

SECTION 8: PAYMENTS

Issue Field Warrant

INTRODUCTION

Issue Field Warrant provides procedures for hand preparing the physical field warrant and recording the warrant issue in AKSAS. A field warrant is a hand-prepared warrant issued by an agency when payment must be made the same day as requested.

Issuing Field Warrants

The amount of a field warrant is restricted to \$999.99 or less. Issuing more than one field warrant for the same purchase is prohibited by *Alaska Administrative Manual (AAM) 35.250 - Unauthorized Use of Field Warrants*. All field warrants must be signed by an authorized certifying officer.

Recording Field Warrants in AKSAS

A field warrant must be recorded in AKSAS at the time it is issued. Since a field warrant is the equivalent of paying out cash, it is imperative to ensure the financial coding is accurate and that sufficient funds are available before issuing the field warrant. The appropriation to be charged must be verified to ensure the net available balance is sufficient to cover the amount of the field warrant.

If an error occurs in the preparation of a field warrant, or a field warrant is returned to the field warrant custodian before the warrant is recorded in AKSAS, the warrant may be voided by writing or stamping VOID across the face of the warrant. Voided field warrants are not recorded in AKSAS. All voided field warrants are sent to the Division of Finance with the Field Warrant Accountability Report.

Field Warrant Stock

Field warrant stock is obtained from the Department of Administration, Division of Finance. To order field warrants, the authorized field warrant custodian (listed on the current Field Warrant Authorization Form) sends a memorandum or an email to the Division of Finance, Accounting Control Section stating the quantity of stock needed. The memorandum or email must be signed or sent by the authorized field warrant custodian.

Upon written request, the Division of Finance transfers field warrant stock to the authorized field warrant custodian. The authorized custodian may further transfer field warrant stock within the agency. Field warrant stock can be ordered in multiples of ten but stock on hand should not exceed a two-month supply.

All field warrant stock must be secured in a locked safe, file cabinet, or drawer. A field warrant issue log must be maintained by each authorized custodian to track field warrant stock received, transferred, issued, and on hand. Refer to *AAM.35.260 - Control of Field Warrant Stock*.

Missing, Lost, or Stolen Field Warrant Stock

If unused field warrant stock is missing, lost, or stolen, contact the Division of Finance, Accounting Control Section immediately. A stop payment must be processed in AKSAS for each missing warrant. Refer to *AAM 35.270 - Lost or Voided Field Warrants*.

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Field Warrant Accountability Report

Field Warrant Accountability Reports are prepared semiannually for the periods of October 1 - March 31 and April 1 - September 30, and submitted to the Department of Administration, Division of Finance within thirty days of the end of each period. Refer to *Field Warrant Accountability Report* in this Section for procedures.

Warrant Inquiry

All field warrants recorded in AKSAS are maintained on the Warrant Status File and can be viewed online through IW - Warrant Inquiry (select WARRANT DETAIL and enter the WRT NUMBER to be viewed). Field warrants are purged from the Warrant Status File based on the warrant status and date of last activity, and the purge parameters established in the SMF Warrant Purge Table (SWP) maintained by the Division of Finance.

AKSAS TRANSACTIONS

310-30: Add Field Warrant - Used to issue a field warrant that does not override appropriation and fund control edits. Currently, used only by the Department of Transportation and Public Facilities.

310-46: Add Field Warrant - Used by all agencies to issue a field warrant charging expenditure accounts.

Other 310-xx transaction codes may be available to authorized agencies for issuing specific types of field warrant payments. Refer to the *AKSAS Handy Guide* for a complete list.

PROCEDURES

I. Verify a field warrant is the appropriate warrant type for the payment.

A field warrant **cannot** be used if one or more of the following conditions apply:

- Payment amount exceeds \$999.99.
- There is sufficient time to process a general warrant.
- Sufficient funds are not available to cover the payment.
- Payment is for a prior fiscal year obligation and should be recorded as an accrual.
- Payment liquidates an open item, unless your agency has been authorized by the Division of Finance to liquidate encumbrance open items with field warrants.
- The account code charged is not authorized for field warrant transactions. Refer to the *AKSAS Handy Guide* for a list of transaction code/account combinations.

II. Compile and prepare source documentation.

A field warrant must be supported by a payment document such as an invoice, contract, delivery order, or other authorization to pay.

- A. Review the payment document for sufficient information regarding the payee, payee address, and the reason for the payment. Verify the disbursement amount and calculations are correct.
- B. Verify the financial coding to be charged is indicated on the payment document and is correct. If not, determine the correct financial coding and write it on the payment document.
- C. Verify the payment is approved for disbursement by an authorized approving officer. If not, submit the payment document to the appropriate approving officer in your agency for approval. Refer to *Section 2: AKSAS Security & Authorities, Approving Officer Authority* for more information.
- D. From the AKSAS Main Menu, access IE - Entity & CC/LC Inquiry to verify the appropriation to which the field warrant will be charged has a sufficient Tolerance Adjusted Net Available Balance (TANAB)

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for the payment. If the available balance of the appropriation is less than the payment amount, a field warrant cannot be issued.

- E. From the AKSAS Main Menu, access IV - Vendor Inquiry to determine if the payee has a vendor number on the Vendor Master File. Refer to *Section 10: Vendors, Vendor Search*. If a vendor number exists, write the number on the payment document. If no vendor number exists, establish a new vendor number according to the procedures in *Section 10: Vendors*.

NOTE: If the payment is subject to 1099 reporting requirements, the payee must have a valid pay vendor number on the Vendor Master File and that vendor number must be used to issue the payment. Refer to Section 14: Special Processes, 1099 Tax Reporting for information.

III. Hand prepare the field warrant.

- A. Following department procedures, obtain the next sequential blank field warrant form. Enter the field warrant number and other information in the field warrant issue log according to department procedures.
- B. Complete the field warrant form. If possible, field warrants should be typed to ensure legibility. Refer to *Exhibit 8.A: Field Warrant* for a sample field warrant form.
 1. Enter information in the **FIELD WARRANT** area (top section).
 - a. **DATE OF ISSUE** - Enter today's date as **MM DD CCYY**.
 - b. **SOURCE RD CODE** - Enter the RD code of the individual authorized to record the 310-xx: Add Warrant Request transaction to process the field warrant in AKSAS.
 - c. **PAY TO THE ORDER OF** - Enter the **name** and **address** of the payee.
 - d. **DOLLARS/CENTS** - Enter the dollar amount of the warrant in the DOLLAR fields, one digit per field. If a field does not have a value, enter an * (asterisk). In the CENTS field, enter the cents (enter **00** (zero) if there are no cents). The field warrant amount cannot exceed \$999.99.

NOTE: If an error is made in the FIELD WARRANT area, void the warrant and return to Step A. Voided field warrants are not recorded in AKSAS. Refer to Field Warrant Accountability Report in this Section for procedures on handling voided field warrants.

2. Enter information in the **REMITTANCE ADVICE** area (middle section).
 - a. **MO. DAY YR.** - Enter today's date.
 - b. **VENDOR** - Enter the vendor (or payee) name.
 - c. **VENDOR ID** - Enter the eight-character (three-alpha, five-numeric) vendor number for the payee.
 - d. **STATE OFFICE ISSUING PAYMENT** - Enter the department/division/section issuing this field warrant.
 - e. **PRINTED NAME OF STATE EMPLOYEE MAKING PURCHASE** - Enter the name of the employee issuing this payment.

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- f. **TELEPHONE** - Enter the telephone number of the agency individual to contact for information about this field warrant.
 - g. **REFERENCE NO.** - Enter invoice numbers, delivery order numbers, etc. (one per line) to indicate to the payee what this payment is for.
 - h. **DATE** - Enter the date associated with each reference number entered.
 - i. **COMMENTS** - Enter any comments associated with each reference number entered.
 - j. **AMOUNT** - Enter the amount associated with each reference number entered.
 - k. **TOTAL WARRANT AMOUNT** - Enter the total amount of the warrant.
3. Enter information in the **FINANCIAL CODING AREA** (bottom section).
- a. In the reference **TYPE, NUMBER, AMOUNT, DATE,** and **COMMENTS** field enter the reference information that will be entered in AKSAS. Line 1 is reserved for the PVN (pay vendor number) reference.
 - b. In the financial **AMOUNT, SY, CC, PGM, LC, ACCT, FY, NMR,** and **OPEN ITEM** fields enter the financial coding that will be entered in AKSAS.

***NOTE:** The information entered in the FINANCIAL CODING AREA of the field warrant will be entered in the reference and financial areas of the transaction that records the field warrant in AKSAS.*

- C. Submit the field warrant and associated backup for signature by an agency certifying officer authorized to sign field warrants. Refer to *Section 2: Security & Authorities, Certifying Officer Affidavits* for more information.
- D. Distribute the field warrant as follows:
 - 1. Send the original field warrant (top page of the form, minus the FINANCIAL CODING AREA section) to the payee. This includes the original field warrant with the remittance advice attached.
 - 2. Retain the original FINANCIAL CODING AREA section and the flimsy copy for use in entering the field warrant transaction in AKSAS and for filing with supporting documentation according to department procedures.

IV. Process a 310-xx: Add Warrant Request transaction to record the field warrant in AKSAS.

- A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
 - 1. Enter **WR** (Add Warrant Request) in the **SELECTION** field. Leave the **ACTION** field blank.
 - 2. If your agency uses an easytran shell for adding a field warrant request, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.
 - 3. Press <Enter> to display the 310-xx: Add Warrant Request transaction screen.
- B. Using the actual field warrant or flimsy copy, enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.

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1. **TRANS CODE MINOR** - Depending on the field warrant payment type, enter one of the following transaction minor codes. Refer to the *AKSAS Handy Guide* to determine the correct minor code.

30 Record a field warrant that does not override appropriation and fund control edits.
46 Record a field warrant charging expenditure accounts.

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

2. **WRT CLASS** - Enter **FW** (field warrant).
3. **SCHED 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 printed at the top right of the field warrant.
6. **PRINT DATE** - Enter the date from the DATE OF ISSUE field on the field warrant as **MM DD CCYY**.

NOTE: Entering the current date instead of the actual issue date of the field warrant is a common mistake. The PRINT DATE must match the DATE OF ISSUE on the physical warrant or the redemption transaction will error when the field warrant is presented for redemption.

7. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add 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** - Enter the dollar amount from the DOLLAR/CENTS field of the field warrant as a positive number.

NOTE: The amount cannot exceed \$999.99. If the physical field warrant was issued for more than \$999.99, contact the Division of Finance.

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 are completed **only** if a temporary vendor number (formatted as three alpha characters and five 9s) is entered in the REFERENCE NUMBER field for reference TYPE PVN. A temporary vendor number cannot be used if the payment is 1099 reportable.
 - a. **PAYEE NAME** - Enter the name of the individual to whom the warrant is issued as it appears in the PAY TO THE ORDER OF area of the physical warrant.

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- b. **PAYEE ADDRESS** - Enter the mailing address of the individual to whom the warrant is issued. For a foreign address, enter the full address in this field and the CITY field.
 - c. **CITY** - Enter the city name. For a foreign address, enter the full address in this field and the PAYEE ADDRESS field.
 - d. **STATE** - Enter the two-character state postal abbreviation. Leave blank for a foreign address.
 - e. **ZIP** - Enter the 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. Enter data in the **REFERENCE** line fields. The reference data should be the same information entered on the actual field warrant in the reference TYPE, NUMBER, AMOUNT, DATE, and COMMENTS fields of the FINANCIAL CODING AREA. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.
- 1. **TYPE** - Enter a reference line for the following reference type:
 - PVN** Pay Vendor Number
- NOTE: Other references recommended, but not required, are ACC (Account Number), CO (Contract Number), DO (Delivery Order Number), INV (Invoice Number), and PO (Purchase Order Number). 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>.*
- 2. **REFERENCE NUMBER** - For the PVN reference TYPE, enter the eight-character (three alpha, five numeric) vendor number from the Vendor Master File. If a temporary vendor number is used, enter the number as three alpha characters identifying the payee name and five 9s. For all other reference lines, enter an identifier associated with the reference TYPE.
 - 3. **AMOUNT** - Enter a dollar amount associated with the reference TYPE.
 - 4. **DATE** - Enter a date associated with the reference TYPE as **MM DD CCYY**.
 - 5. **COMMENTS** - Enter additional descriptive information for the reference line.
- NOTE: For the PVN reference line, the vendor name (short description from the Vendor Master File) displays in the COMMENTS field when the screen is updated. If a new vendor number is entered for the PVN reference line, any data in the COMMENTS field must be blanked out in order for the new vendor name to display when the screen is updated.*
- 6. Repeat Steps 1-5 for each reference line to be entered.

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- D. Enter data in the **FINANCIAL** line fields. The financial coding should be the same information entered in the AMOUNT, SY, CC, PGM, LC, ACCT, FY, NMR, and OPEN ITEM fields in the FINANCIAL CODING AREA on the actual field warrant. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
1. **AMOUNT** - If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the dollar amount as a positive number.
 2. **SY** - 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 two-digit set-up year associated with the collocation code.
 3. **CC** - Enter the eight-digit collocation code for this financial line.
 4. **PGM** - Enter a five-digit program code if required by your agency for this financial line.
 5. **LC** - Enter an eight-digit ledger code if required by your agency for this financial line.
 6. **ACCT** - Enter the five-digit account for the AMOUNT entered on this financial line. Refer to the *AKSAS Handy Guide* for valid accounts associated with the TRANS CODE MINOR for this transaction.
 7. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter a two-digit federal fiscal year.
 8. **NMR** - If SPREAD AMT = N, leave this field blank. If SPREAD AMT = Y, enter the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.
 9. **OPEN ITEM** fields - Leave blank. Open items are not liquidated with field warrants unless specifically authorized by the Division of Finance.
 10. **LINE DESC** - If necessary, press <PF6> and enter additional descriptive information for the financial line.
 11. Repeat Steps 1-10 for each financial line to be entered.
 12. **REM MESSAGE** - Leave blank. The remittance message screen <PF8> is not used for this transaction.
- E. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.
- F. Write the batch and sequence number of the transaction in the **BATCH NO** and **SEQUENCE NO** fields in the FINANCIAL CODING AREA of the actual field warrant or flimsy copy. Press <Enter> again to submit the transaction for certification and processing.

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

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V. Submit the transaction for certification.

Add 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.

VI. 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 add 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 and matches the physical field warrant. The field warrant can also be viewed online through IW - Warrant Inquiry.
 - **If the warrant record in AKSAS does not match the physical warrant**, process a 330-xx: Change Warrant - Agency to correct the warrant record. Refer to *Change Field Warrant* in this Section for procedures.
 - **If the warrant record is correct in AKSAS, but the physical warrant is incorrect**, the warrant must be canceled or stop paid in AKSAS. Refer to *Warrant Status Change* in this Section for procedures.
 - **If the transaction processed correctly (the physical warrant and AKSAS warrant record match)**, continue with Step VII.

VII. Archive/file processed transactions.

Maintain copies of the processed transactions and 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 310-xx: Add Warrant Request transaction for a field warrant. The accounting entries with a financial source code of UD (user-defined) 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.

The 310-xx: Add Warrant Request transaction charges the field warrant payment to the financial coding entered in the transaction by the user. AKSAS generates offsetting entries to increase warrants outstanding for the fund associated with the user entered financial coding.

310-xx: Add Field Warrant

	Collocation Code	Account	Posting Type	Financial Source
310-xx: Add Field Warrant				
Debit (increase)	Entered by user	Expenditure or other authorized account	01	UD
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX

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310-xx: Add Warrant Request Screen (Field Warrant)														
FDE 310-XX: ADD WARRANT REQUEST										B 1298818 S 0001				
TRANS CODE MINOR		___		WRT CLASS		___		SCHED 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	TYPE	REFERENCE NUMBER			AMOUNT	DATE	MORE REFS N							
1		_____			_____	___ - ___ - ___								
COMMENTS _____														
2		_____			_____	___ - ___ - ___								
COMMENTS _____														
3		_____			_____	___ - ___ - ___								
COMMENTS _____														
										MORE FINS N				
-----OPEN ITEM-----														
FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	NMR	TYPE	NUM	LINE	FLI		
1	_____	___	___	_____	_____	_____	___	___	___	___	___	___		
2	_____	___	___	_____	_____	_____	___	___	___	___	___	___		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---														
UPDAT QUIT			SUBMT ERRS			BASE FINS			REFS REMTS			PFKYS HELP		

SCREEN ACCESS

Use the 310-xx: Add Warrant Request transaction screen to record a field warrant 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 **WR** (Add Warrant Request) in the **SELECTION** field. Press <Enter> to display the 310-xx: Add Warrant Request transaction screen.

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310-xx: Add Warrant Request 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	<p>REQUIRED</p> <p>Enter the appropriate transaction minor code for the type of field warrant issued:</p> <p>30 Add Field Warrant. Does not override appropriation and fund control edits. 46 Add Field Warrant</p> <p>Other minor codes are available to authorized agencies to issue specific types of field warrant payments. Refer to the <i>AKSAS Handy Guide</i> for a complete list.</p>	Identifies the specific type of field warrant.
WRT CLASS	<p>REQUIRED</p> <p>Enter FW (field warrant).</p>	Identifies the type of warrant (payroll warrant, general warrant, field warrant, etc.).
SCHED PRINT DATE	NOT USED FOR THIS TRANSACTION	For general warrants, identifies the date the warrant will be printed.
DOCUMENT NUMBER	<p>REQUIRED, defaults to the batch and sequence number assigned by AKSAS if left blank.</p> <p>An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.</p>	Processed document identifier.
WRT NUMBER	<p>REQUIRED</p> <p>Enter the 8-digit field warrant number taken from the physical warrant.</p>	The warrant number printed at the top right of the physical field warrant.
PRINT DATE	<p>REQUIRED</p> <p>Enter the DATE OF ISSUE from the physical field warrant as MM DD CCYY.</p>	The date the field warrant was prepared as entered on the physical warrant.
SOURCE RD CODE	<p>REQUIRED, defaults to the AKSAS input (sign-on) RD code.</p> <p>If the default RD code is not authorized to record add warrant request transactions for field warrants, enter a SOURCE RD CODE as authorized according to department procedures.</p>	Identifies the person authorized to record this transaction.
ADD'L AUTH RD	<p>OPTIONAL</p> <p>If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.</p>	Identifies an approval authority associated with this add warrant request transaction.

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310-xx: Add Warrant Request Field Entry Table (Field Warrant)		
Field Name	Field Value	Comments
WARRANT AMOUNT	REQUIRED Enter the total dollar amount of the warrant as a positive number. Cannot exceed 999.99.	This field must equal the sum of the financial line AMOUNT fields.
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. Enter the sum of the NMR fields, up to 5 digits, as a positive number.	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 are completed only if a temporary vendor number (formatted as three alpha characters and five 9s) is entered in the REFERENCE NUMBER field for reference TYPE PVN (pay vendor number). For valid vendor numbers, leave these fields blank. The name and address information will be taken from the Vendor Master File.		
PAYEE NAME	REQUIRED, if a temporary vendor number is entered for reference TYPE PVN. 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, if a temporary vendor number is entered for reference TYPE PVN. Enter the mailing or distribution address of the payee. Up to 2 lines, 35 characters each.	The payee address from 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, if a temporary vendor number is entered for reference TYPE PVN. Enter the city name, up to 30 characters.	The address city from 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, if a temporary vendor number is entered for reference TYPE PVN. Enter the 2-character state postal abbreviation. Leave blank for foreign addresses.	The address state from the physical field warrant if a temporary vendor number is entered for reference TYPE PVN.
ZIP	REQUIRED, if a temporary vendor number is entered for reference TYPE PVN. Enter the 5- or 9-digit postal zip code. Leave blank for foreign addresses.	The address zip from the physical field warrant if a temporary vendor number is entered for reference TYPE PVN.
FISCAL PERIOD CODE	REQUIRED, defaults to C. 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.

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310-xx: Add Warrant Request Field Entry Table (Field Warrant)		
Field Name	Field Value	Comments
ROUTING CODE	NOT USED FOR THIS TRANSACTION	For general warrants, 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 general warrants, 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.		
REF	DISPLAY ONLY	Reference line number.
TYPE	REQUIRED Enter a reference line for the following required reference type: PVN Pay Vendor Number 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 For reference TYPE PVN, enter the 8-character (3 alpha, 5 numeric) vendor number for the vendor to whom the warrant is issued. If a temporary vendor number is used, enter three alpha characters representing the payee name and five 9s. For all other references, enter an 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 Enter the dollar amount associated with the reference TYPE as a positive number.	Dollar amount associated with the reference line. An amount may be required for some reference types.
DATE	OPTIONAL Enter a date associated with the reference TYPE as MM DD CCYY .	Invoice, statement, or other date associated with the reference TYPE.
COMMENTS	OPTIONAL Enter 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. For the PVN reference line, the vendor name displays in this field when the screen is updated.
Financial Line Fields - The following fields define the accounting structure to which the payment is recorded. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.		
FIN	DISPLAY ONLY	Financial line number.

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310-xx: Add Warrant Request Field Entry Table (Field Warrant)		
Field Name	Field Value	Comments
AMOUNT	REQUIRED If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the dollar amount for this financial line as a positive number.	The dollar amount associated with this financial line. The financial line AMOUNT fields must sum to the WRT AMOUNT and cannot exceed \$999.99.
SY	REQUIRED, 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 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 Enter the 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, 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. Enter the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.	With the DENOMINATOR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.
Open Item Fields - Unless authorized by the Division of Finance, field warrants do not 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.

SECTION 8: PAYMENTS, ISSUE FIELD WARRANT

310-xx: Add Warrant Request Field Entry Table (Field Warrant)		
Field Name	Field Value	Comments
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.
LINE DESC	OPTIONAL Press <PF6> and enter 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 general warrants, provides additional information about the warrant to be printed on the warrant stub.