

# SECTION 8: PAYMENTS

## Change General Warrant

### INTRODUCTION

*Change General Warrant* provides procedures for making changes to general warrants in AKSAS. If a general warrant is active (status AW) on the Warrant Status File and is not redeemed, a 330-xx: Change Warrant - Agency transaction may be recorded to add or change descriptive data and references; or add, change, or delete data associated with warrant financial lines. For unprinted general warrants (warrants with a future print date), the warrant amount, scheduled print date, routing code, routing RD code, vendor number, and payee name and address may also be changed.

After a general warrant is printed, the payee and total warrant amount cannot be changed. If the payee or warrant amount is incorrect and the physical warrant is in hand, the warrant may be canceled. If the physical warrant is unavailable, a stop payment may be placed on the warrant. For procedures to cancel a warrant or to process a stop payment, refer to *Warrant Status Change* in this Section.

No changes may be made to a general warrant after it is redeemed. If the 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.

A change warrant transaction modifies a warrant on the Warrant Status File. Changes can be viewed online through IW - Warrant Inquiry (select WARRANT DETAIL and enter the WRT NUMBER to be viewed).

### AKSAS TRANSACTIONS

General warrants are changed with a 330-xx: Change Warrant - Agency transaction. The transaction minor code varies depending on the type of payment and the account codes charged in the original transaction. Transaction codes authorized for use by all agencies to change general warrants include:

**330-10: Change Warrant Request - Expenditure** - Use to change a general warrant that charges only expenditure accounts.

**330-11: Change Warrant Request - Revenue** - Use to change a general warrant that refunds monies from restricted or unrestricted revenue accounts.

**330-12: Change Warrant Request - Miscellaneous** - Use to change a general warrant that charges asset, liability, or fund equity accounts. Also used to change a general warrant charging any combination of asset, liability, fund equity, restricted revenue, unrestricted revenue, and/or expenditure accounts.

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

### PROCEDURES

#### I. Compile and prepare documentation for the change warrant transaction.

A. Back-up documentation for a change general warrant transaction includes:

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

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- Copy of the payment source document for the original add warrant request transaction.

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

- A. From the AKSAS Main Menu, access IW - Warrant Inquiry to display the warrant and determine the warrant status.
  1. **If the STATUS is other than AW or the warrant is redeemed (date in the REDEEMED DATE field)**, the warrant cannot be changed. If financial coding is incorrect, 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 printed (WRT PRINT DATE is blank)**, a 330-xx: Change Warrant - Agency transaction may be processed. Make a screen print of the warrant and continue with Step III. If the warrant should not be printed, refer to *Warrant Status Change* in this Section to delete the warrant.
  3. **If the STATUS is AW and the warrant is printed (date in the WRT PRINT DATE) but not redeemed (REDEEMED DATE is blank)**, a 330-xx: Change Warrant - Agency transaction may be processed to change descriptive, reference, and financial data. Make a screen print of the warrant and continue with Step III.

*NOTE: The warrant amount and payee cannot be changed on a printed warrant. If the warrant amount or payee is incorrect, refer to Warrant Status Change in this Section for information on placing a stop payment or cancellation on the warrant.*
- B. Submit the change documents for approval according to department procedures.

### 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 changing a general warrant request, 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 processed general warrant in AKSAS. **Do not enter data in fields 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 authorized for use by all agencies include:
    - 10** Change a warrant charging only expenditure accounts.
    - 11** Change a warrant refunding monies from restricted or unrestricted revenue accounts.
    - 12** Change a warrant charging any account.
  2. **WRT CLASS** - Enter **GN** (general warrant).
  3. **SCHD PRINT DATE** - If the warrant is not printed and the print date for the warrant has changed, enter the new date as **MM DD CCYY**. For current or past dates, AKSAS prints the

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warrant during the next financial transaction run. For future dates, the warrant is not printed until the date specified. **Leave this field blank if the warrant is printed.**

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 general warrant you want to modify.
6. **PRINT DATE** - Leave blank. The print date is assigned by AKSAS when the warrant is printed and cannot be changed.
7. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record change general 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** - 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. **Leave this field blank if the warrant is printed.** The amount of a printed warrant cannot be changed.
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 may be changed **only** if the warrant is not printed and the REFERENCE NUMBER for reference TYPE PVN on the original warrant is a temporary vendor number or changed to a temporary vendor number with this transaction. **Payee name and address information cannot be changed on a printed warrant.**
  - 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 foreign addresses, enter the full address in this field and the CITY field.

*NOTE: Two lines are available for entering the address. If valid mailing addresses are entered in both lines, (i.e., the first line contains a P.O. Box number and the second line contains a street address), the post office uses the second line for delivery.*
  - c. **CITY** - To overwrite the existing city name, enter the new city name. For foreign addresses, 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 this field blank for a foreign address.
  - e. **ZIP** - To overwrite the existing zip code, enter the new five- or nine-digit zip code. Leave this field blank for a foreign address.

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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** - If the routing code for the warrant should be changed, enter **M** (mail warrant directly to the payee) or **A** (deliver warrant to the agency person identified in the ROUTING RD CODE field). **Leave this field blank if the warrant is printed.**
  15. **ROUTING RD CODE** - If ROUTING CODE = M, leave blank. If ROUTING CODE = A, enter the AKSAS RD code of the person in the agency who should receive the warrant. **Leave this field blank if the warrant is printed.**
- C. Add, change, or delete **REFERENCE** lines for the warrant. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields. **A PVN reference cannot be added, changed, or deleted if the warrant is printed.**
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 *Add Warrant Request* procedure in this Section for information on entering reference line fields.
  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 field to be deleted.
  3. **To delete an existing reference line:** Use the warrant screen print to identify the reference 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 reference line number 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. **For a printed warrant, changes in financial line amounts must net to zero. The total warrant amount cannot be changed.**
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 *Add General Warrant Request* procedure in this Section for information on adding financial line fields.
  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:

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- a. To increase the payment amount or decrease a credit amount: Enter the amount as a positive number.
- b. To decrease the payment amount or increase a credit 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 (enter a positive number to reduce a credit amount to zero). Then **add** a new financial line with the correct financial coding.

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 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 incorrect, repeat steps I - V.

### VI. Archive/file processed transactions.

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

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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 general 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 total amount of an active, unprinted general warrant on the Warrant Status File. If the warrant is printed, but unredeemed, financial coding and line amounts can be added, changed, or deleted but the net effect of the transaction cannot increase or decrease the total warrant amount.

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

	Collocation Code	Account	Posting Type	Financial Source
<b>Increase warrant amount - Unprinted Warrant</b>				
Debit (increase)	Entered by user	Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure	01	UA
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX
<b>Decrease warrant amount - Unprinted Warrant</b>				
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Credit (decrease)	Entered by user	Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure	01	UA
<b>Add, change, or delete financial coding - Printed, Unredeemed Warrant</b>				
Debit (increase)	Entered by user	Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure	01	UA
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Credit (decrease)	Entered by user	Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure	01	UA

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**330-xx: Change Warrant - Agency Screen (General Warrant - Base)**

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)**

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	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
①	AMOUNT	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3	AMOUNT	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4	AMOUNT	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 UPDAT QUIT SUBMT ERRS BASE FINS REFS REMTS PFKYS HELP

① 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 general warrant information 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.

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330-xx: Change Warrant - Agency Field Entry Table (General 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.
<b>TRANS CODE MINOR</b>	REQUIRED  Enter the appropriate minor code. Minor codes authorized for use by all agencies include:  <b>10</b> Change Warrant Request - Expenditure <b>11</b> Change Warrant Request - Revenue <b>12</b> Change Warrant Request - Miscellaneous	Identifies the specific type of change warrant transaction.  For a complete list of valid 330-xx minor codes, refer to the <i>AKSAS Handy Guide</i> .
<b>WRT CLASS</b>	REQUIRED  Enter <b>GN</b> (general warrant).	Identifies the type of warrant (payroll warrant, general warrant, field warrant, etc.).
SCHD PRINT DATE	OPTIONAL, for an unprinted warrant.  If the scheduled print date of the warrant has changed, enter the date as <b>MM DD CCYY</b> .	Identifies the date the warrant will be printed.  For a current or past date, the warrant is printed with the next financial transaction processing. For a future date, the change is processed with the next financial run, but the warrant is not printed until the date entered.
<b>DOCUMENT NUMBER</b>	REQUIRED, defaults to 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.
<b>WRT NUMBER</b>	REQUIRED  Enter the 8-digit warrant number of the general warrant you want to modify.	Identifies the warrant being changed.
PRINT DATE	SYSTEM-ASSIGNED	AKSAS assigns the date when the warrant is printed.
<b>SOURCE RD CODE</b>	REQUIRED, defaults to the AKSAS input (sign-on) RD code.  If the default RD code is not authorized to record change general warrant request transactions, enter a <b>SOURCE RD CODE</b> 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 general warrant request transaction.

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330-xx: Change Warrant - Agency Field Entry Table (General Warrant)		
Field Name	Field Value	Comments
WARRANT AMOUNT	<p>OPTIONAL, for an unprinted warrant.</p> <p>Enter an increase or decrease to the total dollar amount of the warrant. For an <b>increase</b>, enter the amount as a positive number. For a <b>decrease</b>, enter the amount with a leading minus (-) sign.</p> <p>Up to 13 digits (11 to the left of the decimal, 2 to the right).</p>	<p>This field must equal the sum of the financial line AMOUNT fields.</p> <p>For a printed, unredeemed warrant, leave this field blank. Changes to the financial coding must net to zero.</p>
SPREAD AMT (Y/N)	<p>REQUIRED, defaults to N.</p> <p><b>N</b> No, do <b>not</b> spread the WARRANT AMOUNT. Enter dollar amounts by financial line.</p> <p><b>Y</b> Yes, spread the WARRANT AMOUNT across all financial lines.</p>	<p>Indicates whether the change to 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.</p>
DENOMINATOR	<p>REQUIRED, if SPREAD AMT = Y and/or values will be entered in the NMR fields.</p> <p>Enter the sum of the NMR fields.</p>	<p>With the NMR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to each financial line.</p>
<p><b>Payee Name and Address Fields - The NAME, ADDRESS, CITY, STATE, and ZIP fields can be changed only if the warrant is unprinted and 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. A PVN reference cannot be changed if the warrant is printed.</b></p>		
PAYEE NAME	<p>REQUIRED, to change the payee name for a temporary vendor number.</p> <p>To overwrite the existing payee name, enter the new name, up to 35 characters.</p>	<p>Identifies the payee name to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.</p>
PAYEE ADDRESS	<p>OPTIONAL, to change the payee address for a temporary vendor number.</p> <p>To overwrite the existing payee address, enter the new mailing or distribution address. Up to 2 lines, 35 characters each.</p>	<p>Identifies the payee address to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.</p> <p>For foreign addresses, enter the full address in this field and the CITY field.</p>
CITY	<p>OPTIONAL, to change the city for a temporary vendor number.</p> <p>To overwrite the existing city name, enter the new city name, up to 30 characters.</p>	<p>Identifies the city to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.</p> <p>For foreign addresses, enter the full address in this field and the PAYEE ADDRESS field.</p>
STATE	<p>OPTIONAL, to change the state for a temporary vendor number.</p> <p>To overwrite the existing state abbreviation, enter the new 2-character state postal abbreviation. Leave blank for foreign addresses.</p>	<p>Identifies the state to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.</p>
ZIP	<p>OPTIONAL, to change the zip for a temporary vendor number.</p> <p>To overwrite the existing zip code, enter the new 5- or 9-digit postal zip code. Leave blank for foreign addresses.</p>	<p>Identifies the zip to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.</p>

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330-xx: Change Warrant - Agency Field Entry Table (General Warrant)		
Field Name	Field Value	Comments
<b>FISCAL PERIOD CODE</b>	REQUIRED, defaults to <b>C</b> (current fiscal year).  If the default value is not correct for this transaction, refer to the <i>AKSAS Handy Guide</i> to determine the code.	Identifies the state fiscal year (chart of accounts year) associated with this transaction.
ROUTING CODE	OPTIONAL, for an unprinted warrant.  <b>M</b> Mail warrant directly to the payee. <b>A</b> Return warrant to the agency individual identified by the ROUTING RD CODE.	Indicates whether the warrant is mailed directly to the payee or returned to the agency for hand delivery.
ROUTING RD CODE	REQUIRED, if ROUTING CODE = A in this transaction.  Enter the 5-digit RD code of the agency individual to whom the warrant should be delivered.	Identifies the person to whom warrants with ROUTING CODE = A should be returned. The ROUTING RD CODE must be for a different person than the one submitting this transaction.
<p><b>Reference Line Fields - The following fields contain reporting cross-reference information. Reference fields identify the payee in the Vendor Master File and 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 &amp; Batch Processing.</b></p> <p><b>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.</b></p>		
REF	SYSTEM-ASSIGNED	Reference line number.
—	REQUIRED, to add, change, or delete a line.  Enter the appropriate action code for the reference line being added, changed, or deleted.  <b>A</b> Add a new line. <b>C</b> Change information in an existing line. <b>D</b> 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 for an add.	Identifies the unused reference line on which to add a new reference or the existing line number of the 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 GN and press <Enter>.	Identifies a reporting reference, such as pay vendor, invoice, delivery order, or account number. A PVN reference cannot be added, changed, or deleted if the warrant is printed.
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.

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330-xx: Change Warrant - Agency Field Entry Table (General Warrant)		
Field Name	Field Value	Comments
AMOUNT	OPTIONAL  Add or change a dollar amount associated with the reference TYPE. Up to 11 digits (9 to the left of the decimal, 2 to the right).	Dollar amount associated with the reference TYPE.
DATE	OPTIONAL  Add or change the date associated with the reference TYPE as <b>MM DD CCYY</b> .	Invoice, statement, or other date associated with the reference TYPE. A date may be required for some reference types.
COMMENTS	OPTIONAL  Add or change additional descriptive information, up to 30 characters, for the reference.	Additional descriptive information for the reference such as a description of the purchased product or service.
<b>Financial Line Fields: Press &lt;PF6&gt; to access financial lines. The following fields are used to change the accounting structures to which the original warrant payment was charged. If the warrant is printed, changes to financial amounts/coding must net to zero. For additional information about financial fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b>		
FIN	SYSTEM-ASSIGNED	Financial line number.
—	REQUIRED, to delete a financial line.  Enter <b>D</b> 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.
<b>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 balance amount as a negative number (enter a positive number to reduce a credit amount). Then add a new financial line with the correct financial coding.</b>		
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.

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330-xx: Change Warrant - Agency Field Entry Table (General Warrant)		
Field Name	Field Value	Comments
ACCT	REQUIRED, to add a financial line.  Enter a 5-digit account for the AMOUNT entered. Refer to the <i>AKSAS Handy Guide</i> for valid accounts associated with the TRANS CODE MINOR for this transaction.	Identifies the account to which this financial line will be recorded.
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.  <b>Add</b> a line: Enter the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.  <b>Change</b> 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.
<p><b>Open Item Fields - If the OPEN ITEM 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 (enter a positive number if reducing a credit amount). Then add a new financial line with the correct open item information. For additional information about open item fields, refer to <i>Section 4: Financial Transactions &amp; Batch Processing</i>.</b></p> <p><b>Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if OPEN ITEM information is entered. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.</b></p>		
TYPE	REQUIRED, to add a financial line that liquidates an open item.  Enter <b>EN</b> to liquidate an encumbered expenditure with this financial line.	Identifies the type of open item to be liquidated by this financial line.  For most warrant transactions, EN is the only open item type that may be used. Some agencies are authorized to liquidate accounts payable (PY) and accounts receivable (RC) open items with general warrant transactions. Refer to the <i>AKSAS Handy Guide</i> .
NUM	REQUIRED, to add a financial line that liquidates an open item.  Enter the 7-digit open item number of the open item to be liquidated by this financial line.	Identifies the specific open item being liquidated by this financial line.
LINE	REQUIRED, to add a financial line that liquidates an open item.  Enter the financial line number of the open item to be liquidated by this financial line. To liquidate all financial lines in the open item by the amount of this financial line, enter 999.	Identifies the financial line number being liquidated.

SECTION 8: PAYMENTS, CHANGE GENERAL WARRANT

330-xx: Change Warrant - Agency Field Entry Table (General Warrant)		
Field Name	Field Value	Comments
FLI	<p>REQUIRED, to add a financial line that liquidates an open item. Defaults to N if no entry is made.</p> <p><b>N</b> No, do <b>not</b> fully liquidate the open item. Liquidate by the amount of this financial line.</p> <p><b>Y</b> Yes, fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line.</p> <p><b>O</b> Override the batch error that prevents the overliquidation of the encumbrance open item.</p>	<p>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.</p> <p>For encumbrances (EN) only, if this indicator is set to O, the encumbrance identified is fully liquidated, (reduced to zero), and the amount in excess of the encumbrance is paid from unencumbered funds.</p>
AMOUNT	<p>REQUIRED, to add a financial line.</p> <p>If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the dollar amount as follows:</p> <p><b>To increase the payment amount or decrease a credit amount:</b> Enter the amount as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p> <p><b>To decrease the payment amount or increase a credit amount:</b> Enter the amount with a leading minus (-) sign.</p>	<p>The increase or decrease to the current balance of this financial line. For printed warrants, changes to financial line amounts must net to zero.</p>
LINE DESC	<p>OPTIONAL</p> <p>Add or change additional descriptive information, up to 40 characters, for the financial line.</p> <p>To delete a line description, enter an * (asterisk) in the first space of the field.</p>	<p>Additional descriptive information for the financial line.</p>
REM MESSAGE	<p>OPTIONAL, for an unprinted warrant.</p> <p>Press &lt;PF8&gt; and add or change descriptive information to be printed on the warrant stub. Up to 18 lines, 76 characters each.</p> <p>To delete a remittance line, enter an * (asterisk) in the first space of the field.</p>	<p>Provides additional information about the warrant to the payee. Department procedures may require specific information for warrant transactions.</p>