be expedited or hand-written.
- Generates a remittance advice for each warrant.
- Generates document tracking action codes automatically to reflect payment processing.
- Generates payment liquidation transactions.
- Provides for on-line warrant cancellation and generates cancellation transactions to record the accounting impact during the nightly batch run.
- Tracks status of payments.

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RELATED PROFILES

Payment Processing uses a variety of profiles to:

- Restrict payment processing access to only authorized users and limit access to necessary functions.
- Obtain information from the Statewide Vendor Profile.
- Store valid values for the Payment Distribution Type (PDT), which identifies how transactions will be combined for payments.
- Define how accounting events are to be recorded.

Profiles Used by Payment Processing:

- 96A/B Security Profile - Directs the system to either prohibit or permit the user to perform specific functions and limits user access to specific screens. These profiles can be changed only by authorized GAO personnel.
- 97 System Management Profile - Provides the next available payment number which is the first warrant number to be generated in the next batch run. This profile can be changed only by authorized GAO personnel.
- D53 Titles Profile - A multi-purpose table used in many programs. For payment processing, Table ID 'VPDT' stores the valid values for the Payment Distribution Types (PDT). Table ID 'PPCR' stores the valid values for the Cancel Reason Code. This profile can be changed only by authorized GAO personnel.
- 28A/28B Transaction Code Decision/Description Profiles - Defines how accounting events are to be recorded in AFIS. These profiles can be changed only by authorized GAO personnel. These profiles are used to:
 - Specify the data element coding requirements of each individual transaction.
 - Identify transactions which generate payment cancellations, payment liquidations and payment redemptions.
 - Establish the posting rules and accounting impact of each transaction.

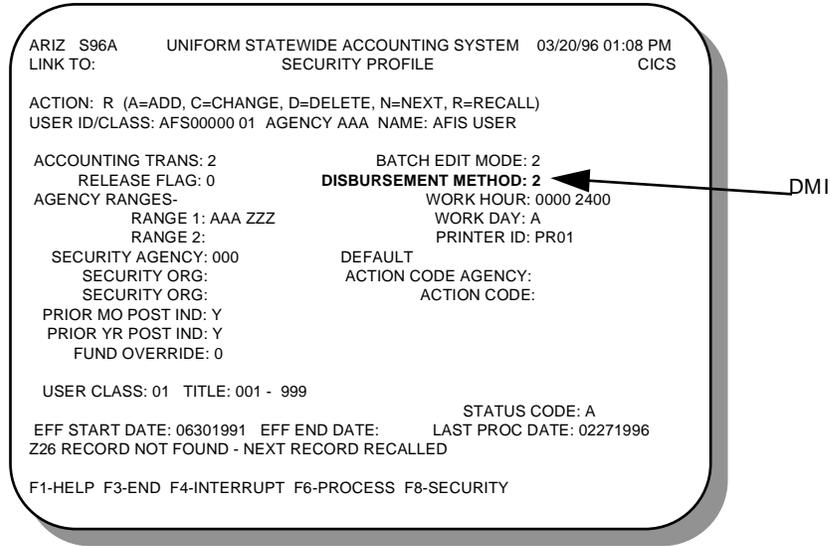
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RELATED PROFILES

- 5200 Statewide Vendor Table - Used to establish vendors in AFIS. Vendors must be set up on this table before payments can be issued to them. This table can only be updated by authorized GAO personnel.

- 5150 Vendor Mail Code Table - Used to create statewide vendor mail codes for vendors established on the Statewide Vendor Table. Separate mail codes should be established for vendors with multiple mailing addresses. This table can only be updated by authorized GAO personnel.

RELATED PROFILES



96A SECURITY PROFILE

The 96A Security Profile directs the AFIS system to either prohibit or permit the user to perform specific functions. The function that specifically applies to Payment Processing is the Disbursement Method Indicator.

The Disbursement Method Indicator (DMI) identifies the Disbursement Method that the user can enter on accounting transactions. The valid values of the DMI are:

- Blank - Cannot enter a Disbursement Method on accounting transactions
- 0 - Can enter 'H' (hold) only
- 1 - Can enter 'H' (hold) and 'M' (manual)
- 2 - Can enter 'H' (hold), 'M' (manual) and 'R' (release)
- 3 - Can enter 'H' (hold), 'M' (manual) 'R' (release) and 'E' (expedite)

The default from the Batch Header Screen is 'R' (release) which directs the system to generate the warrant. The other options are used when handwritten (manual) warrants or expedited warrants are required, or if a warrant should be held from generating. Refer to page C-2 of this section and Section 4, pages C-1, D-1 and E-1 of this chapter for more information about the DMI.

RELATED PROFILES

```

ARIZ S96B UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/21/96 11:50 AM
LINK TO: SECURITY PROFILE CICS

ACTION: R (C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
USER ID/CLASS: AFS00000 01 AGY: AAA NAME: AFIS USER
FUNCTIONS:
D01 0 D02 0 D03 2 D04 2 D05 0 D06 2 D08 0 D09 0 D10 0 D11 2 D12 0
D13 0 D14 0 D15 0 D16 0 D17 2 D18 2 D19 2 D20 0 D21 0 D22 0 D23 0
D24 0 D25 2 D26 2 D27 2 D28 2 D29 2 D30 0 D31 0 D32 2 D33 2 D34 2
D35 2 D36 2 D37 2 D38 2 D40 2 D42 2 D44 2 D45 2 D46 2 D47 2 XXX
D48 2 D49 2 D51 0 XXX D53 2 D54 2 D610 D62 2 D63 2 D64 0 D66 0
D71 0 D80 2 D90 2 D91 2 D93 2 D94 2 D95 2 D96 D97 2 XXX XXX
001 2 XXX XXX 04A 2 005 2 006 2 007 2 008 2 XXX XXX XXX
XXX 020 0 022 2 024 2 025 2 026 2 027 2 28A 0 28B 0 029 2 030 2
031 2 033 0 034 2 035 2 036 2 037 2 038 2 039 2 041 0 042 0 043 0
044 0 045 0 046 0 047 0 048 0 049 0 051 0 052 0 053 0 056 2 057 2
058 2 061 2 062 2 063 2 064 2 065 2 066 2 068 2 069 2 071 2 072 2
073 2 074 075 2 076 2 077 2 078 2 079 2 080 2 081 2 082 2 083 2
084 2 085 2 086 2 087 2 088 2 090 2 091 2 092 2 093 2 094 0 XXX
095 2 096 0 097 2 100 101 515 2 540 0 550 2 560 2 XXX XXX
EFF START DATE: 08311990 EFF END DATE: LAST PROC DATE: 02271996
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F7-SECURITY

```

96B SECURITY PROFILE

The 96B Security Profile determines the access each user has to the various screens in AFIS by assigning an access value for each screen. The following values are valid:

- Blank -No access (User will not see screen ID on menu)
- 0 - Inquiry only
- 1 - Inquiry, add and change
- 2 - Inquiry, add, change and delete

The following are the Payment Processing screens that have access values on 96B and are described throughout this chapter:

- 41 - Disbursement Maintenance
- 42 - Due Date/PDT/Fund Override
- 44 - Single Payment Cancellation
- 45 - Document/Payment Range Cancellation
- 46 - Payment Rewrite/Duplicate
- 47 - Payment Maintenance (includes 47H – Payment History)
- 48 - Payment Redemption Error File (includes 48A – Redemption File Duplicates)
- 49 - Print Warrants/Overflows

RELATED PROFILES

```

ARIZ S097      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/21/96 03:39 PM
LINK TO:      SYSTEM MANAGEMENT PROFILE          CICS
ACTION: C (C=CHANGE)      CONTROL INDICATORS -
CURRENT INDICATORS:      NEXT AVAILABLE WARRANT NO: 212341555
FISCAL YEAR: 96          NEXT DIR DEP SEQ NO: 000000001
MONTH: 09              LABOR DISTRIBUTION RUN: Y
EFF DATE: 03211996     LABOR DISTRIBUTION PAY DATE: 03081996
PRIOR EFF DATE: 03201996 YEAR END CLOSING RUN: N
TIME: 1200             NEW YEAR INITIALIZATION: N
                        COST ALLOCATION RUN: Y
LAST CLOSED-          GRANT/PROJ BILLING RUN: Y
FISCAL YEAR: 95      RECURRING TRANS RUN: Y
MONTH: 08            FIXED ASSET DEPRECIATION RUN: N
                        FIXED ASSET SUSPENSE RECONC: N
REPORTING INDICATORS:  FIXED ASSET SUSPENSE POST: Y
WEEK: N   YEAR: N     ONLINE AVAILABLE: Y
MONTH: N  QUARTER: N  BATCH RESTORE INDICATOR (Y/N): N
                        AE PURGED THRU FISCAL MMY: 0796
-----PROCESSING CYCLE INFORMATION-----
CURRENT: DATE: 03201996 TIME: 23:55 CYCLE: 1515
PRIOR:   DATE: 03191996 TIME: 23:47 CYCLE: 1514

F1-HELP F3-END F4-INTERRUPT F6-PROCESS
  
```

Next Warrant Number

97 SYSTEM MANAGEMENT PROFILE

The 97 System Management (SM) Profile provides the Payment Processing Subsystem with the next available warrant number.

- Identifies the next available warrant number to be assigned.
- This number is system generated but can be entered by the GAO if necessary.

RELATED PROFILES

```

ARIZ SD53      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/21/96 04:06 PM
LINK TO:      TITLES PROFILE                        CICS
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TABLE ID: VPDT
KEY: R
TITLE: RETURN TO AGENCY-DO NOT COMB DOC,FUND,AG

                                STATUS CODE: A
EFF START DATE: 12261990  EFF END DATE:      LAST PROC DATE: 06221992
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS

```

D53 TITLES PROFILE - VPDT

Valid Payment Distribution Types are defined in the D53 Profile with a Table ID of 'VPDT'. Each Payment Distribution Type is entered on this table as a separate key value. The title describes the Payment Distribution Type.

Payment Distribution Type (PDT) identifies how transactions should be combined for warrants. In all instances, a single warrant cannot be issued to more than one vendor number/mail code.

The PDT can be entered on the batch header entry screen. The value entered on this screen will carry forward to every transaction within that batch. The PDT can also be entered on the transaction entry screen on a transaction by transaction basis. If the PDT is not entered, it will be looked up from the 5150 Statewide Vendor Mail Code table.

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RELATED PROFILES

Valid values and their combining rules for the PDT are :

COMBINING RULES

<u>PDT</u>	<u>AGENCY</u>	<u>DOCUMENT</u>	<u>FUND</u>	<u>DESCRIPTION</u>
R	N	N	N	Do not combine documents or funds
RD	N	Y	N	Combine documents, not funds
RF	N	Y	Y	Combine documents and funds
RT	N	N	Y	Combine funds, not documents

All vendor profiles are currently set with a PDT of 'R '.

Refer to ACH section (chapter XIV) for ACH payment distribution types.

RELATED PROFILES

Examples of the PDT Combining Process

Note that in all instances, a single warrant cannot be issued to more than one vendor number/mail code. These examples assume the same vendor number/mail code is used on all transactions.

Example 1: Combine documents and funds within an agency.

Agy	Document	Fund	PDT	Amount
AAA	11111111	1000	RF	100.00
AAA	11111111	2000	RF	50.00
AAA	22222222	3000	RF	200.00
AAA	33333333	4000	RF	300.00
AAA	44444444	5000	RF	400.00
AAA	55555555	5000	RF	500.00

1 warrant = 1,550.00

Example 2: Do not combine documents and funds within an agency.

Agy	Document	Fund	PDT	Amount
AAA	11111111	1000	R	100.00
AAA	11111111	2000	R	50.00
AAA	22222222	3000	R	200.00
AAA	33333333	4000	R	300.00
AAA	44444444	5000	R	400.00
AAA	55555555	5000	R	500.00

6 warrants = 100.00
50.00
200.00
300.00
400.00
500.00

RELATED PROFILES

```

ARIZ SD53      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/29/96 01:52 PM
LINK TO:      TITLES PROFILE                        CICS

ACTION: R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

TABLE ID: PPCR

KEY: 001

TITLE: INCORRECT VENDOR ID

                                     STATUS CODE: A
EFF START DATE: 09111990  EFF END DATE:      LAST PROC DATE: 02211991
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED
PLEASE ENTER FUNCTION
F1-HELP  F3-END  F4-INTERRUPT  F6-PROCESS

```

D53 TITLES PROFILE - TABLE ID: PPCR

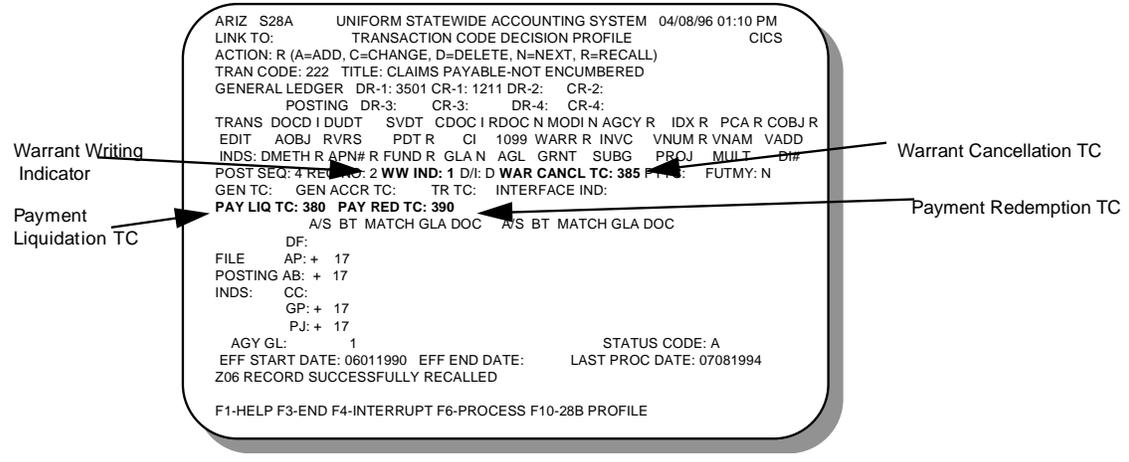
Valid Warrant Cancel Reason Codes are defined in the D53 Profile with a Table ID of 'PPCR'. Each Cancel Reason Code is entered on this table as a separate key value. The title describes the Cancel Reason Code.

Cancel Reason Codes are used when canceling warrants on either Screen 44, Single Payment Cancellation, or Screen 45, Document/Payment Range Cancellation. These screens and the accompanying forms are described in Sections 7 and 8 of this chapter.

Valid codes are as follows:

- 001 Incorrect Vendor ID
- 002 Incorrect Amount
- 003 Unable to Deliver Warrant
- 004 Duplicate Payment
- 005 Duplicate Run
- 006 Other

RELATED PROFILES



28A TRANSACTION CODE DECISION PROFILE

For every transaction entered into the system, the Transaction Code (TC) Decision Profile defines which general ledger accounts are debited and credited, which elements are required or not allowed and which financial tables are affected. This profile also contains elements that are used by the Payment Processing Subsystem. These elements are:

Warrant Writing Indicator - Identifies if the transaction results in warrant generation. Valid values are as follows:

- 0 No payment generated
- 1 Positive Amount
- 2 Credit Memo (Not used)

Warrant Cancellation TC - Used by the Payment Processing Subsystem to determine the transaction code to be used on warrant cancellation transactions.

Payment Liquidation TC - Used by the Payment Processing Subsystem to determine the transaction code to be used to record the issuance of a warrant.

Payment Redemption TC - Used by the Payment Processing Subsystem to generate transactions to reflect the clearance of warrants through the state's clearing bank or when the warrants are manually cleared by the GAO or the State Treasurer's Office.

DOCUMENT TRACKING

```

ARIZ S037      UNIFORM STATEWIDE ACCOUNTING SYSTEM      04/09/96 03:53 PM
LINK TO:      DOCUMENT TRACKING INQUIRY                  CICS
AGY: AAA      DOC NO: 20000360      FY: 96      STATUS: Y
TAPE NO:      DOC AMT: 35.00      ARCHIVE REF NO:
BATCH - AGY: AAA      DATE: 102595      TYPE: 4      NO: 017
RQ ACT:

COMPUTED COUNT: 00001  COMPUTED AMOUNT: 35.00  CNTL AGY:

***** ACTION HISTORY *****
DATE  TIME  AGY CODE  USER ID  DATE  TIME  AGY CODE  USER ID
10/25/95 13:23:42 000 100  AAA004
10/25/95 22:26:15 000 600  SYSTPAYM

Z26 RECORD NOT FOUND - NEXT RECORD RECALLED
PLEASE ENTER FUNCTION * NO MORE ACTIONS *
F1-HELP F3-END F4-INT F8-FWRD F9-DOC APPROVALS F10-RECALL F11-DETLs F12-HEADER

```

The Payment Processing Subsystem reads the Internal Transaction (IT) file. The IT file consists of transactions entered into AFIS but not released for batch processing and rejected transactions that processed through the batch. The subsystem processes those transactions which are fully approved. Batches are approved through the release process on the Batch Balancing Screen. Refer to Chapter III for more information regarding entering and releasing batches.

The Payment Processing Subsystem marks claims as paid. When processing documents to be paid, the entire document for the same vendor must pay, or none of the lines will pay. For example if suffixes 001 and 002 of a document pass the cash edit, but suffix 003 of that same document causes the cash balance to become negative, a warrant will not be generated. As soon as sufficient cash becomes available to pay all 3 lines, a warrant will be generated for that vendor. There is one exception to the 'entire document pay' requirement. If one document has multiple suffixes with future due dates, each line will generate a warrant as soon as its due date is reached (assuming sufficient cash is available).

Screen 37, Document Tracking Inquiry, is updated with action code '600' as shown above indicating the document has fully paid. This screen is updated with action code '599' each time the document is partially paid. Other action codes are defined in the D53 Profile with a Table ID of 'DTAC'.

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INPUT, EDIT, UPDATE (IEU)

Payment transactions are either entered on-line or through the batch interface. The S505 Expenditure Transaction Entry screen is typically used for data entry of claims. This screen processes a single transaction. Multiple transaction screens are also available:

- S506 Single Vendor Fast Entry
- S507 Multiple Vendor Fast Entry
- S508 Single Vendor/Multiple Invoice Fast Entry

Refer to Chapter III for more information regarding data entry of claims.

The following elements of payment transactions are utilized by the Payment Processing Subsystem:

- Disbursement Method Indicator (DMI)
- Due Date
- Payment Distribution Type (PDT)
- Invoice Number/Date/Description

These elements are described on the following two pages.

INPUT, EDIT, UPDATE (IEU)

DISBURSEMENT METHOD INDICATOR (DMI)

```

ARIZ S500      UNIFORM STATEWIDE ACCOUNTING SYSTEM  04/10/96 04:08 PM
LINK TO:      BATCH HEADER ENTRY                      CICS

BATCH AGENCY:      (SIGN ON AGENCY)
BATCH DATE:        (MMDDYY, DEFAULTS TO TODAY'S DATE)
BATCH TYPE:
BATCH NUMBER:

BATCH COUNT:      BATCH AMOUNT:

BATCH EDIT MODE: 2      (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
PAYMENT DIST TYPE:      (MUST BE VALID IN D53 TITLES PROFILE)
DISB METH IND:      (H, M, R, E OR SPACE)
EFFECTIVE DATE:      (MMDDYY, DEFAULTS TO TODAY'S DATE)
FAST ENTRY:        (M/S//)
USER ID: AFS0000    AFIS USER
USER CLASS: 01
ACTION CODE AGENCY:
ACTION CODE:

F1-HELP F3-END F4-INTERRUPT

```

DMI →

Identifies how disbursement transactions will be processed:

H - Hold processing of disbursement - no warrant will be issued until the DMI is changed to 'R' or 'E'

M - Manual disbursement (handwritten warrant) - for GAO use only

R - Release to automated processing

E - Expedited disbursement - for GAO use only

Blank - No action

From the Batch Header, the DMI defaults to the value 'R'. Therefore, this field does not need to be entered during the data entry. All transactions for the batch are created with the same DMI as the batch header. Once entered, the DMI may only be changed using the Disbursement Maintenance Screen (S041). This ensures that the DMI will remain the same for all transactions for a single vendor/mail code within a given document.

Only authorized GAO personnel have security to use the Disbursement Maintenance Screen. Refer to Section 4 of this chapter for procedures relating to manual (DMI = M) and expedited warrants (DMI = E).

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INPUT, EDIT, UPDATE (IEU)

DUE DATE

The due date identifies the date a payment is to be issued. If the due date is left blank, the payment is issued as soon as the batch is approved (has been released), is error free and sufficient cash is available.

If a batch is released but still resides in the Internal Transaction (IT) File, then the due date can be changed using screen 42, Due Date/PDT/Fund Ovrdr Maintenance. This screen is only accessible by the GAO. Refer to Section 4, page E-3 of this chapter for more information regarding this screen.

PAYMENT DISTRIBUTION TYPE (PDT)

Payment Distribution Type (PDT) identifies how transactions should be combined for warrant generation.

Valid values are as follows:

- R Do not combine agency, documents or funds
- RD Combine documents but not funds within an agency
- RF Combine documents and funds within an agency
- RT Combine funds but not documents within an agency

Refer to page A-6 of this section for more detailed information relating to the PDT.

Refer to ACH section (chapter XIV) for ACH payment distribution types.

INVOICE NUMBER/DATE/DESCRIPTION

The invoice number, date and description are optional fields when entering claims. They can be used to code invoice information relating to each claim.

If this information is entered on the claim, it will appear on the warrant remittance advice.

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ON-LINE COMPONENTS

Various on-line screens are used to perform payment processing related functions:

41 Disbursement Maintenance - This screen allows the GAO to change the Disbursement Method Indicator (DMI) on the transactions for a document or a single vendor within a given document. The DMI identifies whether the transactions are held from issuing payments, released for payments, manually paid or expedited for payment. Only those transactions that are on the IT file can be viewed or updated on this screen. See Section 4, page E-1.

42 Due Date/PDT/Fund Override Maintenance - This screen allows the GAO to change the due date or payment distribution type (PDT) on a claim transaction. It also allows the GAO to enter a fund override indicator which allows the system to override the cash control edits in order to issue a warrant. Only claims waiting to have payments generated can be viewed or updated on this screen. See Section 4, page E-3.

44 Single Payment Cancellation - This screen provides the GAO the capability of canceling a warrant. It can also be used by all users to inquire upon a warrant by entering the warrant number. See Section 8, page B-1.

45 Document/Payment Range Cancellation - This screen provides the GAO the capability of canceling all warrants for a given document or a range of warrants. See Section 8, page C-1.

46 Payment Rewrite/Duplicate - This screen provides the GAO the capability to record the issuance of new warrants as either duplicates or rewrites. If the original warrant is lost, the replacement warrant is called a **duplicate**. If the original warrant is in hand but for some reason needs to be replaced (i.e. the warrant is unreadable because the dog chewed it), the replacement warrant is called a **rewrite**. It can also be used by all users to inquire upon the status of a warrant by entering the warrant number. See Section 8, page D-1.

47 Payment Control Table Status Maintenance - This screen provides the GAO or the State Treasurer's Office the capability to update the status of warrants on the Payment Control Table. For example, a warrant may be stopped or cleared. It can also be used by all users to inquire upon the status of a warrant by entering the warrant number. See Section 6, page A-1 or Section 8, page E-1.

47H Payment Inquiry – History – This screen provides all AFIS users the capability to search for warrants up to five years old on the Payment History Table. The detail information retrieved per warrant includes the agency, document agency, fund and detail amount. See Section 8, page F-1.

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ON-LINE COMPONENTS

48 Payment Redemption Error File Maintenance - This screen provides the GAO the capability of scrolling through records for review and/or flagging records for deletion (in a subsequent nightly batch program) from the Payment Redemption Error File. Records appear on the Payment Redemption Error File, for example, when the warrant amount read in from a bank tape doesn't match the warrant amount in AFIS for a particular warrant. See Section 8, page G-1.

48A Redemption File Duplicates - Maintenance - This screen provides the GAO the capability of scrolling through duplicate records for review and/or flagging duplicate records for deletion (in a subsequent nightly batch program) from the Payment Redemption Error File. Duplicate records appear on the Payment Redemption Error File, for example, when a bank tape is mistakenly run twice. The errors that appeared on the error file the first time will show up as duplicate errors on this screen when the tape is run a second time. See Section 8, page H-1.

49 Print Warrants/Overflows - This screen provides the GAO the capability for reprinting warrants and/or remittance advice overflows. A warrant may need to be reprinted if during the initial warrant printing the warrant was destroyed by the printer. Remittance advice overflows are generated when all of accounting distributions for the warrant cannot fit on the remittance advice that is attached to the warrant. See Section, page I-1.

The following function keys apply to the warrant maintenance screens and are defined here instead of repeated with each screen.

- F1 - HELP** This will transfer the user to the News/Help Screen 'S090' and give a description of the screen or a description of any error messages that occurred on the screen.

- F3 - END** This function key will transfer the user back to the Payment Subsystem Menu.

- F4 – INTERRUPT** This function allows the user to Link To another screen and then return to the original screen.

- F6 - PROCESS** This function key will process the requested action.

- F8 - NEXT** This function key will display the next page of information.

- F9 - DOCUMENT** This function key will transfer the user to the 37 Document Tracking Inquiry screen.

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SAMPLE WARRANT

The following information is displayed on each warrant and its accompanying remittance advice:

Warrant Information

Date Issued - The date the warrant is generated.

Void After - The date the warrant expires. All warrants expire 6 months after the date of issuance.

Bank/Warrant No - A unique number assigned to the warrant. The bank number identifies the type of warrant:

- 00 ACH Payments
- 21 General Warrants
- 22 Payroll
- 23 Income Tax Refunds
- 24 NAU Payroll
- 25 U of A Payroll
- 26 ASU Payroll
- 27 DES - AZTECS and APIS
- 28 DES - Energy Assistance
- 29 DES - Day Care, Foster Care & Adoption Subsidy
- 30 DES - Adult Services
- 31 DES - RSA
- 33 DES - DERS - JOBS

Vendor No - The vendor number and mail code entered on the claim identifying the payee.

Fund - The fund from which the warrant is drawn. This field is left blank if the PDT (Payment Distribution Type) of the claim is 'RF' or 'RT' since both of these values combine funds to produce one warrant. Refer to Section 3, page A-6 for more information about the PDT.

Agency - The document agency. This is the agency responsible for preparing the claim document.

Document No - The claim number that generated the warrant. This field is left blank if the PDT of the claim is 'RF' or 'RD' since both of these values combine documents to produce one warrant. Refer to Section 3, page A-6 for more information about the PDT.

Pay This Amount - The warrant amount.

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SAMPLE WARRANT

Remittance Advice Information

Warrant No - The payment number.

Agency Name - The agency from which funds are expended to produce the warrant.

Agency Phone - The phone number to contact with questions regarding the warrant. The phone number comes from the D02 Agency Profile.

Invoice No - The invoice number for which goods or services are being paid. Will only appear on the remittance advice if coded on the claim document.

Invoice Date - Will only appear on the remittance advice if coded on the claim document.

Invoice Description - Will only appear on the remittance advice if coded on the claim document.

Agy - The 3 character code of the agency from which funds are expended.

Document No/Sfx - The claim number that generated the warrant. Each suffix is shown separately, however, the suffix number is not displayed.

Amount - The transaction amount.

Fund - The fund from which the warrant is drawn. This field is left blank if the PDT (Payment Distribution Type) of the claim is 'RF' or 'RT' since both of these values combine funds to produce one warrant. Refer to Section 3, page A-6 for more information about the PDT.

Issue Date - The date the warrant is generated.

Warrant Amount - The payment amount.

A sample warrant and remittance advice is shown on the following page.



AFIS REFERENCE GUIDE

CHAPTER IV

SECTION 4

PAGE A-3

DATE 06/18/01

SUBJECT: PAYMENT PROCESSING: WARRANT GENERATION

SAMPLE WARRANT

STATE OF ARIZONA REMITTANCE ADVICE

WARRANT NO. 215000334

TEST AOBJ REPORTS

(602) 542-2347 EXT.

INVOICE NO.	INVOICE DATE	INVOICE DESCRIPTION	AGY	DOCUMENT/SFX	AMOUNT
/ /			LAP	23540100	10.00

VENDOR NAME: SHERATON (STATEWIDE VENDOR PDT = 0)	FUND: 1000	ISSUE DATE: 07/25/95	WARRANT AMOUNT: 10.00
VENDOR NUMBER: 1000000001 001			

STATE OF ARIZONA

NOT GOOD AFTER VOID DATE SHOWN

DATE ISSUED MO-DAY-YR 07/25/95	VOID AFTER MO-DAY-YR 01/21/96	BANK 21	WARRANT NO. 5000334
--------------------------------------	-------------------------------------	------------	------------------------

VENDOR NO. 1000000001 001 FUND AGENCY DOCUMENT NO. 1000 LAP 23540100

PAY THIS AMOUNT \$10.00

*****TEN AND 00/100 DOLLARS*****

PAY TO THE ORDER OF:

DO NOT CASH - VOID CHECK - TESTING ONLY DAFM395 X
123 MAIN ST.
Phoenix AZ 12345

Rudy Ferino
DIRECTOR
DEPARTMENT OF ADMINISTRATION

F. R. ...
COUNTERSIGNED GOVERNOR



⑈5000334⑈ ⑆122101133⑆

21⑈



SUBJECT: PAYMENT PROCESSING: WARRANT GENERATION

SYSTEM GENERATED WARRANTS

Three types of warrants can be generated through AFIS:

- System Generated Warrants
- Expedite Warrants
- Manual Warrants (Handwrites)

Refer to ACH section (Chapter XIV) for ACH payments.

SYSTEM GENERATED WARRANTS

Payment transactions are either entered on-line or through the batch interface. The S505 Expenditure Transaction Entry screen is typically used for data entry of claims. This screen processes a single transaction. Multiple transaction screen are also available:

- S506 Single Vendor Fast Entry
- S507 Multiple Vendor Fast Entry
- S508 Single Vendor/Multiple Invoice Fast Entry

AFIS automatically generates payments for claims that have been released to the Payment Processing Subsystem. There are different types of claims that generate warrants and are identified by the Document Type (the first digit of the claim number). The types of claims are as follows:

<u>Doc Type</u>	<u>DESCRIPTION</u>
1	In-State Travel Claims
2	Regular Claims
3	Capital Project Claims
L	Out-of-State Travel Claims

Refer to Chapter III of this manual for more information regarding data entry of claims.

The warrants are sorted into the following payment sequence before assigning payment numbers:

- Warrant/Direct Deposit Indicator (a value of '1' is warrant and a '2' is direct deposit)
- Major Sort Number (not currently used - default value is '060 Bills')
- Agency
- Appropriated Fund
- Fund
- Document Number
- Fiscal Year
- Employee Sequence Number (not currently used)
- Vendor Number/Mail Code
- Vendor Name
- Address 1
- Payment Amount

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SYSTEM GENERATED WARRANTS

The Payment Extract indicator is automatically set to a value 'Y' on the Internal Transaction (IT) File when Payment Processing has performed the necessary functions for each transaction. This will ensure that the transaction is not picked up by Payment Processing again.

AFIS generates related transactions that are recorded in the financial tables to reflect the disbursement. For example, for each claim payable transaction (TC222) that is released and error free, the system generates a TC380, Payment Liquidation Expenditure.

TC222 Accounting Impact:

DR 3501 Accrued Expenditure
CR 1211 Claims Payable

TC380 Accounting Impact:

DR 3500 Cash Expenditure
CR 3501 Accrued Expenditure
DR 1211 Claims Payable
CR 1011 Payments Outstanding

The system generated payment liquidation transactions are posted in the second IEU.

AFIS will not generate warrants for funds or grants without sufficient cash.

Cash control is based on the posting levels of fund and grant to the Cash Control Financial Table.

Grants can be posted to the Cash Control Financial Table at the agency's discretion. However, all grants that are subject to the Cash Management Improvement Act must post to the Cash Control Financial Table. When grants or grants/phases are posted to this table and the control is on, the cash at the grant level is first checked. If cash is sufficient at the grant level, the fund level cash is checked. If the fund has sufficient cash, the warrant will be issued. The agency also has the discretion of posting either the grant or the grant and phase to the Cash Control Financial Table. If phases are also posted to this table and the control is on, each grant phase is checked for sufficient cash. If phases are not posted to this table, the cash balance for the grant as a whole without regard to phase is checked for cash. These posting level indicators are on the Grant Number Profile (SD47) and the Grant Control Profile (S029). These profiles can be changed only by authorized GAO users. Refer to Chapter II of this manual for more information about these profiles.

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SYSTEM GENERATED WARRANTS

The GAO receives and monitors a daily control report, DAFR3581, Funds Control Report, that shows all claim transactions that have not generated warrants due to insufficient cash. A sample of this report is shown on the following page.



SUBJECT: PAYMENT PROCESSING: WARRANT GENERATION

SYSTEM GENERATED WARRANTS

The following inquiry screens can be used to view cash balances:

- Cash Control Summary Inquiry (Screen 57) - shows the cash balance at the fund level
- Cash Control Record Summary (Screen 63) - shows the cash balance at the fund/grant/phase level for those grants that post to the cash control financial table

Refer to Chapter V of this manual for information relating to these inquiry screens.

Once sufficient cash becomes available, the warrants are generated automatically.

EXPEDITE WARRANTS

ARIZ S041 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/15/96 01:26 PM
LINK TO: DISBURSEMENT MAINTENANCE CICS

ACTION: C (C=CHANGE, R=RECALL)
AGENCY: AAA DOC NO: 30008663 FY: 96 VEN NO/MAIL CODE:
DMI: E AMOUNT: 31194.51 VENDOR NAME:
APPROVAL DATE: 04/12/96

SEQ	SFX	AGY	TC	INDEX	PCA	AP	NO	APFND	FUND	AY	COBJ	AMOUNT	R
00001	001	AAA	237	01201	04003	09031	3100	3100	96	8231		31194.51	
<div style="display: flex; justify-content: space-between;"> 04/08/96 18607959790 001 DESERT MODULARS INC </div>													

Z02 RECORD SUCCESSFULLY CHANGED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F8-NEXT F9-DOCUMENT TRACKING

GAO changes the DMI to 'E' to expedite a warrant



When the need arises, AFIS has the capability to produce warrants during the day by executing the 'Expedite Program'.

Typically, this program is only run if for some reason the normal batch run did not occur the prior night and there is a great demand to get warrants out that day. The Expedite Program can only be run once between batch runs.

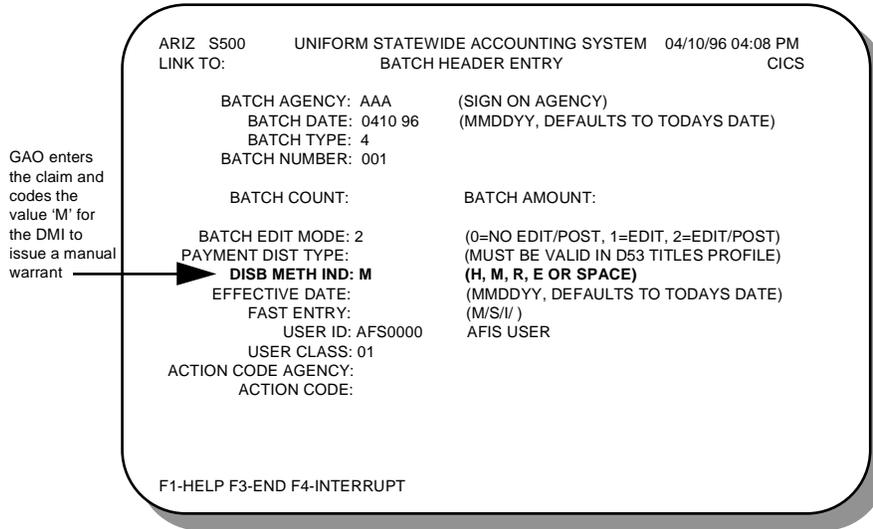
To be included in the Expedite run, claims must be entered in Edit Mode 2 and released.

Prior to an Expedite run, the GAO contacts the agencies to see if they have any claims that need to be expedited. It is also communicated to the agencies via the 'NEWS' screen and the AFIS Hotline (542-AFIS).

The GAO then changes the Disbursement Method Indicator (DMI) on Screen 41, Disbursement Maintenance, for those claim documents that need to be expedited. Claims that are not marked for expedite will generate warrants in the next normal batch run.

The expedited warrants are then ready for pick-up that afternoon.

MANUAL WARRANTS



Occasionally the need arises for a warrant to be generated before the next batch run.

AFIS has the capability to produce manual warrants (also known as handwrites).

Agency actions:

- When the agency determines a hand-written warrant is needed, they first contact the Automated Warrant Reconciliation (AWR) section of the GAO.
- If the hand-written warrant is approved by the GAO, the agency then prepares a claim form with proper signatures and delivers it to the AWR section of the GAO, by 10:00 am.
- The agency **does not** enter the claim on-line.

GAO Actions:

- Issues the warrant with the appropriate information.
- Enters the claim on-line in Edit Mode 2:
- Codes the DMI with value 'M' on the batch header.
- Enters the warrant number on the claim transaction.

A series of warrant numbers has been established for hand written warrants to prevent issuance of duplicate warrant numbers.

GAO maintains a log of manual warrants to also prevent duplicate manual warrant numbers from being issued.

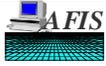


SUBJECT: PAYMENT PROCESSING: WARRANT GENERATION

MANUAL WARRANTS

System Actions:

- The Payment Control and Payment Cancellation Tables are updated with the manual warrant number. Refer to Section 9 of this chapter for information relating to these two tables.
- When the claim is processed during the batch run, the system will not generate another warrant because the DMI is 'M' on the batch header.
- The payment liquidation transactions are generated during the batch run like regular claims.



SUBJECT: PAYMENT PROCESSING: WARRANT GENERATION

RELATED ON-LINE SCREENS

```

ARIZ S041      UNIFORM STATEWIDE ACCOUNTING SYSTEM  04/18/96 03:10 PM
LINK TO:      DISBURSEMENT MAINTENANCE           CICS

ACTION: R (C=CHANGE, R=RECALL)
AGENCY: AAA  DOC NO: 20009772  FY: 96  VEN NO/MAIL CODE:
DMI: R      AMOUNT: 110.00      VENDOR NAME:
      APPROVAL DATE: 04/18/96
SEQ  SFX AGY  TC INDEX  PCA  AP NO  APFND  FUND  AY  COBJ  AMOUNT  R
DOC DT  SERV DT  VENDOR NO / MC  VENDOR NAME
00001 001 AAA  222 03509 17069 13061 2295 2295 96 7532 110.00
04/18/96 18604170710 001 ACCRAM INC

```

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F8-NEXT F9-DOCUMENT TRACKING

41 Disbursement Maintenance

This screen allows the GAO to change the Disbursement Method Indicator (DMI) on the transactions for a document or a single vendor within a given document. The DMI identifies whether the transactions are held from issuing payments, released for payments, manually paid or expedited for payment. Only those transactions that are on the IT file can be viewed or updated on this screen.

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RELATED ON-LINE SCREENS

41 Disbursement Maintenance (continued)

DATA ELEMENTS

Action - The one character action code which identifies the function to be performed:

- R - Recall an existing record.
- C - Change an existing record.

CONTROL KEYS

Agency - The three character agency code.

Doc No - The eight character document number on the claim.

FY - The two digit fiscal year in which the claim posted.

INFORMATION ELEMENTS

Ven No/Mail Code - If the vendor number is entered, the vendor mail code must be entered. If the vendor number is blank, then the vendor mail code must be blank.

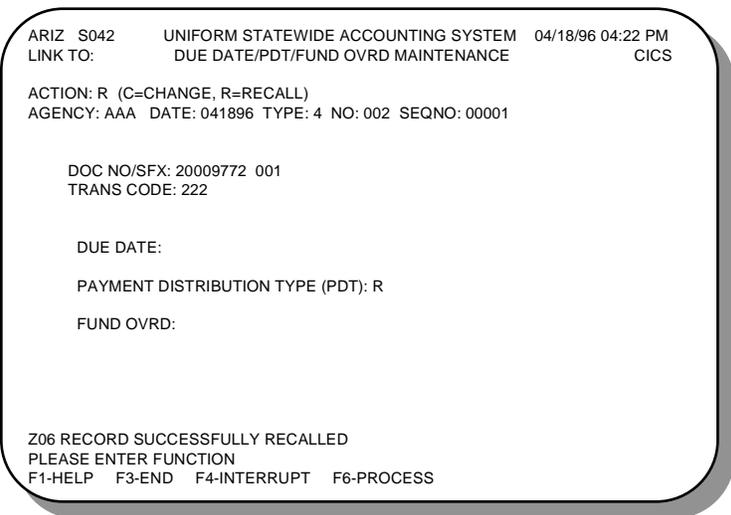
If the DMI is changed at the document level (document number is entered on recall), all transactions in the document will contain the new DMI. If the DMI is changed at the document and vendor level (vendor number and mail code are also entered on recall), only those transactions with that vendor within the document will contain the new DMI. A vendor level change overrides a document level change.

Manual payments cannot be overridden with any other DMI value. The DMI cannot be changed to 'M' (manual) on this screen either. The DMI 'M' must be entered on the batch header upon original input.

DMI - The one digit disbursement maintenance indicator:

- H - Held
- R - Released for automated payment processing
- E - Expedited for automated payment processing

RELATED ON-LINE SCREENS



42 Due Date/PDT/Fund Override Maintenance

This screen allows the GAO to change the due date or payment distribution type (PDT) on a claim transaction. It also provides the GAO the capability to enter a fund override indicator which allows the system to override the cash control edits in order to issue a warrant. Only claims waiting to have payments generated can be viewed or updated on this screen.

DATA ELEMENTS

- Action** - The one character action code which identifies the function to be performed:
- R - Recall an existing record.
 - C - Change an existing record.

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RELATED ON-LINE SCREENS

42 Due Date/PDT/Fund Override Maintenance (continued)

CONTROL KEYS

Agency - The three character batch agency code.

Date - The six digit batch date.

Type - The one character batch type.

No - The three digit batch number.

Seqno - The five digit batch sequence number.

These five elements comprise the **Transactions ID** which uniquely identifies each transaction.

INFORMATION ELEMENTS

Doc No/Sfx - The document number and suffix which relates to the recalled key.

Trans Code - The transaction code (TC) which relates to the recalled key.

Due Date - The due date determines when a warrant will be generated after the batch is fully approved and sufficient cash is available.

Payment Distribution Type (PDT) - The PDT determines how transactions are combined to generate warrants. Valid values are as follows:

- R - Do not combine documents or funds
- RD - Combine documents, but not funds
- RF - Combine documents and funds
- RT - Combine funds, but not documents

Fund Ovrd - The one character fund override value ('W') which allows the system to override the cash control edits in order to generate a warrant.

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Warrants can be distributed to the responsible agency one of three ways:

- US Mail
- Inter-office mail
- Picked up at the GAO

Warrants are held at the GAO for pick-up unless an agency requests, in a written memo to the GAO, to have their warrants mailed to them.

Every agency employee who picks up warrants from the GAO must have a valid Warrant Authorization Card (WAC). This card is also known as the 'Gold Card'. This card allows the GAO front desk to verify that the cardholder is authorized to pick up warrants. Please refer to Accounting Manual Section II - K for more information regarding the Warrant Authorization Card.

SYSTEM-GENERATED WARRANTS

The following reports are distributed with the system-generated warrants:

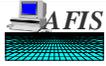
- DAFR3651 Warrant Register by Agency
- DAFR3671 Daily Warrant Transmittal
- DAFR3701 Warrant Register by Warrant Number

One copy of DAFR3671 is signed when the warrants are picked up at the GAO and retained by the GAO for its files. The second copy is retained by the agency. This report identifies the range of warrants that are distributed to the agency.

Samples of these reports are shown on pages A-2 through A-4 of this section.

HAND-WRITTEN WARRANTS

Form GAO-15, Warrant Transmittal, is signed when the hand-written warrants are picked up at GAO. The agency receives one copy and GAO retains a copy for its files. This transmittal identifies the range of warrants that are distributed to the agency. A sample of this warrant transmittal is shown on page A-5 of this section.



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SUBJECT: PAYMENT PROCESSING: WARRANT DISTRIBUTION

DAFR3671 000 USAS 01 ***** USAS OPERATIONS CONTROL *****AGCY NUMBER 000
 07/29/96 (19.13) CYCLE 2016 ***** DAILY WARRANT TRANSMITTAL REPORT ***** PAGE 2
 07/25/95 (SYS MGMT EFFECTIVE DATE) *****

AGENCY LAP TEST AOBJ REPORTS *****

CERTIFICATION

----- WARRANT TYPE ----- BEGINNING ENDING *READ THE STATEMENT BELOW BEFORE SIGNING*
 CODE TITLE ----- WARRANT NO WARRANT NO TOTAL SIGNATURE DATE

060 BILLS 215000334 - 215000342 126.00
 *WARRANT TOTAL 126.00

THE PERSON(S) SIGNING THIS DOCUMENT CERTIFY THAT THEY RECEIVED THE WARRANTS NEXT TO THEIR SIGNATURE.



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SUBJECT: PAYMENT PROCESSING: WARRANT DISTRIBUTION

WARRANT TYPE	060 BILLS	WARRANT REGISTER BY WARRANT NO REPORT	TEST AOBJ REPORTS	AGCY NUMBER	LAP		
07/29/96 (19.13) CYCLE 2016	07/25/95 (SYS MGMT EFFECTIVE DATE)	DOC NO	FY	ESN	VENDOR NO / MC	VENDOR NAME/ADDRESS	WARR AMT
215000334	07/25/95	1000 23540100	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	10.00
215000335	07/25/95	1000 23540101	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	11.00
215000336	07/25/95	1000 23540102	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	12.00
215000337	07/25/95	1000 23540103	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	13.00
215000338	07/25/95	1000 23540104	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	14.00
215000339	07/25/95	1000 23540105	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	15.00
215000340	07/25/95	1000 23540106	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	16.00
215000341	07/25/95	1000 23540107	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	17.00
215000342	07/25/95	1000 23540108	96		10000000001 001	SHERATON (STATEWIDE VENDOR PDT = O) 123 MAIN ST. Phoenix AZ 12345	18.00
*WARRANT TYPE	060 BILLS						126.00
*AGENCY	LAP TEST AOBJ REPORTS						126.00



SUBJECT: PAYMENT PROCESSING: WARRANT DISTRIBUTION

WARRANT TRANSMITTAL

From: Finance-General Accounting

	Prepared By	Date
--	-------------	------

To:

Transmitted are Warrants Listed Below:

Sent Out: U.S. MAIL I.O.M.

SIGNATURE AND DATE

GAO-15 (REV. 8-85)

STOP PAYMENTS

ARIZ S047 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/15/96 11:47 AM
 LINK TO: PAYMENT CONTROL TABLE STATUS MAINTENANCE SCREEN CICS

ACTION: C(C=CHANGE, N=NEXT, R=RECALL)

WARRANT INFORMATION:

WARRANT NUMBER: 211024459 STATUS MAINTENANCE:
 CLEARANCE DATE: (MMDDYYYY)

CLEARANCE FISCAL: TRAN. GENERATED FLAG: N

CURRENT STATUS: S ← Current Status is changed to 'S' and a stop date is entered

STOP DATE: 04151996

WARRANT ISSUE DATE: 04011996
 WARRANT EXPIRATION DATE: 10011996
 VENDOR/MC: 186000001 001
 VENDOR NAME: ARIZONA CARDIOLOGISTS
 FISCAL YR: 96

AMOUNT: 73.50
 CROSS REFERENCE NUMBER: STATUS: REWRITE/DUPLICATE IND:

Z02 NEXT RECORD SUCCESSFULLY CHANGED
 PLEASE ENTER FUNCTION
 F1-HELP F3-END F4-INTERRUPT F6-PROCESS

47 Payment Control Table Status Maintenance

If a warrant is lost or stolen, the warrant must be stopped before a replacement warrant can be issued.

To initiate this process, the responsible agency sends the payee a Replacement Warrant Request and Bond of Indemnity (Form GAO-6). The payee completes and sends the form directly to the GAO. A sample of this form can be found on the following page.

In an emergency situation (such as the warrant was stolen), requests for stop payment can be initiated by a phone call to the GAO by the responsible agency. Form GAO-6, Replacement Warrant Request and Bond of Indemnity, must still be completed and sent to the GAO before a replacement warrant can be issued.

Upon receipt of the completed Form GAO-6 or phone call, the GAO changes the status of the warrant to 'S' (stop) on Screen 47, Payment Control Table Status Maintenance, which updates the status of the warrant in the warrant file. (Refer to Section 8, page E-1 for more information regarding this screen). No accounting transactions are generated for stop payments. The status of the warrant is just updated.

The stop payment information is then relayed to the State's servicing bank via an AFIS generated tape. The GAO receives a report from the bank approximately five business days later confirming that the warrant has been stopped.



SUBJECT: PAYMENT PROCESSING: WARRANT MAINTENANCE

STOP PAYMENTS

STATE OF ARIZONA
REPLACEMENT WARRANT REQUEST BOND OF INDEMNITY

Form with fields: Name of Payee, Address, City, State, Zip, ORIGINAL WARRANT INFORMATION, Issue date, Amount \$, 9 Digit Warrant No., Agency, Phone Number

WHEREAS, the Division of Finance of the State of Arizona duly and regularly issued the above described warrant on the State Treasury; and

WHEREAS, said warrant was lost, stolen or destroyed; and

WHEREAS, (Name of Payee) of the City of, County of, State of, herewith represents and warrants to the Division of Finance of the State of Arizona that payment has not been received by the claimant for the amount represented by the above warrant, and that the amount thereof is properly due the claimant; and that said warrant (has or has not) been endorsed by the claimant;

WHEREAS, said claimant is desirous of having a duplicate warrant issued to him in lieu thereof, for the same amount and payable out of the same fund, and the Division of Finance of the State of Arizona, in consideration of the premises and of this indemnity, has agreed to issue another warrant in lieu of the original.

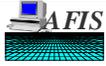
NOW, THEREFORE, the claimant and surety are held firmly bound unto the State of Arizona for any loss or damage, including attorney's fees sustained by the State or any person or persons on account of the issuance of the duplicate warrant. The condition of this obligation is such that, if the original warrant shall be delivered up to the Division of Finance for cancellation, provided that it has not been honored or paid by any person or entity, including the State or any of its agencies, then this obligation shall be void and of no effect; otherwise, it shall remain in full force and effect.

Executed this day of, 19.

INSTRUCTIONS:
The owner of the warrant will sign at (1) and the surety at (2).
Return the completed form to:
The Department of Administration
Division of Finance
General Accounting Office
1700 W. Washington-Room #290
Phoenix, AZ 85007
Upon receipt of this form properly filled out, a duplicate warrant may be issued within five to ten working days.

(Name of Agency or Company, if Applicable)
(1) (Payee Signature - Include Title when signing for Agency or Company)
(Payee Address)
(2) (Surety signature - CAN NOT be a notary or spouse of Payee)
(Surety address - REQUIRED)

ACCOUNTING OFFICE USE ONLY
Payment Stopped on, Confirmed on, Replacement Warrant No., Date of Issue



SUBJECT:PAYMENT PROCESSING:WARRANT MAINTENANCE

REPLACEMENT WARRANTS

There are two conditions when warrants need to be replaced:

- A warrant is lost or stolen.
- A warrant is in hand, but needs to be reissued (i.e. the bank can't read it because the dog chewed the warrant).

In the first condition, the replacement warrant is called a **duplicate** warrant. The original warrant must first be stopped as discussed on page A-1 of this section.

In the second condition, the replacement warrant is called a **rewritten** warrant.

REPLACEMENT WARRANTS

```

ARIZ S046 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/15/96 01:54 PM
LINK TO: REWRITE/DUPLICATE PAYMENT SCREEN CICS

ACTION: A (A=ADD, C=CHANGE, N=NEXT, R=RECALL)

RECALLED WARRANT INFORMATION
-----
WARRANT NUMBER: 212380000 DOC AGENCY: AAA DOC NUMBER:
WARRANT ISSUE DATE: 04111996 "ORIGINAL" WARRANT: 212380000
WARRANT EXPIRATION DATE: 10081996 CROSS-REF WARRANT: 219000001
STATUS: D REW/DUP: D NEXT* WARRANT:
AMOUNT: 317.81

NEW WARRANT INFORMATION
-----
REWRITE/DUPLICATE: D
WARRANT NUMBER: 219000001
WARRANT ISSUE DATE: 04201996
WARRANT EXPIRATION DATE: 10081996
STATUS: I
AMOUNT: 317.81
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS

```

Duplicate Warrants

A warrant that needs to be reissued because it was lost or stolen is called a duplicate warrant.

The GAO notifies the bank to place a stop on the lost or stolen warrant after receiving Form GAO-6, Replacement Warrant and Bond of Indemnity, from the payee. Refer to page A-1 of this section for more information regarding this process.

Once the GAO receives bank confirmation that the warrant is stopped, a duplicate warrant can be issued. It normally takes five working days for the bank to send the confirmation.

Screen 46 is used by the GAO to record the duplicate warrant information in the system. Refer to Section 8, page D-1 for more information regarding this screen.

The duplicate warrant is then issued by the GAO and forwarded to the responsible agency for distribution to the payee.

REPLACEMENT WARRANTS

```

ARIZ S046 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/15/96 01:54 PM
LINK TO: REWRITE/DUPLICATE PAYMENT SCREEN CICS

ACTION: A (A=ADD, C=CHANGE, N=NEXT, R=RECALL)

RECALLED WARRANT INFORMATION
-----
WARRANT NUMBER: 212380001 DOC AGENCY: AAA DOC NUMBER:
WARRANT ISSUE DATE: 04111996 "ORIGINAL" WARRANT: 212380001
WARRANT EXPIRATION DATE: 10081996 CROSS-REF WARRANT: 219000002
STATUS: R REW/DUP: R NEXT* WARRANT:
AMOUNT: 350.00

NEW WARRANT INFORMATION
-----
REWRITE/DUPLICATE: R
WARRANT NUMBER: 219000002
WARRANT ISSUE DATE: 04201996
WARRANT EXPIRATION DATE: 10081996
STATUS: I
AMOUNT: 350.00
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
  
```

Rewritten Warrants

A warrant that is in hand but needs to be replaced (i.e. the warrant is unreadable because the dog chewed it) is called a rewritten warrant.

The payee first contacts the paying agency and returns the warrant to that agency. The agency then forwards the warrant to the GAO to be rewritten.

Screen 46 is used by the GAO to enter the rewritten warrant information. Refer to Section 8, page D-1 for more information regarding this screen.

The rewritten warrant is then issued by the GAO and forwarded to the responsible agency for distribution to the payee.

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SUBJECT: PAYMENT PROCESSING: WARRANT MAINTENANCE					

PAYMENT CANCELLATIONS

Occasionally, payments must be canceled for various reasons. Payments can be canceled only when the GAO has the warrant in hand. Payments in AFIS can be canceled by one of three methods:

- By Payment Number
- By Document ID
- By Range of Payment Numbers

Payment cancellation transactions are generated with the Warrant Cancel TC found on the Transaction Code Decision Profile (S28A) for the transaction code of the claim transaction.

Cancellation requests (along with the warrants) are submitted to the GAO on profile maintenance forms. Single payment cancellations are entered on form GAO PM-044 Warrant Cancellation, and document or payment range cancellations are entered on form GAO PM-045 Document/Payment Range Cancellation. Samples of these forms along with coding instructions can be found in Section 7 of this chapter.

The GAO personnel reviews these forms and enters the information on-line. Single payment cancellations are entered on the 44 Single Payment Cancellation screen. Document or payment range cancellations are entered on the 45 Document/Payment Range Cancellation screen. These screens along with the coding instructions can be found in Section 8 of this chapter.



SUBJECT: PAYMENT PROCESSING: WARRANT MAINTENANCE

PAYMENT CANCELLATIONS

```

DAFR3252 AMY USAS 01          *****          AMY'S TEST AGENCY          AMY
10/10/96 (07.48) CYCLE 2098 *****          AGENCY PAYMENT CANCELLATION DAILY ACTIVITY          1
10/23/95 (SYS MGMT EFFECTIVE DATE) *****          *****          AGCY PAGE          1
*****          *****          *****          *****          *****          *****
CANCEL DOC NO/SFX  AGY  DOC NO  APPD.  FUND  FY  ESN  VENDOR NO / MC  -----VENDOR NAME-----
WARR NO  WARR DT  WARR AMT
*****          *****          *****          *****          *****          *****          *****          *****
CO000008 001          AMY  20000008          1000  95          10000000001 001  SHERATON (STATEWIDE VENDOR PDT = 0)
210912103          08/18/94          1,000.00
TOTAL CO000008          1,000.00

```

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SUBJECT: PAYMENT PROCESSING: WARRANT MAINTENANCE					

PAYMENT REDEMPTION

Each day, the state's servicing bank provides the State with a tape containing all of the warrants that cleared the bank the prior business day. This tape is read into AFIS during the nightly batch run and transactions are generated to record the redemption activity. TC390, Payment Redemption, is generated with the following accounting impact:

- DR 1011 Payments Outstanding
- CR 0070 Cash on Deposit with Treasurer

Occasionally, warrants must be cleared manually. This is accomplished on Screen 47, Payment Control Status Maintenance, by the GAO or the State Treasurer's Office. The warrant status is changed to 'P' and the clearance date is input. The TC390 will be generated in the next nightly batch run. Refer to Section 8, page E-1 for more information regarding Screen 47.

 AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 7	PAGE A - 1	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: MAINTENANCE FORMS				

This section contains coding instructions for two profile maintenance forms:

- GAO PM-044 Warrant Cancellation
- GAO PM-045 Document/Payment Range Cancellation

Typically, the forms are completed by agency personnel, and the accompanying on-line screens are updated by authorized GAO personnel. Refer to Section 6, page C-1 for more information regarding the payment cancellation process.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 7	PAGE B - 1	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: MAINTENANCE FORMS					

FORM GAO PM-044 SINGLE PAYMENT CANCELLATION

Form GAO PM-044 is used to cancel a single payment, or multiple payments if the warrant numbers are not consecutive.

A sample of this form is shown following these coding instructions. The numbers in parenthesis correspond to the numbers on the sample form.

- (1) **Prepared By** - Enter the name of the person preparing the form.
 - (2) **Agency ID** - Enter the three character agency code.
 - (3) **Agency Name**- Enter the agency name.
 - (4) **Authorized By** - Signature of the person authorizing the cancellations.
 - (5) **Date** - Enter the date this document was authorized.
 - (6) **Phone** - Enter the phone number of the person to contact if questions arise.
 - (7) **Warrant Number** - Enter the warrant number to be canceled.
 - (8) **Cancel Code** - Enter the 3 digit cancel reason code. This code identifies why the warrant needs to be canceled. Valid values are as follows:
 - 001 Incorrect Vendor ID
 - 002 Incorrect Amount
 - 003 Unable to Deliver Warrant
 - 004 Duplicate Payment
 - 005 Duplicate Run
 - 006 Other
- These codes can also be viewed on-line on screen D53 by entering 'PPCR' in the Table ID field and scrolling through the records.
- (9) **Cancel Doc Number** - Enter a unique 8 character cancel document number. The document type (the first character of the document number) must be a 'C'. Typically, the cancel document number is the same as the claim document number that initiated the warrant generation, with the different document type. Only one cancel document number is used to cancel a warrant regardless of how many documents/suffixes created the warrant.
 - (10) **Amount** - Enter the warrant amount.

 AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 7	PAGE B - 2	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: MAINTENANCE FORMS				

FORM GAO PM-044 SINGLE PAYMENT CANCELLATION

(11) Payee - Enter the name of the payee as shown on the warrant.

(12) Reason for Cancellation (if code 006) - Describe why the warrant(s) must be canceled if cancel reason code '006' is used. Please be specific and include a reason for each warrant being canceled.

**SUBJECT: PAYMENT PROCESSING: MAINTENANCE FORMS****FORM GAO PM-045 DOCUMENT/PAYMENT RANGE CANCELLATION**

Form GAO PM-045 is used to cancel all warrants for a single document, or a range of payments if the warrant numbers are consecutive.

A sample of this form is shown following these coding instructions. The numbers in parenthesis correspond to the numbers on the sample form.

- (1) **Prepared By** - Enter the name of the person preparing the form.
 - (2) **Agency** - Enter the agency name.
 - (3) **Phone** - Enter the phone number of the person to contact if questions arise.
 - (4) **Authorized By** - Signature of the person authorizing the cancellations.
 - (5) **Date** - Enter the date this document was prepared.
 - (6) **Entered By** - Entered by the GAO. Signature of person who entered the payment cancellation on-line.
 - (7) **Date** - Entered by the GAO. The date the payment cancellation was entered on-line.
- Enter either the document ID (doc agy, doc no, FY) or the range of payment numbers:
- (8) **Doc Agy** - Enter the document agency of the claim document being canceled. Must be entered for document level cancellations and not allowed for payment range cancellations.
 - (9) **Doc No** - Enter the document number for the claim document being canceled. Must be entered for document level cancellations and not allowed for payment range cancellations.
 - (10) **FY** - Enter the fiscal year of the claim document being canceled. Must be entered for document level cancellations and not allowed for payment range cancellations.
 - (11) **Begin Pmt No** - Enter the first warrant number of the range to be canceled. Must be entered for payment range cancellations and not allowed for document level cancellations.
 - (12) **End Pmt No** - Enter the last warrant number of the range to be canceled. Must be entered for payment range cancellations and not allowed for document level cancellations.

If the Payment Range is entered, the difference between the beginning and ending payment numbers must not be greater than nine (9). The purpose of this edit is to prevent a wide range of payment numbers from being accidentally canceled.



SUBJECT: PAYMENT PROCESSING: MAINTENANCE FORMS

FORM GAO PM-045 DOCUMENT/PAYMENT RANGE CANCELLATION

(13) Cancel Reason Code - Enter the 3 digit cancel reason code. This code identifies why the warrant needs to be canceled. Valid values are as follows:

- 001 Incorrect Vendor ID
- 002 Incorrect Amount
- 003 Unable to Deliver Warrant
- 004 Duplicate Payment
- 005 Duplicate Run
- 006 Other

These codes can also be viewed on-line on screen D53 by entering 'PPCR' in the Table ID field and scrolling through the records.

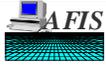
(14) Cancel Doc No/Sfx - Enter a unique 8 character cancel document number and a three digit suffix. The document type (the first character of the document number) must be a 'C'. One cancel document number/sfx is required for each document or range of warrants to be canceled.

(15) Reason for Cancellation - Describe why the warrant(s) must be canceled. Please be specific and include a reason for each document or range of warrants being canceled.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE A - 1	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

The Payment Processing Subsystem consists of various on-line screens. Two of these screens (41 and 42) are used to perform warrant related maintenance on claims before the warrant is generated. These screens are described in Section 4, page E-1. The remainder of the Payment Processing on-line screens are used to perform warrant maintenance after the warrant is generated. Many screens can also be used as inquiry screens by all users. The maintenance functions of these screens can only be performed by authorized GAO and State Treasurer's Office users. The following screens are described in this section:

- 44 Single Payment Cancellation
- 45 Document/Payment Range Cancellation
- 46 Payment Rewrite/Duplicate
- 47 Payment Maintenance
- 47H Payment Inquiry - History
- 48 Payment Redemption Error File
- 48A Redemption File Duplicates - Maintenance
- 49 Print Warrants/Overflows



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

44 SINGLE PAYMENT CANCELLATION

ARIZ S044 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/23/96 09:16 AM
LINK TO: SINGLE PAYMENT CANCELLATION CICS

ACTION: R (C=CHANGE, R=RECALL)
PAYMENT NO: 212399783 CN RSN: DOC NO: CN DATE:
VENDOR NO/MC: 18600000002 001
VENDOR NAME: PROFESSIONAL SOFTWARE CONSULTANTS INC
ISSUE DATE: 04/22/96 PAYMENT STATUS: I
COUNT: 00002 PAYMENT AMT: 15212.50 DOCUMENT AMT: 15212.50

DOC NO	SFX	AGY	TC	INDEX	PCA	APP	A	FUND	FND	AY	COBJ	PDT	W	R	AMT
29611610	001	AAA	225	12200	14000	20000	1000	1000	96	6499	RF	1			9281.25
29611610	002	AAA	225	12200	14000	20000	1000	1000	96	6499	RF	1			5931.25

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION *NO MORE PAYMENT CANCELLATIONS*
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F8-NEXT

This screen provides GAO the capability of canceling a warrant. It can also be used by all users to inquire upon the status of a warrant by entering the warrant number.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE B - 2	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

44 SINGLE PAYMENT CANCELLATION

DATA ELEMENTS

Action - The one character action code which identifies the function to be performed:
C - Change an existing record.
R - Recall an existing record.

CONTROL KEY

Payment No - The warrant number.

INFORMATION ELEMENTS

Cn Rsn - If the warrant was canceled, this three digit code identifies why the warrant was canceled. Valid values are as follows:

- 001 Incorrect Vendor ID
- 002 Incorrect Amount
- 003 Unable to Deliver Warrant
- 004 Duplicate Payment
- 005 Duplicate Run
- 006 Other

These codes can also be viewed on-line on screen D53 by entering 'PPCR' in the Table ID field and scrolling through the records.

Doc No - If the warrant was canceled the unique 8 character cancel document number and a 3 digit suffix will be displayed here.

Cn Date - If the warrant was canceled, the date the warrant was canceled will be displayed here.

Vendor No/Mail Code - If the vendor number/mail code was entered on the claim transaction, it will be displayed here.

Vendor Name - The vendor name on the warrant. This field was either entered directly on the claim transaction or looked up by the vendor number/mail code entered on the claim transaction.

Issue Date -The date the warrant was generated.

 AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE B - 3	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS				

44 SINGLE PAYMENT CANCELLATION

Payment Status - The status of the warrant. Valid values are as follows:

- C Canceled - the warrant was canceled
- D Duplicate - the warrant was stopped and a duplicate warrant was issued
- E Expired - the warrant has expired
- I Issued - the payment is issued and outstanding
- P Paid - the warrant has been redeemed by the bank or ACH payment has cleared the bank.
- R Rewritten - a new warrant was issued to replace this warrant
- S Stopped - the warrant has been stopped by the bank but not replaced
- V Reversal – ACH payment was reversed
- L Reversal Approved – reversed ACH payment was approved by the bank.

Count - The number of transactions that make up the warrant.

Payment Amt - The warrant amount.

Document Amt - The document amount is the sum of all transactions that make up the warrant. The document amount is an absolute amount. It does not consider positive and negative amounts. For example, a purchase voucher for \$350 and a credit memo for \$25 would show as a document amount of \$375. The payment amount would show as \$325.

Doc No - The claim number that generated the warrant.

Sfx - The claim number suffix that generated the warrant.

Agy - The agency for which the transaction posted.

TC - The TC defines which general ledger accounts are debited and credited, which data elements are required or not allowed and which financial tables are affected.

Index - The index for which the claim transaction posted. The index infers the organization (org) structure of the agency.

PCA - The PCA for which the claim transaction posted. The PCA infers the program structure of the agency.

App - The appropriation number for which the claim transaction posted.

A Fund - The appropriated fund for which the claim transaction posted. The appropriated fund is looked up by the fund entered on the transaction.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE B - 4	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

44 SINGLE PAYMENT CANCELLATION

Fund - The fund for which the claim transaction posted. The fund is typically looked up by the index.

AY - The appropriation year for which the claim transaction posted. The appropriation year is the year that funds were appropriated by the legislature or otherwise made available.

Cobj - The comptroller object entered on the claim transaction which categorizes the type of expenditure or revenue.

PDT - The payment distribution type entered on the claim transactions which identifies how transactions should be combined to generate warrants. Valid values are as follows:

- R Do not combine agency, documents or funds
- RD Combine documents but not funds within an agency
- RF Combine documents and funds within an agency
- RT Combine funds but not documents within an agency

Refer to ACH section (chapter XIV) for ACH payment distribution types.

W - The one character fund override indicator. The value 'W' entered on the claim transaction allows the system to override the cash control edits in order to issue a warrant. Only authorized GAO personnel can enter a fund override indicator.

R - A value of 'R' in the reverse code field reverses the accounting impact of the transaction.

Amt - The transaction amount.



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

45 DOCUMENT/PAYMENT RANGE CANCELLATION

```

ARIZ S045    UNIFORM STATEWIDE ACCOUNTING SYSTEM    04/24/96 02:07 PM
LINK TO:    DOCUMENT/PAYMENT RANGE CANCELLATION    CICS

ACTION: R (C=CHANGE, R=RECALL)

          DOC AGY: AAA  DOC NO: 29611610  FY: 96
          BEGIN PMT NO:          END PMT NO:

CANCEL REASON CD:

CANCEL DOC NO/SFX:

          WARRANT COUNT: 0
          PMT AMOUNT: 15212.50  BOTH $ AMOUNTS TAKEN FROM DOC HEADER
          DOC AMOUNT: 15212.50

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
  
```

All payments for a document can be cancelled by entering the document ID.



```

ARIZ S045    UNIFORM STATEWIDE ACCOUNTING SYSTEM    04/24/96 02:56 PM
LINK TO:    DOCUMENT/PAYMENT RANGE CANCELLATION    CICS

ACTION: R (C=CHANGE, R=RECALL)

          DOC AGY:   DOC NO:   FY:
          BEGIN PMT NO: 212399784  END PMT NO: 212399786

CANCEL REASON CD:

CANCEL DOC NO/SFX:

          WARRANT COUNT: 3
          PMT AMOUNT: 640.00
          DOC AMOUNT: 6.00

Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
  
```

A range of payments can be cancelled by entering the beginning and ending payment numbers



This screen provides the GAO the capability of canceling all warrants for a given document or a range of warrants.

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SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

45 DOCUMENT/PAYMENT RANGE CANCELLATION

DATA ELEMENT

Action - The one character action code which identifies the function to be performed:
C - Change an existing record.
R - Recall an existing record.

CONTROL KEY

The control key consists of either the document ID (doc agy, doc no, FY) or the range of payment numbers:

Doc Agy - The document agency of the claim document being canceled. Must be entered for document level cancellations and not allowed for payment range cancellations.

Doc No - The document number for the claim document being canceled. Must be entered for document level cancellations and not allowed for payment range cancellations.

FY - The fiscal year of the claim document being canceled. Must be entered for document level cancellations and not allowed for payment range cancellations.

Begin Pmt No - The first payment number of the range to be canceled. Must be entered for payment range cancellations and not allowed for document level cancellations.

End Pmt No - The last payment number of the range to be canceled. Must be entered for payment range cancellations and not allowed for document level cancellations.

If the Payment Range is entered, the difference between the beginning and ending payment numbers must not be greater than nine (9). The purpose of this edit is to prevent a wide range of payment numbers from being accidentally canceled.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE C - 3	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

45 DOCUMENT/PAYMENT RANGE CANCELLATION

INFORMATION ELEMENTS

Cancel Reason Code - The 3 digit cancel reason code. This code identifies why the warrant needs to be canceled. Valid values are as follows:

- 001 Incorrect Vendor ID
- 002 Incorrect Amount
- 003 Unable to Deliver Warrant
- 004 Duplicate Payment
- 005 Duplicate Run
- 006 Other

These codes can also be viewed on-line on screen D53 by entering 'PPCR' in the Table ID field and scrolling through the records.

Cancel Doc No/Sfx - The unique 8 character cancel document number and a three digit suffix. The document type (the first character of the document number) must be a 'C'. One cancel document number/sfx is required for each document or range of warrants to be canceled.

Warrant Count - The number of warrants between the beginning payment number and ending payment number that will be canceled. When a document level cancellation request is processed, this field displays the value '0'.

Pmt Amount - The total dollar amount of the payments being canceled.

Doc Amount - The document amount when a document level cancellation request is processed. When a payment range cancellation request is processed, one of the following is displayed:

- The document amount of document(s) for the beginning payment number if the PDT of the claim is 'RD' or 'RF'.
- The field is left blank with the message 'warrant range spans more than 1 document' if the PDT of the claim is 'R' and more than one claim generated the range of warrants.



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

46 REWRITE/DUPLICATE PAYMENT

```
ARIZ S046      UNIFORM STATEWIDE ACCOUNTING SYSTEM      04/24/96 03:54 PM
LINK TO:      REWRITE/DUPLICATE PAYMENT SCREEN      CICS

ACTION: R (A=ADD, C=CHANGE, N=NEXT, R=RECALL)

RECALLED WARRANT INFORMATION
-----
      WARRANT NUMBER: 212399784 DOC AGENCY: AAA DOC NUMBER: 21111111
      WARRANT ISSUE DATE: 04221996      *ORIGINAL* WARRANT: 212399784
WARRANT EXPIRATION DATE: 10191996      CROSS-REF WARRANT:
      STATUS: I REW/DUP:      *NEXT* WARRANT:
      AMOUNT:      6.00

NEW WARRANT INFORMATION
-----
      REWRITE/DUPLICATE:
      WARRANT NUMBER:
      WARRANT ISSUE DATE:
WARRANT EXPIRATION DATE:
      STATUS:
      AMOUNT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

This screen provides the GAO the capability to record the issuance of new warrants as either duplicates or rewrites. If the original warrant is lost, the replacement warrant is called a **duplicate**. If the original warrant is in hand but for some reason needs to be replaced (i.e. the warrant is unreadable because the dog chewed it), the replacement warrant is called a **rewrite**. It can also be used by all users to inquire upon the status of a warrant by entering the warrant number.

Refer to Section 6 of this chapter for more information about the warrant replacement process.

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SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

46 REWRITE/DUPLICATE PAYMENT

DATA ELEMENT

Action - The one character action code which identifies the function to be performed:

- A - Add a record.
- C - Change a record.
- N - Recall next record.
- R - Recall a record.

CONTROL KEY

Warrant Number - The original warrant number.

INFORMATION ELEMENTS

Recalled Warrant Information:

Doc Agency - The document agency entered on the claim transaction.

Doc Number - The claim number that generated the warrant.

Warrant Issue Date - The date the warrant was generated.

Original Warrant - If the recalled warrant is a rewritten or duplicate warrant, the warrant that was replaced will be shown here.

Warrant Expiration Date - The date the warrant expires.

Cross-Ref Warrant - If the recalled warrant has been rewritten or duplicated, the new warrant will be shown in the cross-reference warrant field.

Status - The status of the warrant. Values are as follows:

- C Canceled - the warrant was canceled
- D Duplicate - the warrant was stopped, and a duplicate warrant was issued
- E Expired - the warrant has expired
- I Issued - the payment is issued and outstanding
- P Paid - the payment has been redeemed by the bank
- R Rewritten - a new warrant was issued to replace this warrant
- S Stopped - the warrant has been stopped by the bank but not replaced
- V Reversed – ACH payment was reversed
- L Reversed Approved – Reversed ACH was approved by the bank.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE D - 3	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

46 REWRITE/DUPLICATE PAYMENT

Rew/Dup - If the recalled warrant has been rewritten or duplicated, or if the recalled warrant is a rewritten or duplicate warrant, the appropriate value will be displayed in the rewrite/duplicate field.

Next Warrant - If a warrant is rewritten/duplicated more than once, the next warrant field will display the warrant number that replaced the cross-reference warrant number.

Amount - The warrant amount.

New Warrant Information:

If the recalled warrant from above has been replaced, the following fields will be displayed.

Rewrite/Duplicate - Valid values are:
R - Rewrite
D - Duplicate

Warrant Number - The warrant number of the replacement warrant.

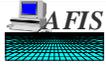
Warrant Issue Date - The warrant issue date of the replacement warrant.

Warrant Expiration Date - The warrant expiration date of the replacement warrant. It will be the same date as the original warrant's expiration date.

Status - The status of the replacement warrant. Values are as follows:

- C Canceled - the warrant was canceled
- D Duplicate - the warrant was stopped, and a duplicate warrant was issued
- E Expired - the warrant has expired
- I Issued - the warrant is still outstanding
- P Paid - the warrant has been redeemed by the bank
- R Rewritten - a new warrant was issued to replace this warrant
- S Stopped - the warrant has been stopped by the bank but not replaced

Amount - The warrant amount of the replacement warrant. It will equal the warrant amount of the original warrant.



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

47 PAYMENT CONTROL TABLE STATUS MAINTENANCE

ARIZ S047 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/25/96 11:03 AM
LINK TO: PAYMENT CONTROL TABLE STATUS MAINTENANCE SCREEN CICS

ACTION: R (C=CHANGE, N=NEXT, R=RECALL)

WARRANT INFORMATION:

WARRANT NUMBER: 212399783 STATUS MAINTENANCE:
CLEARANCE DATE: (MMDDYYYY)

CLEARANCE FISCAL: TRAN. GENERATED FLAG: N
CURRENT STATUS: I
STOP DATE:

WARRANT ISSUE DATE: 04221996
WARRANT EXPIRATION DATE: 10191996
VENDOR/MC: 18600000002 001
VENDOR NAME: PROFESSIONAL SOFTWARE CONSULTANTS INC
FISCAL YR:

AMOUNT: 15212.50
CROSS REFERENCE NUMBER: STATUS: REWRITE/DUPLICATE IND:

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS

This screen provides the GAO and the State Treasurer’s Office the capability to update the status of warrants on the Payment Control Table. For example, a warrant may be stopped or cleared. It can also be used by all users to inquire upon the status of a warrant by entering the warrant number.

Refer to Section 6, page A-1 for information regarding the stop payment process and Section 6, page D-1 for information regarding the payment redemption (warrant clearance) process.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE E - 2	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

47 PAYMENT CONTROL TABLE STATUS MAINTENANCE

DATA ELEMENT

Action - Enter the one character action code which identifies the function to be performed:

- C - Change a record.
- N - Recall next record.
- R - Recall a record.

CONTROL KEY

Warrant Number - The warrant number.

INFORMATION ELEMENTS

Status Maintenance - The desired payment status when a record is being changed.

Clearance Date - The date the warrant was redeemed by the state servicing bank or manually cleared.

Clearance Fiscal - The fiscal month and fiscal year the warrant was redeemed in AFIS.

Tran Generated Flag - Indicates that the warrant redemption transaction(s) have been system generated.

Current Status - The status of the warrant or ACH payment. Valid values are as follows:

- C Canceled - the warrant was canceled
- D Duplicate - the warrant was stopped, and a duplicate warrant was issued
- E Expired - the warrant has expired
- I Issued - the payment is issued and outstanding
- P Paid - the warrant has been redeemed by the bank or ACH payment has cleared the bank.
- R Rewritten - a new warrant was issued to replace this warrant
- S Stopped - the warrant has been stopped by the bank but not replaced
- V Reversed – ACH payment was reversed
- L Reversed Approved – Reversed ACH was approved by the bank.

Stop Date - The date the warrant was stopped.

Warrant Issue Date - The date the warrant was issued.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE E - 3	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

47 PAYMENT CONTROL TABLE STATUS MAINTENANCE

Warrant Expiration Date - The date the warrant expires.

Vendor/MC - If the vendor number/mail code was entered on the claim transaction, it will be displayed here.

Vendor Name - The vendor name on the warrant. This field was either entered directly on the claim transaction or looked up by the vendor number/mail code entered on the claim transaction.

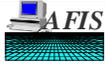
Fiscal Yr - The fiscal year in which the warrant was generated.

Amount - The warrant amount.

Cross Reference Number - If the recalled warrant has been rewritten or duplicated, the new warrant number will be displayed here. If the recalled warrant is the replacement warrant, the original warrant number will be displayed here.

Status - The payment status of the cross reference number.

Rewrite/Duplicate Ind - If the recalled warrant has been rewritten or duplicated, or if the recalled warrant is a rewritten or duplicate warrant, the appropriate value will be displayed.



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

47H PAYMENT INQUIRY - HISTORY

```

ARIZ S47H          UNIFORM STATEWIDE ACCOUNTING SYSTEM      05/07/01 11:50 AM
LINK TO:          PAYMENT INQUIRY - HISTORY                STAG
                                                           RECORDS RETRIEVED: 1 OF 1
ACTION: N (R=RECALL, N=NEXT)                             LAST PURGE DATE: 05/15/01
PAYMENT NO: 215715591 STATUS: E ISSUE DATE: 20000802 STATUS DATE: 20010129
PAYMENT AMOUNT: 29617.86 CROSS REF WARRANT:              D/R:

```

AGY	DOC	DOC-NO	FUND	DETAIL AMOUNT	DOC	AGY	DOC-NO	FUND	DETAIL AMOUNT
DEA	DEA	2D014689	2160	26617.86					
DEA	DEA	2D014690	1000	25.25					
DEA	DEA	2D014690	1000	157.36					
DEA	DEA	2D014690	1000	1564.89					
DEA	DEA	2D014691	2006	601.55					
DEA	DEA	2D014692	2006	650.95					

A08 END OF LOGICAL FILE

F1-HELP F3-END F4-INTERRUPT F7-BACKWARD F8-FORWARD F10-XREF WARRANT

This screen provides users the capability to inquire upon payments by entering the warrant or ACH payment number. The information for this screen is retrieved from the Payment History Table. The Payment History Table is updated each month with summary information that has been purged off of the Payment Control and Payment Cancellation Tables (screens 44 and 47, respectfully). The data will be maintained on the Payment History Table for a period of five years. (Note: The Payment History Table was first updated in June of 2001 and includes the payment information as of February 1998.)

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 8	PAGE F - 2	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

47H PAYMENT INQUIRY - HISTORY

DATA ELEMENT

Action - Enter the one character action code which identifies the function to be performed:
R - Recall a record
N - Recall next record.

CONTROL KEY

Payment No – Enter a payment (warrant or ACH) number. If the payment number field is blank, the first payment number in the database will be recalled when the enter key is pressed. If a non-valid payment number is entered (i. e. 210000000) and the **Action** indicates **N** (recall next record), the next valid payment number in the database will be recalled. For bank number identification and types of warrants see Section 4, page A-1.

INFORMATION ELEMENTS

Records Retrieved – The number of detail lines associated with the payment number. If there are more than 24 detail lines associated with the payment number, press **F8** – Forward to view the next set of records.

Last Purge Date – The date as of the last Payment Control Table purge.

Status - The status of the warrant or ACH payment. Valid values are as follows:

- C Cancelled - the warrant was canceled
- E Expired - the warrant has expired
- P Paid - the warrant has been redeemed by the bank or ACH payment has cleared the bank.
- L Reversal Approval – Reversed ACH was approved by the bank.

Issue Date – The issue date of the payment.

Status Date - This date corresponds to the payment status. If the payment status is:

- C - date the warrant was cancelled
- E - date the warrant was expired
- P- date the warrant or ACH payment cleared through the state servicing bank. This is also the date when the cash was reduced in the fund.
- L – date the ACH reversal was approved.

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SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

47H PAYMENT INQUIRY - HISTORY

Payment Amount - The total warrant or ACH amount.

Cross Ref Warrant - If the recalled warrant has been rewritten or had a duplicate issued, the new warrant number will be displayed here. If the recalled warrant is the replacement warrant, press **F10** – Xref Warrant, and the original, duplicate or rewritten warrant number will be displayed here. Detail lines are displayed only for the original warrant number and the **Status Date** is displayed only when final replacement or duplicate warrant is paid (**Status is P**), cancelled (**Status is C**) or expired (**Status is E**).

D/R – If the recalled warrant has been rewritten or duplicated, the indicator will be **R** or **D**, respectfully.

FUNCTION KEYS

F1 – Help This will transfer the user to the News/Help Screen 'S090' and give a description of the screen or a description of any error messages that occurred on the screen.

F3 – End This function key will transfer the user back to the Payment Subsystem Menu.

F4 – Interrupt This function allows the user to Link To another screen and then return to the original screen.

F7 – Backward This function key will display the prior 24 detail records for payment numbers with more than 24 detail records.

F8 – Next This function key will display the next page of detail information.

F10 – Xref Warrant This function key will recall the original, duplicate or rewritten warrant number displayed in the **Cross Ref Warrant** field. If there is more than one replacement warrant, continue pressing the **F-10** function key and the next warrant number (original, duplicate or rewritten) will be recalled. This function key will recall all the replacement warrants associated with the original warrant.



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

48 PAYMENT REDEMPTION ERROR FILE MAINTENANCE

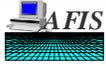
ARIZ S048 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/25/96 11:37 AM
LINK TO: PAYMENT REDEMPTION ERROR FILE MAINTENANCE CICS

ACTION: R (C=CHANGE, N=NEXT, R=RECALL)

PAYMENT DEL		BANK	CLEAR	CREATE	ERR	
NUMBER	Y	AMOUNT	REF NO.	DATE	DATE	CDE ERROR MESSAGE
221362702	N	628.81	13823041	042396	042496	L11 WRNT AMTS NOT EQUAL

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS

This screen provides the GAO and the Treasurer’s Office the capability of scrolling through the payment redemption error file records for review and/or flagging for deletion (in a subsequent nightly batch program). For example, records appear on the Payment Redemption Error File when the warrant amount read in from a bank tape does not match the warrant amount in AFIS for a particular warrant.

**SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS****48 PAYMENT REDEMPTION ERROR FILE MAINTENANCE**DATA ELEMENT

Action - The one character action code which identifies the function to be performed:

- C - Change a record.
- N - Recall next record.
- R - Recall a record.

CONTROL KEY

Payment Number - The warrant number.

INFORMATION ELEMENT

Del - The one character delete flag indicator as follows:

- Y - Yes, delete record.
- N - No, do not delete record.

Amount - The payment amount.

Bank Ref No - This field is assigned by the servicing bank.

Clear Date - The date the warrant cleared the bank.

Create Date - The date the bank tape is processed in AFIS.

Err Cde - The three character payment redemption error code.

Error Message - Description of the payment redemption error.



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

48A REDEMPTION FILE DUPLICATES - MAINTENANCE

```
ARIZ S48A UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/29/96 01:43 PM
LINK TO: REDEMPTION FILE DUPLICATES - MAINTENANCE CICS

ACTION: R (C=CHANGE, N=NEXT, R=RECALL)

PAYMENT DEL BANK CLEAR CREATE ERR
NUMBER SEQ Y AMOUNT REF NO. DATE DATE CDE ERROR MESSAGE
210001530 002 N 5.00 14111111 110394 110394 L11 WRNT AMTS NOT EQUAL

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

This screen provides the GAO and the Treasurer’s Office the capability of scrolling through duplicate records on the payment redemption error file for review and/or flagging them for deletion (in a subsequent nightly batch program). For example, duplicate records appear on the Payment Redemption Error File when a bank tape is mistakenly run twice. The errors that appeared on the error file the first time will show up as duplicate errors on this screen when the tape is run a second time.

**SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS****48A REDEMPTION FILE DUPLICATES - MAINTENANCE**DATA ELEMENT

Action - The one character action code which identifies the function to be performed:

C - Change a record.

N - Recall next record.

R - Recall a record.

CONTROL KEY

Payment Number - The warrant number.

Seq - The three digit sequence number. Sequence number 001 is the first duplicate. If sequence number is left blank, the first sequence number for that payment will be displayed. The original error is displayed on Screen 48.

INFORMATION ELEMENT

Del - The one character delete flag indicator which identifies the function to be performed:

Y - Yes, delete record.

N - No, do not delete record.

Amount - The payment amount.

Bank Ref No - This field is assigned by the servicing bank.

Clear Date - The date the warrant cleared the bank.

Create Date - The date the bank tape is processed in AFIS.

Err Cde - The three character payment redemption error code.

Error Message - Description of the payment redemption error.



SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS

49 PRINT WARRANTS/OVERFLOWS

ARIZ S049 UNIFORM STATEWIDE ACCOUNTING SYSTEM 04/29/96 01:48 PM
LINK TO: PRINT WARRANTS/OVERFLOWS CICS

ACTION: R (R=RECALL, P=PRINT, T=TERMINATE)

FILE: W (W=WARRANTS, O=OVERFLOWS)

CYCLE #: 1568 (4 DIGITS)

WARRANT # FROM: 212407872
TO: 212410268

DEVICE: 1 (1=PRINTER #1, 2=PRINTER #2)

WARRANT NUMBERS RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS

This screen provides the GAO the capability to reprint warrants and/or remittance advice overflows. A warrant may need to be reprinted if during the initial warrant printing the warrant was destroyed by the printer. Remittance advice overflows are generated when all of the accounting distributions for the warrant cannot fit on the remittance advice that is attached to the warrant.

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SUBJECT: PAYMENT PROCESSING: INQUIRY SCREENS					

49 PRINT WARRANTS/OVERFLOWS

DATA ELEMENT

Action - The one character action code which identifies the function to be performed:

- R - Recall a record.
- P - Print warrants or overflows.
- T - Terminate the print process.

CONTROL KEY

File - The one digit file indicator describing what is to be printed:

- W - Warrants
- O - Remittance Advice Overflows

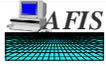
Cycle # - The four digit cycle number. The cycle number uniquely identifies each batch run. The current and prior cycle numbers can be found on screen 97, System Maintenance Profile.

Warrant No From, Warrant No To - The beginning and ending warrant number to be printed or beginning and ending warrant number of the remittance advice overflows to be printed.

Device - The one character device indicator identifying which printer is to be used:

- 1 - Route warrants/overflows to printer #1
- 2 - Route warrants/overflows to printer #2

These printers are located in the AWR office of the GAO.



SUBJECT: PAYMENT PROCESSING: FINANCIAL TABLES

Throughout the warrant generation process, various financial tables are updated:

- Payment Control Table
- Payment Cancellation Table
- Accounting Event Table
- General Ledger Table

Many reports and inquiry screens use these tables to provide warrant information. These tables provide the capability to track warrant transactions, warrant status and warrant maintenance functions.

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SUBJECT: PAYMENT PROCESSING: FINANCIAL TABLES					

PAYMENT CONTROL TABLE

The Payment Control Table contains summarized warrant information. For each warrant generated, a single Payment Control record is created. This record contains information such as:

- Issue date
- Warrant Amount
- Agency
- Fund (if the PDT is not 'RF' or 'RT')
- Document Number (if the PDT is not 'RD' or 'RF')
- Vendor Number, Name and Address
- Payment Status
- Cancel Date
- Stop Payment Date
- Clearance Date
- Cross-Reference Warrant Number

The key to the Payment Control table is warrant number. Therefore, only one record for each warrant number can exist. Even though many transactions can make up a single warrant, one Payment Control record is created for the warrant.

The fund and document number may not be present on the Payment Control record:

If the Payment Distribution Type (PDT) of the claim(s) that generated the warrant is 'RD', 'RF' or 'RT', then the fund will be left blank on the Payment Control record. These PDT's combine funds to produce one warrant.

If the Payment Distribution Type (PDT) of the claim(s) that generated the warrant is 'RD' or 'RF', then the document number will be left blank on the Payment Control record. These PDT's combine documents to produce one warrant.

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SUBJECT: PAYMENT PROCESSING: FINANCIAL TABLES					

PAYMENT CANCELLATION TABLE

The Payment Cancellation Table contains detail warrant information. For each warrant generated, multiple Payment Cancellation records can be created. These records contain information such as:

- Warrant Number
- Warrant Amount
- Transaction Amount
- Document Agency
- Document Number
- Document Suffix
- Vendor Number, Name and Address
- Batch Agency
- Batch Date
- Batch Type
- Batch Number
- Batch Sequence Number
- Effective Date
- Index
- PCA
- Fund
- Comptroller Object
- Agency Object
- Appropriation Year
- Appropriation Number
- Payment Distribution Type

The key to the Payment Cancellation table is:

- Warrant Number
- Document Number
- Document Suffix
- Batch Agency
- Batch Date
- Batch Type
- Batch Number
- Batch Sequence Number

A separate Payment Cancellation record is created for each transaction that generates a warrant. Therefore, if five transactions make up one warrant, five Payment Cancellation records will be created.

	AFIS REFERENCE GUIDE	CHAPTER IV	SECTION 9	PAGE D - 1	DATE 06/18/01
SUBJECT: PAYMENT PROCESSING: FINANCIAL TABLES					

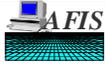
ACCOUNTING EVENT TABLE

The Accounting Event Table is the most detailed financial table in AFIS. It maintains transaction level data for financial transactions entered in AFIS. Each time a warrant is generated, the warrant number and issue date is recorded on the Accounting Event record for that claim.

This information can be obtained on-line through the use of one of two inquiry screens:

- 84 Accounting Event Record Inquiry (current fiscal month and 2 prior)
- 84H Accounting Event Record – History (current fiscal year and 2 prior)
- 86 Document Transaction Inquiry (current fiscal month and 2 prior)
- 86H Document Transaction – History (current fiscal year and 2 prior)

Refer to Chapter 5, Section 1 for more information regarding these on-line inquiries.



SUBJECT: PAYMENT PROCESSING: FINANCIAL TABLES

GENERAL LEDGER TABLE

The primary function of the General Ledger Table is to accumulate most of the detailed financial information to be reported from the system. All transactions, including warrant writing transactions, are posted to the General Ledger Table at the lowest level of detail provided in the classification structure.

General Ledger information can be viewed on-line using the Management Information System (MIS) screens. Refer to Chapter 5, Section 1 for more information regarding MIS inquiries.