SECTION 8:   PAYMENTS
Change Field Warrant

INTRODUCTION

Change Field Warrant provides procedures for correcting field warrants recorded incorrectly in AKSAS. If a field warrant is active (status AW) and unredeemed on the Warrant Status File, a 330-xx: Change Warrant - Agency transaction can be processed to change the warrant amount, vendor number, or payee name and address; add or change descriptive data and references; and add, change, or delete financial lines.

A field warrant recorded in AKSAS must match the physical field warrant. If the field warrant is recorded incorrectly and the information in AKSAS does not match the physical warrant, a change warrant transaction can be processed to correct the AKSAS record if the warrant is not redeemed. Since a field warrant is hand prepared and has already been issued when the field warrant is recorded in AKSAS, a change transaction cannot modify the physical warrant. If the physical warrant is incorrect, the AKSAS warrant record is either canceled (if the physical warrant is in hand) or stop paid (if the physical warrant is not available). For procedures to cancel a warrant or process a stop payment, refer to *Warrant Status Change* in this Section.

Once a field warrant is redeemed, no changes may be made to the warrant record in AKSAS. If the field warrant was charged to incorrect financial coding, a 430-xx: Agency Journal Entry transaction can be processed to correct the charges. Refer to *Section 9: Journal Entries, Correcting Agency Journal Entry* for procedures.

Change warrant transactions modify the warrant record on the Warrant Status File. The changes can be viewed online through IW - Warrant Inquiry (select WARRANT DETAIL and enter the WRT NUMBER of the warrant to be viewed).

AKSAS TRANSACTIONS

330-30:   **Change Field Warrant** - Use to change a field warrant and not override appropriation and fund control edits. Currently used only by the Department of Transportation and Public Facilities.

330-46:   **Change Field Warrant** - Use to change a field warrant that charged expenditure accounts.

Other 330-xx transaction codes are available to authorized agencies to change specific types of field warrant payments. Refer to the *AKSAS Handy Guide* for a complete list.

PROCEDURES

I.   **Compile and prepare documentation to change a field warrant record.**

Supporting documentation for a change field warrant transaction includes:

- Copy of the Financial Transaction (FTP) Register for the original 310-xx: Add Warrant Request transaction that recorded the field warrant.

- Copy of the payment source document for the original add warrant request transaction, including the field warrant carbon.

Change documents are submitted for approval to the appropriate approving officer in your agency according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Approving Officer Authority* for more information.

II. Determine the status of the field warrant in AKSAS.

A. From the AKSAS Main Menu, access IW - Warrant Inquiry to display the field warrant you want to modify. Verify the status of the warrant.

1. **If the STATUS is other than AW or the warrant is redeemed (date in the REDEEMED DATE field)**, the field warrant cannot be changed. If incorrect financial coding was charged, refer to *Section 9: Journal Entries, Correcting Agency Journal Entry* to correct the charges.

2. **If the STATUS is AW and the warrant is not redeemed (no date in the REDEEMED DATE field)**, the field warrant can be changed with a 330-xx: Change Warrant - Agency transaction. Make a screen print of the warrant as a guide for entering changes and continue with Step III.

III. Process a 330-xx: Change Warrant - Agency transaction.

A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:

1. Enter **WA** (Change Warrant - Agency) in the **SELECTION** field. Leave the **ACTION** field blank.

2. If your agency uses an easytran shell for change field warrant transactions, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.

3. Press <Enter> to display the 330-xx: Change Warrant - Agency transaction screen.

B. Enter data in the following fields as required to modify the field warrant record in AKSAS. **Do not enter data in an optional field if you are not changing or overwriting data.** For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing.*

1. **TRANS CODE MINOR** - Enter the appropriate minor code for the payment type. Minor codes include:

   30 Change a field warrant. Do not override fund and appropriation control edits.
   46 Change a field warrant charging expenditure accounts.

   NOTE: Other minor codes are available for authorized agencies to change specific types of field warrant payments. Refer to the AKSAS Handy Guide for a complete list.

2. **WRT CLASS** - Enter **FW** (field warrant).

3. **SCHD PRINT DATE** - Leave blank. This field is not used for this transaction.

4. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.

5. **WRT NUMBER** - Enter the eight-digit warrant number of the field warrant you want to modify.

6. **PRINT DATE** - This date must match the DATE OF ISSUE on the physical field warrant. If the date is not correct, enter the correct date as **MM DD CCYY**.

7. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record change field warrant request transactions, enter a SOURCE RD CODE as authorized according to department procedures.

8. **ADD'L AUTH RD** - If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.

9. **WARRANT AMOUNT** - If the warrant amount is incorrect, enter an increase or decrease to the dollar amount of the warrant. For an **increase**, enter the amount as a positive number. For a **decrease**, enter the amount with a leading minus (-) sign.

    NOTE: The effect of this change transaction cannot result in the total warrant amount exceeding $999.99.

10. **SPREAD AMT (Y/N)** - Defaults to **N** (enter dollar amounts by financial line). Enter **Y** to spread the WARRANT AMOUNT across all financial lines.

11. **DENOMINATOR** - If SPREAD AMT = Y, enter the sum of the NMR fields as a positive number.

12. The following payee name and address fields can be changed **only** if a temporary vendor number was entered as the reference number for reference TYPE PVN on the original warrant or is changed to a temporary vendor number with this transaction.

    a. **PAYEE NAME** - To overwrite the existing payee name, enter the new name.

    b. **PAYEE ADDRESS** - To overwrite the existing payee address, enter the new mailing address. For a foreign address, enter the full address in this field and the CITY field.

    c. **CITY** - To overwrite the existing city name, enter the new city name. For a foreign address, enter the full address in this field and the PAYEE ADDRESS field.

    d. **STATE** - To overwrite the existing state abbreviation, enter the new two-character state postal abbreviation. Leave blank for a foreign address.

    e. **ZIP** - To overwrite the existing zip code, enter the new five- or nine-digit zip code. Leave blank for a foreign address.

13. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If the transaction is not for the current year, enter the FISCAL PERIOD CODE as defined in the *AKSAS Handy Guide*.

14. **ROUTING CODE** - Leave blank. This field is not used for this transaction.

15. **ROUTING RD CODE** - Leave blank. This field is not used for this transaction.

C. Add, change, or delete **REFERENCE** lines for the warrant. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.

1. **To add a new reference line:** Use the warrant screen print to determine the next available unused reference line number. In the first blank reference line displayed on the screen, enter **A** (add) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number on which this reference line should be added. Enter new reference line information in the remaining fields. Refer to the *Issue Field Warrant* procedure in this Section for information on entering reference line data.

2. **To change an existing reference line:** Use the warrant screen print to determine the line number of the reference to be changed. In the next blank reference line displayed on the screen, enter **C** (change) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number of the reference line to be changed. Tab to the fields requiring change and enter new data. **Do not enter data in fields you do not want to change.**

   a. To delete data from numeric fields, enter all **9**s to completely fill the field.

   b. To delete data from text fields, enter an * (asterisk) in the first space of each text line to be deleted.

3. **To delete an existing reference line:** Use the warrant screen print to determine the line number of the reference to be deleted. In the next blank reference line displayed on the screen, enter **D** (delete) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number of the reference line to be deleted. No further entries are required to delete a line.

D. Press <PF6> to add, change, or delete **FINANCIAL** lines on the warrant. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

   1. **To add a new financial line:** Enter the new financial information in the financial line fields. If the new financial line should be added on a specific line number, enter the line number in the **LINE** field. Refer to the *Issue Field Warrant* procedure in this Section for information on entering financial line data.

   2. **To change the AMOUNT of an existing financial line:** Tab to the **LINE** field and enter the line number of the line to be changed. If SPREAD AMT = Y, leave the **AMOUNT** field blank. If SPREAD AMT = N, enter the increase or decrease to the current balance of the financial line in the **AMOUNT** field as follows:

      • To **increase** the financial line amount, enter the amount as a positive number.
      • To **decrease** the financial line amount, enter the amount with a leading minus (-) sign.

      *NOTE: If the SY, CC, PGM, LC, ACCT, and/or FY fields need to be changed: Reduce the financial line AMOUNT field to zero by entering the amount shown on the screen print for the line as a negative number. Then **add** a new financial line with the correct financial coding. OPEN ITEM fields are not used for field warrant transactions unless specifically authorized by the Division of Finance.*

   3. **To delete an existing financial line:** Enter **D** (delete) in the unlabeled column immediately following the FIN line number. In the **LINE** field, enter the line number of the financial line to be deleted.

E. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

   NOTE: Review any WARNING messages displayed. If these messages do not require correction, press <PF3> to override.

IV. Submit the transaction for certification.

Change warrant request transactions require certification. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

V. Verify the transaction processed.

For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

A. The next morning, check DM - Maintain Batches to determine if the change field warrant transaction processed successfully. If the transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for certification and processing. Refer to the *Appendix* for a list of error messages and corrective actions.

B. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information for the transaction is correct. If processed information is not correct, return to the beginning of this procedure.

VI. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a change to the financial lines of a field warrant using a 330-xx: Change Warrant - Agency transaction. The accounting entries with a financial source code of UA (user adjustment) are entered in the transaction by the user. The EX (exploded) accounting entries are generated from the SMF Offset Account Table (SOA). The 900xxxxx (where xxxxx = fund number) collocation code (CC) in the exploded lines is a "fund-only" CC and is determined from the user-defined collocation code. The financial effect of each entry is indicated in parentheses ( ) after the debit or credit indicator in the first column.

A 330-xx: Change Warrant - Agency transaction can be used to increase or decrease the warrant amount and financial line amounts for an existing field warrant. The increase or decrease is recorded against the financial coding entered by the user. AKSAS generates an offsetting increase or decrease to warrants outstanding for the fund associated with the user-entered collocation code.

330-xx: Change Warrant - Agency (Field Warrant)

	Collocation Code	Account	Posting Type	Financial Source
Increase Warrant Amount				
Debit (increase)	Entered by user	Expenditure or other authorized account	01	UA
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Decrease Warrant Amount				
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Credit (decrease)	Entered by user	Expenditure or other authorized account	01	UA

330-xx: Change Warrant - Agency Screen (Field Warrant - Base)

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FDE 330-XX:  CHANGE WARRANT - AGENCY                      B 1298818 S 0001

 TRANS CODE MINOR __               WRT CLASS __   SCHD PRINT DATE __ __ ____
  DOCUMENT NUMBER _____  WRT NUMBER _____   PRINT DATE __ __ ____
   SOURCE RD CODE _____        ADD'L AUTH RD _____
    WARRANT AMOUNT _____ SPREAD AMT(Y/N) N   DENOMINATOR _____

       PAYEE NAME _____
    PAYEE ADDRESS _____
                  _____
             CITY _____ STATE __  ZIP _____ - ____

 FISCAL PERIOD CODE C    ROUTING CODE _  ROUTING RD CODE _____

 REF    LINE TYPE    REFERENCE NUMBER        AMOUNT        DATE   MORE REFS N
   1  _ ____ ___ _____ _____ __ __ ____
      COMMENTS _____
   2  _ ____ ___ _____ _____ __ __ ____
      COMMENTS _____
   3  _ ____ ___ _____ _____ __ __ ____
      COMMENTS _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT      SUBMT ERRS  BASE  FINS  REFS  REMTS PFKYS        HELP
```

330-xx: Change Warrant - Agency Screen (Financial Lines)

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FDE 330-10:  CHANGE WARRANT - AGENCY                      B 1298818 S 0001
DOC #              WRT # 00000000 DENOM       OVERFLOW N -----OPEN ITEM-----
FIN   LINE  SY    CC      PGM     LC     ACCT   FY  NMR TYPE  NUM   LINE FLI
  1 _ ___ __ _____ _____ _____ _____ __ ___ __ _____ ___ _
     AMOUNT _____ LINE DESC _____
  2 _ ___ __ _____ _____ _____ _____ __ ___ __ _____ ___ _
®    AMOUNT _____ LINE DESC _____
  3 _ ___ __ _____ _____ _____ _____ __ ___ __ _____ ___ _
     AMOUNT _____ LINE DESC _____
  4 _ ___ __ _____ _____ _____ _____ __ ___ __ _____ ___ _
     AMOUNT _____ LINE DESC _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT      SUBMT ERRS  BASE  FINS  REFS  REMTS PFKYS        HELP
```

® Only four financial lines are shown in the above screen image. The actual financial line screen contains nine financial lines.

SCREEN ACCESS

Use the 330-xx: Change Warrant - Agency transaction screen to process changes to existing field warrant records in AKSAS.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.

2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.

3. At the Financial Data Entry Menu, enter **WA** (Change Warrant - Agency) in the **SELECTION** field. Press <Enter> to display the 330-xx: Change Warrant - Agency transaction screen.

330-xx: Change Warrant - Agency Field Entry Table (Field Warrant)

Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this warrant request.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
TRANS CODE MINOR	REQUIRED **30** Change Field Warrant. Does not override appropriation and fund control edits. **46** Change Field Warrant charging expenditure accounts Other minor codes are available for authorized agencies to change specific types of field warrant payments. Refer to the *AKSAS Handy Guide* for a complete list.	Identifies the specific type of warrant request.
WRT CLASS	REQUIRED Enter **FW** (field warrant).	Identifies the type of warrant (payroll warrant, general warrant, field warrant, etc.).
SCHD PRINT DATE	NOT USED FOR THIS TRANSACTION	For a general warrant, indicates the date the warrant will be printed.
DOCUMENT NUMBER	REQUIRED, defaults to the batch and sequence number assigned by AKSAS if left blank. An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.	Processed document identifier.
WRT NUMBER	REQUIRED Enter the 8-digit warrant number of the field warrant you want to modify.	Identifies the warrant being changed.
PRINT DATE	OPTIONAL If the field warrant processed in AKSAS with an incorrect issue date, enter the correct date as **MM DD CCYY**.	Indicates the date the field warrant was issued. Must be the same date as the DATE OF ISSUE on the physical field warrant.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record change field warrant request transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
ADD'L AUTH RD	OPTIONAL If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.	Identifies an approval authority associated with this change field warrant request transaction.

330-xx: Change Warrant - Agency Field Entry Table (Field Warrant)

Field Name	Field Value	Comments
WARRANT AMOUNT	OPTIONAL To **increase** the warrant amount, enter the amount as a positive number. For a **decrease**, enter the amount with a leading minus (-) sign.	This field must equal the sum of the financial line AMOUNT fields. The net effect of this transaction cannot result in the total amount of the field warrant exceeding $999.99.
SPREAD AMT (Y/N)	REQUIRED, defaults to **N**. **N** No, do **not** spread the WARRANT AMOUNT. Enter dollar amounts by financial line. **Y** Yes, spread the WARRANT AMOUNT across all financial lines.	Indicates whether the WARRANT AMOUNT should be entered by financial line (N), or automatically spread across all financial lines (Y). Values entered in the DENOMINATOR and NMR fields determine how the amount is distributed.
DENOMINATOR	REQUIRED, if SPREAD AMT = Y and/or values will be entered in the NMR fields. Enter the sum of the NMR fields.	With the NMR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to each financial line.
Payee Name and Address Fields - The PAYEE NAME, PAYEE ADDRESS, CITY, STATE, and ZIP fields may be changed only if the REFERENCE NUMBER for reference TYPE PVN on the original warrant is a temporary vendor number (three alpha characters and five 9s) or is changed to a temporary vendor number with this transaction.		
PAYEE NAME	REQUIRED, to change the payee name for a temporary vendor number. Enter the payee name, up to 35 characters, as it appears on the physical field warrant.	The payee name from the physical field warrant if a temporary vendor number is entered for reference TYPE PVN.
PAYEE ADDRESS	REQUIRED, to change the payee address for a temporary vendor number. To overwrite the existing payee address, enter the new mailing or distribution address. Up to 2 lines, 35 characters each.	The payee address on the physical field warrant if a temporary vendor number is entered for reference TYPE PVN. For foreign addresses, enter the full address in this field and the CITY field.
CITY	REQUIRED, to change the address city for a temporary vendor number. To overwrite the existing city name, enter the new city name, up to 30 characters.	The address city on the physical field warrant if a temporary vendor number is entered for reference TYPE PVN. For foreign addresses, enter the full address in this field and the PAYEE ADDRESS field.
STATE	REQUIRED, to change the address state for a temporary vendor number. To overwrite the existing state abbreviation, enter the new 2-character state postal abbreviation. Leave blank for foreign addresses.	The address state on the physical field warrant if a temporary vendor number is entered for reference TYPE PVN.
ZIP	REQUIRED, to change the zip code for a temporary vendor number. To overwrite the existing zip code, enter the new 5- or 9-digit postal zip code. Leave blank for foreign addresses.	The address zip on the physical field warrant if a temporary vendor number is entered for reference TYPE PVN.

330-xx: Change Warrant - Agency Field Entry Table (Field Warrant)

Field Name	Field Value	Comments
FISCAL PERIOD CODE	REQUIRED, defaults to **C** (current fiscal year). If the default value is not correct for this transaction, enter a new FISCAL PERIOD CODE as defined in the *AKSAS Handy Guide*.	Identifies the state fiscal year (chart of accounts year) associated with this transaction.
ROUTING CODE	NOT USED FOR THIS TRANSACTION	For a general warrant, indicates whether the warrant is mailed directly to the payee or returned to the agency for hand delivery.
ROUTING RD CODE	NOT USED FOR THIS TRANSACTION	For a general warrant, identifies the individual to whom the warrant should be returned.
Reference Line Fields - The following fields contain reporting cross-reference information. Reference fields allow access to warrant information by identifiers other than the warrant number, such as vendor, invoice, or account number. For additional information about reference fields, refer to *Section 4: Financial Transactions & Batch Processing*. **To delete data from a numeric field, enter all 9s to completely fill the field. To delete data from a text field, enter an * (asterisk) in the first space of each text field to be deleted.**		
REF	SYSTEM-ASSIGNED	Reference line number.
__	REQUIRED, to add, change, or delete a line. Enter the appropriate action code on the reference line being added, changed, or deleted. **A** Add a new line. **C** Change information in an existing line. **D** Delete an existing line.	Identifies the action to be taken on the reference line.
LINE	REQUIRED, to add, change, or delete a line. Enter the line number of the reference line being added, changed, or deleted. Must be an unused reference line in the existing warrant record for an add.	Identifies the unused reference line on which to add a new reference or the line number of the existing reference line to be changed or deleted.
TYPE	REQUIRED, to add a reference line. Add or change a reference TYPE for this warrant. For a list of reference types, press <PF12-Help> on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/MANDATORY REFERENCES and press <Enter>. In the ENTER WARRANT CLASS field, enter FW and press <Enter>.	Identifies a reporting reference, such as pay vendor, invoice, delivery order, or account number.
REFERENCE NUMBER	REQUIRED, to add a reference line. Add or change the identifier, up to 22 alphanumeric characters, associated with the reference TYPE.	The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (RD code, vendor number, etc.), AKSAS verifies the reference NUMBER entered is valid.
AMOUNT	OPTIONAL Add or change a dollar amount associated with the reference TYPE.	Dollar amount associated with the reference TYPE.

330-xx: Change Warrant - Agency Field Entry Table (Field Warrant)

Field Name	Field Value	Comments
DATE	OPTIONAL Add or change the date associated with the reference TYPE as **MM DD CCYY**.	Invoice, statement, or other date associated with the reference TYPE.
COMMENTS	OPTIONAL Add or change additional descriptive information, up to 30 characters, for the reference.	Additional descriptive information for the reference such as description of the purchased product or service.
Financial Line Fields - Press <PF6> to display financial lines. The following fields define the accounting structures to which the payment is recorded. For additional information about financial fields, refer to *Section 4: Financial Transactions & Batch Processing*.		
FIN	SYSTEM-ASSIGNED	Financial line number.
__	REQUIRED, to delete a financial line. Enter **D** to delete an existing financial line. To delete a financial line, the current balance must be zero.	Identifies the action to be taken on the financial line indicated in the LINE field. Leave blank to add or change an existing financial line.
LINE	REQUIRED, to change or delete a financial line. Enter the line number of the line to be added, changed, or deleted.	Identifies the financial line number being added, changed, or deleted. When adding a new financial line, this field may be left blank if the new line does not need to be recorded on a specific line number.
If the SY, CC, PGM, LC, ACCT, and/or FY fields in a financial line need to be changed: Reduce the financial line AMOUNT field to zero by entering the current line amount as a negative number. Then add a new financial line with the correct financial coding.		
SY	REQUIRED, to add a financial line. Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the 2-digit set-up year associated with the collocation code.	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	REQUIRED, to add a financial line. Enter the 8-digit collocation code for this financial line.	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	OPTIONAL Enter a 5-digit program code if required by your agency for this financial line.	Identifies the external program for this financial line.
LC	OPTIONAL Enter an 8-digit ledger code if required by your agency for this financial line.	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	REQUIRED, to add a financial line. Enter a 5-digit account for the AMOUNT entered. Refer to the *AKSAS Handy Guide* for valid accounts associated with the TRANS CODE MINOR for this transaction.	Identifies the account to which this financial line will be recorded.

330-xx: Change Warrant - Agency Field Entry Table (Field Warrant)

Field Name	Field Value	Comments
FY	REQUIRED, to add a line. Defaults to the current federal fiscal year if no entry is made. If the federal fiscal year is required by your agency and the default value is not correct, enter a 2-digit federal fiscal year.	Identifies the federal fiscal year if a federal program is associated with this financial line.
NMR	REQUIRED, if SPREAD AMT = Y. **Add** a line: Enter the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line. **Change** a line: Enter the amount of the increase as a positive number or the amount of the decrease with a leading minus (-) sign.	With the DENOMINATOR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.
OPEN ITEM Fields - Unless specifically authorized by the Division of Finance, field warrants cannot liquidate open items.		
TYPE	NOT USED FOR THIS TRANSACTION	Identifies the type of open item to be liquidated by this financial line.
NUM	NOT USED FOR THIS TRANSACTION	Identifying number used to change, liquidate, and report on an open item.
LINE	NOT USED FOR THIS TRANSACTION	Identifies the financial line number being liquidated.
FLI	NOT USED FOR THIS TRANSACTION	Fully Liquidate Indicator. If this indicator is set to Y, the open item line identified is fully liquidated (reduced to zero), regardless of the AMOUNT specified on this financial line.
AMOUNT	REQUIRED, to add a financial line. If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the dollar amount as follows: **To increase the payment amount:** Enter the amount as a positive number. **To decrease the payment amount:** Enter the amount with a leading minus (-) sign.	The increase or decrease to the current balance of this financial line. The financial line AMOUNT fields must sum to the WARRANT AMOUNT. The net effect of this transaction cannot result in the total amount of the field warrant exceeding $999.99.
LINE DESC	OPTIONAL Add or change additional descriptive information, up to 40 characters, for the financial line.	Additional descriptive information for the financial line.
REM MESSAGE	NOT USED FOR THIS TRANSACTION	For a general warrant, provides additional information about the warrant to be printed on the warrant stub.