

# SECTION 8: PAYMENTS

## Handwrite Warrant Request

### INTRODUCTION

*Handwrite Warrant Request* provides procedures for requesting a handwritten warrant from the Division of Finance. A handwritten warrant may be requested if a payment must be made immediately and the payment amount exceeds the field warrant amount limit (\$999.99). Handwritten warrants are a costly and labor-intensive method of making a payment. They should be used only when waiting overnight for a general warrant is not in the best interest of the state and the payment exceeds \$999.99. Refer to *Alaska Administrative Manual (AAM) 35.115 - Handwrite Warrants*.

Handwritten warrant request transactions are entered and certified in AKSAS by the requesting agency. A written request, a screen print of the handwritten transaction, a screen print showing there are sufficient funds available to issue the warrant, and any other appropriate backup is delivered to the Division of Finance, Accounting Services Supervisor for approval. Once approved, the handwritten warrant request is given to the Accounting Control section for warrant preparation.

Handwritten warrant records are maintained in AKSAS 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).

### AKSAS TRANSACTIONS

310-20: Add Warrant Request

### FORM

Request for Handwritten Warrant memorandum

### PROCEDURES

#### **I. Determine the need for a handwritten warrant.**

A. A handwritten warrant must meet the following criteria:

- Waiting for overnight processing of a general warrant will negatively impact the state.
- The amount of the warrant exceeds \$999.99. If the warrant amount is \$999.99 or less, issue a field warrant. Refer to *Issue Field Warrant* in this Section for procedures.

B. Notify the Division of Finance, Accounting Services Supervisor that a request for a handwritten warrant is coming.

#### **II. Compile and prepare source documentation.**

A handwritten warrant request must be supported with a payment document such as an invoice, contract, delivery order, loan disbursement request, 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 source document.

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- C. From the AKSAS Main Menu, access IE - Entity and CC/LC Inquiry to verify the appropriation to be charged has a sufficient available balance to make the payment. Make a screen print of the TANAB screen for the appropriation to attach to the handwrite request.
- D. Verify the payment document has been authorized for disbursement. If not, submit the payment document for approval to the appropriate approving officer in your agency. Refer to *Section 2: AKSAS Security & Authorities, Approving Officer Authority* for more information.
- E. From the AKSAS Main Menu, access IV - Vendor Inquiry to verify 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 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 determining 1099 reportability.*

### III. Process a 310-20: Add Warrant Request transaction.

- 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 handwrite 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. Enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.
  - 1. **TRANS CODE MINOR** - Enter **20** (handwrite warrant).
  - 2. **WRT CLASS** - Enter **HW** (handwrite 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** - Leave blank. The eight-digit warrant number is entered by the Division of Finance after the handwrite request is approved and the warrant is prepared.
  - 6. **PRINT DATE** - Leave blank. The Division of Finance enters the date the handwrite is prepared.
  - 7. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add handwrite 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 total warrant amount as a positive number.

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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 as the reference number for reference TYPE PVN. Leave these fields blank if a valid vendor number is entered.
    - a. **PAYEE NAME** - Enter the name of the individual to whom the warrant is issued as it should appear on the warrant.
    - b. **PAYEE ADDRESS** - Enter the mailing address of the individual to whom the warrant is issued as it should appear on the warrant. For a foreign address, enter the full address in this field and the CITY field.
    - c. **CITY** - Enter the city name as it should appear on the warrant. 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 as it should appear on the warrant. Leave blank for a foreign address.
    - e. **ZIP** - Enter the five- or nine-digit zip code as it should appear on the warrant. 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. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.
1. **TYPE** - Enter a reference line for the following required 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 HW 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 three alpha characters representing the payee name and five 9s. For all other reference lines, enter an identifier associated with the reference TYPE.
  3. **AMOUNT** - Enter the dollar amount associated with the reference TYPE.

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4. **DATE** - Enter the 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 line 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.
- D. Enter data in the **FINANCIAL** line fields. 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.
  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 the 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. If this warrant request transaction liquidates an encumbered expenditure open item, enter data in the financial line **OPEN ITEM** fields. When this transaction is processed, AKSAS liquidates the open item and records the payment using the financial coding in the open item.

***NOTE:** Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. If financial coding is entered and is incorrect for the open item being liquidated, the financial coding entered will be charged.*

- a. **TYPE** - Enter **EN** (Encumbered Expenditure).
- b. **NUM** - Enter the open item number of the encumbered expenditure to be liquidated by this financial line.
- c. **LINE** - 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.
- d. **FLI** (Fully Liquidate Indicator) - Defaults to **N** (liquidate the open item by the amount in this financial line). Enter **Y** to fully liquidate the open item NUM/LINE specified regardless of the AMOUNT on this financial line. A batch error occurs when the liquidation amount is

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greater than the open item available amount. For encumbrances, enter **O** to override the batch error that prevents the overliquidation of the encumbrance open item.

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 only error messages displayed are 0225 - WARRANT NUMBER MUST BE ENTERED and 0010 - PRINT DATE REQUIRED ON EXTERNAL WARRANT. These errors are corrected when this transaction is completed by the Division of Finance.
- F. From the base screen, make a screen print of the transaction. Be sure to print all screens including additional reference and financial screens. Press <PF3> twice to override errors and submit the transaction for certification.

***NOTE:** The transaction should **not** be certified online until after the Division of Finance has prepared the handwrite warrant and completed the transaction.*

### **IV. Prepare and submit handwrite warrant request documents to the Division of Finance.**

- A. Prepare and submit a Request for Handwrite Warrant memorandum, addressed to the Accounting Services Supervisor, Division of Finance, Department of Administration. Include the following information:
- Reason for the handwrite warrant.
  - Batch and sequence number of the 310-20: Handwrite Warrant transaction entered in AKSAS.
  - The following certification statement:  
  
“I certify the facts herein and on supporting documents are correct, this transaction constitutes a legal charge against funds and/or appropriations cited, sufficient funds are encumbered to pay this obligation or there is sufficient unencumbered balance in the funds and/or appropriations to cover this obligation. I am aware to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility, or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-820. Other disciplinary action may be taken up to and including dismissal.”
1. Have the memorandum signed by the person who authorized payment.
  2. Have the finance officer or other certifying officer sign the memorandum next to the certification statement.
  3. Attach the following documentation to the memorandum:
    - Screen print of the 310-20: Handwrite Warrant transaction.
    - Screen print of the appropriation TANAB balance and/or cash balance/fund sufficiency to verify the availability of sufficient funds to issue the warrant.
    - Copy of the vendor invoice or request for payment.
    - Any other relevant back-up documentation.

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4. Hand carry the memorandum and attached documentation to the Division of Finance, Accounting Services Supervisor for approval.
- B. Once approved, the Division of Finance prepares the handwrite warrant and completes the 310-20: Handwrite Warrant transaction. The Division of Finance notifies you when the handwrite warrant is available for pickup. When you pick up the handwrite warrant, you must sign for the warrant on a Warrant Release Request form indicating your name, division, department, date, and time.

### V. Certify the transaction.

- A. After the physical handwrite warrant is received, verify the 310-20: Handwrite Warrant transaction was completed by the Division of Finance. There should be no online errors.
- B. 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 Maintenance*.

- A. The next morning, check DM - Maintain Batches to determine if the handwrite 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 the results of the processed handwrite warrant are not correct, contact the Division of Finance.

### 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 handwrite 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.

A 310-20: Add Warrant Request transaction charges the payment to the financial coding entered in the transaction by the user. AKSAS generates an offsetting entry to increase warrants outstanding in the fund associated with the user-entered collocation code.

#### 310-20: Add Warrant Request (Handwrite)

	<b>Collocation Code</b>	<b>Account</b>	<b>Posting Type</b>	<b>Financial Source</b>
Debit (increase)	Entered by user	Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure	01	UD
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX

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310-xx: Add Warrant Request Screen (Handwrite 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)				DENOMINATOR						
PAYEE NAME														
PAYEE ADDRESS														
CITY				STATE				ZIP						
FISCAL PERIOD CODE			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 handwrite 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 (Handwrite 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 20 Handwrite Warrant	Identifies the specific type of warrant request.
<b>WRT CLASS</b>	REQUIRED Enter <b>HW</b> (Handwrite Warrant).	Identifies the warrant type (general warrant, field warrant, handwrite warrant, etc.).
SCHED PRINT DATE	NOT USED FOR THIS TRANSACTION	For a general warrant, identifies the date the warrant will be printed.
<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.
WRT NUMBER	REQUIRED  Leave blank. The Division of Finance completes this field.	The 8-digit handwrite warrant number printed at the top right of the physical handwrite warrant.
PRINT DATE	REQUIRED  Leave blank. The Division of Finance completes this field.	The date the handwrite warrant was prepared.
<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 handwrite 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 add warrant request transaction.
<b>WARRANT AMOUNT</b>	REQUIRED  Enter the total dollar amount of the handwrite warrant as a positive number. Up to 13 digits (11 to the left of the decimal, 2 to the right).	This field must equal the sum of the financial line AMOUNT fields.

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310-xx: Add Warrant Request Field Entry Table (Handwrite Warrant)		
Field Name	Field Value	Comments
<b>SPREAD AMT (Y/N)</b>	REQUIRED, defaults to N.  N No, do <b>not</b> 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.
<b>DENOMINATOR</b>	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.
<b>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 a valid vendor number, leave these fields blank.</b>		
<b>PAYEE NAME</b>	REQUIRED, if a temporary vendor number is entered for reference TYPE PVN.  Enter the payee name, up to 35 characters, as it should appear on the warrant.	Identifies the payee name as it appears on the warrant if a temporary vendor number is entered for reference TYPE PVN.
<b>PAYEE ADDRESS</b>	REQUIRED, if a temporary vendor number is entered for reference TYPE PVN.  Enter the mailing or distribution address of the payee as it should appear on the warrant. Up to 2 lines, 35 characters each.	Identifies the payee address as it appears on the 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.
<b>CITY</b>	REQUIRED, if a temporary vendor number is entered for reference TYPE PVN.  Enter the city name, up to 30 characters, as it should appear on the warrant.	Identifies the city as it appears on the 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.
<b>STATE</b>	REQUIRED, if a temporary vendor number is entered for reference TYPE PVN.  Enter the 2-character state postal abbreviation as it should appear on the warrant. Leave blank for foreign addresses.	Identifies the state as it appears on the warrant if a temporary vendor number is entered for reference TYPE PVN.
<b>ZIP</b>	REQUIRED, if a temporary vendor number is entered for reference TYPE PVN.  Enter the 5- or 9-digit postal zip code as it should appear on the warrant. Leave blank for foreign addresses.	Identifies the zip code as it appears on the warrant if a temporary vendor number is entered for reference TYPE PVN.
<b>FISCAL PERIOD CODE</b>	REQUIRED, defaults to C.  C Current fiscal year P Prior fiscal year A Accrual  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 (Handwrite Warrant)		
Field Name	Field Value	Comments
ROUTING CODE	NOT USED FOR THIS TRANSACTION	For general warrants, indicates whether a 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 warrants with ROUTING CODE = A should be returned.
<b>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 &amp; Batch Processing.</b>		
REF	DISPLAY ONLY	Reference line number.
TYPE	<p>REQUIRED</p> <p>Enter a reference line for the following required reference type.</p> <p><b>PVN</b> Pay Vendor Number</p> <p>For a list of reference types, press &lt;PF12-Help&gt; on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/MANDATORY REFERENCES and press &lt;Enter&gt;. In the ENTER WARRANT CLASS field, enter HW and press &lt;Enter&gt;.</p>	Identifies a reporting reference, such as pay vendor, invoice, delivery order, or account number.
REFERENCE NUMBER	<p>REQUIRED</p> <p>For reference type PVN, enter the 8-character vendor number for the vendor to whom the warrant is issued.</p> <p>For all other references, enter an identifier, up to 22 alphanumeric characters, associated with the reference TYPE.</p>	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	<p>OPTIONAL</p> <p>Enter a dollar amount associated with the reference TYPE as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p>	Dollar amount associated with the reference line.
DATE	<p>OPTIONAL</p> <p>Enter a date associated with the reference TYPE as <b>MM DD CCYY</b>.</p>	Invoice, statement, or other date associated with the reference TYPE.
COMMENTS	<p>OPTIONAL</p> <p>Enter additional descriptive information, up to 30 characters, for the reference.</p>	<p>Additional descriptive information for the reference such as a description of the purchased product or service.</p> <p>For the PVN reference line, the vendor name displays in this field when the screen is updated.</p>
<b>Financial Line Fields - 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 &amp; Batch Processing.</b>		
FIN	DISPLAY ONLY	Financial line number.

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310-xx: Add Warrant Request Field Entry Table (Handwrite 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. Up to 11 digits (9 to the left of the decimal, 2 to the right).	The dollar amount associated with this financial line.
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.	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.
<p><b>Open Item Fields - Data is entered in the OPEN ITEM fields if this warrant request transaction liquidates an encumbered expenditure open item. When this transaction is processed, AKSAS liquidates the open item and records the payment using the financial coding in the open item. For additional information about open item fields, refer to Section 4: Financial Transactions &amp; Batch Processing.</b></p> <p><b>Do not enter financial coding (SY, CC, PGM, LC, ACCT, FY) on this financial line if the following fields are used. 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, for financial lines liquidating open items.  Enter <b>EN</b> (Encumbered Expenditure).	Identifies the type of open item to be liquidated by this financial line.

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310-xx: Add Warrant Request Field Entry Table (Handwrite Warrant)		
Field Name	Field Value	Comments
NUM	<p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter the 7-digit open item number of the encumbered expenditure to be liquidated by this financial line.</p>	Identifies the specific open item to be liquidated by this financial line.
LINE	<p>REQUIRED, for financial lines liquidating open items.</p> <p>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.</p>	Identifies the financial line number being liquidated.
FLI	<p>REQUIRED, for financial lines liquidating open items. Defaults to <b>N</b> 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 <b>Y</b>, 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 <b>O</b>, the encumbrance identified is fully liquidated, (reduced to zero), and the amount in excess of the encumbrance is paid from unencumbered funds.</p>
LINE DESC	<p>OPTIONAL</p> <p>Press &lt;PF6&gt; and enter additional descriptive information, up to 40 characters, for the financial line.</p>	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.