

SECTION 8: PAYMENTS

Warrant Status Change

INTRODUCTION

Warrant Status Change provides procedures to stop pay or cancel warrants in AKSAS and to cancel/reissue or delete general warrants (warrants printed by AKSAS). Procedures are also provided for processing forgery claims on warrants and for handling warrants that have staledated.

If a warrant is lost, stolen, mutilated, or issued in error, a warrant status change transaction is processed in AKSAS to change the status of the warrant so the warrant can no longer be redeemed.

General Warrants

General warrants (warrant type GN) are internal warrants (the warrants are issued and printed by AKSAS). General warrant request transactions are entered online by agency personnel or, for certain types of payments, processed through an interface. When AKSAS processes the warrant request transactions, warrant records are recorded in AKSAS. The physical warrants are printed and distributed according to the scheduled print date and the routing code specified in the warrant transaction.

Printed, unredeemed general warrants that are active (status AW) on the Warrant Status File may be stop paid, canceled, or canceled/reissued. Unprinted general warrants can also be deleted.

Lost or Stolen General Warrant

A general warrant that is issued correctly, but the physical warrant is lost or stolen before it is redeemed by the payee, can be stop paid by the issuing agency. To record a stop payment on a general warrant, the agency enters and certifies a 340-22: Warrant Status Change transaction in AKSAS and completes a Warrant Status Change Request form. The form is retained by the agency for the current fiscal year and the three prior fiscal years. See Step II in this procedure.

Mutilated General Warrant

A general warrant mutilated or damaged before the warrant is distributed is canceled and reissued by the Division of Finance.

A general warrant damaged after distribution and before redemption is canceled by the issuing agency. The agency enters and certifies a 340-32: Warrant Status Change transaction in AKSAS to cancel the warrant and completes a Warrant Status Change Request form. The form is retained by the agency for the current fiscal year and the three prior fiscal years. If necessary, the issuing agency also records a 310-xx: Add Warrant Request transaction to issue a new warrant to the payee. See Step III in this procedure.

General Warrant Issued in Error

If a general warrant is issued in error, the warrant must be canceled or stop paid in AKSAS. The action taken is dependent on whether or not the physical warrant is available:

Physical warrant in hand - The issuing agency enters a 340-32: Warrant Status Change transaction in AKSAS to cancel the original warrant and completes a Warrant Status Change Request form. The form is retained by the agency for the current fiscal year and the three prior fiscal years. If necessary, the issuing agency also enters a 310-xx: Add Warrant Request transaction to reissue the warrant. See Step III in this procedure.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

No physical warrant - The issuing agency enters a 340-22: Warrant Status Change transaction in AKSAS to stop payment on the erroneous warrant and completes a Warrant Status Change Request form. The form is retained by the agency for the current fiscal year and the three prior fiscal years. If necessary, the issuing agency also enters a 310-xx: Add Warrant Request transaction to reissue the warrant. See Step II in this procedure.

Delete an Unprinted General Warrant

Unprinted general warrants (recorded in AKSAS with a future print date) can be deleted to stop the warrant from being printed. The issuing agency enters and certifies a 340-09: Warrant Status Change transaction in AKSAS and completes a Warrant Status Change Request form. The form is retained by the agency for the current fiscal year and the three prior fiscal years. See Step IV in this procedure.

Payroll Warrants

Payroll warrants (warrant class PR) are external to AKSAS. Payroll warrants are issued and printed by AKPAY (Alaska Statewide Payroll System) and recorded in AKSAS through an interface process.

For the Payroll Warrant Status Change form and instructions, refer to the Division of Finance Payroll System, Payroll-Related Forms/Worksheets web page.

Other External Warrant Types

Warrants external to AKSAS (the warrant is recorded in AKSAS after the physical warrant is printed) are recorded in AKSAS by user-entered transactions (i.e., field warrants and handwrites) or through an interface (i.e., Court, Longevity Bonus, Medical Assistance, Permanent Fund Dividend, Postsecondary, Retirement Benefits, and Welfare Warrants). External warrants are stop paid or canceled in AKSAS by the issuing agency.

Stop Pay an External Warrant

An external warrant that is active (status AW) on the Warrant Status File and is lost or stolen before it is redeemed by the payee, or issued in error and physical warrant is not in hand, is stop paid by the issuing agency. The agency enters and certifies a 340-xx: Warrant Status Change transaction in AKSAS. The transaction minor code is determined by the warrant type. The agency also completes a Warrant Status Change Request form. See Step II in this procedure.

Cancel an External Warrant

An external warrant that is active (status AW) on the Warrant Status File and the physical warrant is in hand can be canceled by the issuing agency. The agency enters a 340-xx: Warrant Status Change transaction in AKSAS. The transaction minor code is determined by the warrant class. See Step III in this procedure.

Returned or Undeliverable Warrant

If a warrant is returned to the agency, the status of the warrant must be verified in AKSAS before further action is taken. Warrants that are stop paid or staledated should be indicated as such on the face of the warrant. An active warrant to which the payee is still entitled should be forwarded to the payee. See Step V in this procedure.

Stale-Dated Warrant

In accordance with *AS.37.05.180 - Limitation on Payment of Warrants*, a Treasury warrant must be redeemed within six months of the date of issue. If a warrant is not redeemed in the six-month redemption period, the warrant is staledated. The status of a stale-dated warrant is changed to SD (staledated) by AKSAS through a monthly interface process. A stale-dated warrant can only be reissued by the Unclaimed Property Section, Treasury Division, Department of Revenue. See Step VI in this procedure.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

Forged Warrant

If a warrant is forged and redeemed by an unauthorized party, the payee may submit a notarized Affidavit of Forgery to the issuing agency. The issuing agency obtains a microfilm copy of the front and back of the forged warrant and completes a Warrant Status Change Request form identifying the warrant as forged. The original Affidavit of Forgery, a copy of the warrant, and the Warrant Status Change Request form are submitted to the Division of Finance. See Step VII in this procedure.

Forgery claims are not processed for permanent fund dividend (PFD) warrants. Contact the Department of Revenue, Permanent Fund Division with inquiries about forged PFD warrants.

Warrant Inquiry

Warrant status change transactions change the status of a warrant on the Warrant Status File. Status changes are viewed online through IW - Warrant Inquiry (select WARRANT DETAIL and enter the WRT NUMBER to be viewed). Status indicators (displayed in the STATUS field) include:

AW	Warrant is active. An active warrant may be redeemed or unredeemed.
CA	Warrant canceled and can no longer be redeemed.
DR	Warrant deleted before it was printed (specific to general warrants).
SP	Stop payment placed on the warrant and it can no longer be redeemed.
SD	Warrant staledated (not redeemed within six months of date of issue).
CR	Warrant canceled and reissued (specific to general warrants).

AKSAS TRANSACTIONS

340-xx: Warrant Status Change

FORMS

Warrant Status Change Request (02-410)
Affidavit of Forgery

PROCEDURES

I. Receive notification of a warrant problem and determine corrective action.

Notification of a warrant problem may be initiated by the payee or agency personnel. If the warrant is:

- **Lost or stolen**, go to Step II to place a stop payment on the warrant.
- **Mutilated**, go to Step III to cancel and reissue the warrant.
- **Issued in error and the physical warrant is in hand**, go to Step III to cancel the warrant.
- **Issued in error and the physical warrant is not available**, go to Step II to place a stop payment on the warrant.
- **Future-dated (general warrants only) and should not be printed**, go to Step IV to delete the warrant.
- **Returned or undeliverable**, go to Step V.
- **Staledated**, go to Step VI.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

- **Claimed as forged**, go to Step VII.

II. Stop pay a warrant in AKSAS.

A warrant lost, stolen, or issued in error and the physical warrant is **not** available must be stop paid in AKSAS. The issuing agency enters a 340-xx: Warrant Status Change transaction to change the warrant status to SP (stop payment) on the Warrant Status File.

NOTE: For the Payroll Warrant Status Change form and instructions, refer to the Division of Finance Payroll System, Payroll-Related Forms/Worksheets web page.

- A. From the AKSAS Main Menu, access **IW** - Warrant Inquiry to display the warrant. Verify the warrant status and that the warrant is not redeemed.
 1. **If the warrant is redeemed (a date is displayed in the REDEEMED field)**, no further corrective action can be taken by the state. Notify the payee the warrant was redeemed and the date of redemption. If the warrant was forged, it is the payee's responsibility to take whatever legal action is appropriate. See Step VII for forgery procedures.
 2. If the STATUS of the warrant is AW (active warrant) and the warrant is not redeemed (no date in the REDEEMED field), continue with Step B.
 3. **If the STATUS of the warrant is other than AW**, the status of the warrant cannot be changed. Notify the payee of the status.
- B. Enter a 340-xx: Warrant Status Change transaction to stop pay the warrant.
 1. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
 - a. Enter **WS** (Warrant Status Change) in the **SELECTION** field.
 - b. Enter **S** (Stop Pay) in the **ACTION** field.
 - c. Enter the warrant class in the **WRNT CLASS** field.

Note: To display a list of valid warrant classes for the WRNT CLASS field, enter a question mark (?) in the WRNT CLASS field. Press <Enter> to display the Warrant Class pop-up window. Press <Enter> again to remove the pop-up window.
 - d. Press <Enter> to display the 340-xx: Warrant Status Change transaction screen.
 2. Enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.
 - a. **DOCUMENT NUMBER** – Defaults to the batch and sequence number assigned by AKSAS. No entry is necessary.
 - b. **ADD'L AUTH RD** - If this transaction requires additional agency authorization, enter the RD code of the person who will authorize this transaction.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

- c. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record stop payment transactions, enter a SOURCE RD CODE as authorized according to department procedures.
 - d. **WARRANT NUMBER** - Enter the eight-digit AKSAS warrant number. Be sure the warrant number entered is the warrant number in AKSAS and not the warrant stock number. For general warrants, this is the number printed after the words "Warrant No" on the physical warrant.
 - e. **WARRANT AMOUNT** – Enter the warrant amount as a positive number.
 - f. **DESCRIPTION** – Enter additional descriptive information, up to 30 characters, for the transaction (i.e., why the payment is stop payed or information about the subsequent reissued warrant).
3. 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 agency certification. 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.

- C. Prepare a Warrant Status Change Request form indicating a STOP PAYMENT is necessary. See Step VIII for procedures on completing the form.
- D. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures.
- E. Verify the stop payment transaction processed correctly.
 1. The next morning, check DM - Maintain Batches to determine if the stop payment 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.
 2. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information is correct. If the transaction did not process correctly, contact the Division of Finance for corrective action.

NOTE: The warrant status can also be verified by accessing the warrant through IW - Warrant Inquiry and verifying the Warrant Status is SP.

III. Cancel a warrant in AKSAS.

Warrants are canceled in AKSAS only if the physical warrant is in hand. General warrants mutilated after distribution and other warrant types mutilated after the warrant issue is recorded in AKSAS are canceled and reissued by the issuing agency. Warrants issued in error (and the physical warrant is in hand) are also canceled by the issuing agency. General warrants mutilated during the printing or distribution process are canceled and reissued by the Division of Finance.

NOTE: Do not use these procedures to cancel a payroll warrant issued by AKPAY. Payroll warrants are canceled in AKPAY and cancel data is passed to AKSAS through the payroll interface. For the Payroll

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

Warrant Status Change form and instructions, refer to the Division of Finance Payroll System, Payroll-Related Forms/Worksheets web page.

- A. If necessary, piece the warrant back together to form a recognizable warrant. Write VOID or CANCEL across the face of the warrant.
- B. From the AKSAS Main Menu, access **IW** - Warrant Inquiry to display the warrant. Verify the warrant status.
 1. **If the STATUS of the warrant is AW (active warrant)**, and the warrant is not redeemed (no date in the REDEEMED field), continue with Step C.
 2. **If the STATUS of the warrant is SP (stop payment)**, the warrant is no longer valid. Write STOP PAYMENT across the face of the warrant. No further action is necessary.
 3. **If the STATUS of the warrant is SD (stale-dated)**, the warrant is no longer valid. Write STALEDATED across the face of the warrant. See Step VI for more information about stale-dated warrants.
- C. Enter a 340-xx: Warrant Status Change transaction to cancel a warrant.
 1. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
 - a. Enter **WS** (Warrant Status Change) in the **SELECTION** field.
 - b. Enter **C** (cancel) in the **ACTION** field.
 - c. Enter the warrant class in the **WRNT CLASS** field.

Note: To display a list of valid warrant classes for the WRNT CLASS field, enter a question mark (?) in the WRNT CLASS field. Press <Enter> to display the Warrant Class pop-up window. Press <Enter> again to remove the pop-up window.
 - d. Press <Enter> to display the 340-xx: Warrant Status Change transaction screen.
 2. Enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.
 - a. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 - b. **ADD'L AUTH RD** - If this transaction requires additional agency authorization, enter the RD code of the person who will authorize this transaction.
 - c. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record cancel transactions, enter a SOURCE RD CODE as authorized according to department procedures.
 - d. **WARRANT NUMBER** - Enter the eight-digit warrant number. Be sure the warrant number entered is the warrant number in AKSAS and not the warrant stock number. For general warrants, this is the number printed after the words "Warrant No" on the physical warrant.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

- e. **WARRANT AMOUNT** – Enter the warrant amount as a positive number.
 - f. **DESCRIPTION** - Enter additional descriptive information, up to 30 characters, for the transaction (i.e., why the payment is canceled or information about the subsequent reissued warrant).
3. 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. 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.

- D. Write the AKSAS batch and sequence number on the face of the warrant, in the upper right corner.
- E. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures.
- F. Verify the cancel transaction processed correctly. For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.
 1. Check DM - Maintain Batches to determine if the 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.
 2. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information is correct. If the transaction did not process correctly, contact the Division of Finance for corrective action.

NOTE: The warrant status can also be verified by accessing the warrant through IW - Warrant Inquiry and verifying the Warrant Status is CA.

IV. Delete a general warrant.

General warrants that are not printed (the PRINT DATE is blank on the warrant status file) may be deleted.

- A. From the AKSAS Main Menu, access **IW** - Warrant Inquiry to display the warrant. Verify the warrant print date and the scheduled print date.
 1. **If the WRT PRINT DATE is blank and the STATUS is AW**, the warrant may be deleted. Continue with Step B.

NOTE: If the warrant should be printed on a different date, refer to Change General Warrant in this section for procedures on changing the scheduled print date.
 2. **If the WRT PRINT DATE is blank and the STATUS is DR**, the warrant has already been deleted. No further action is necessary.
 3. **If a date is displayed in the WRT PRINT DATE field**, the warrant is printed and cannot be deleted. If further action is necessary, go to Step II to process a stop payment or Step III to process a cancellation.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

- B. Enter a 340-09: Warrant Status Change transaction.
1. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
 - a. Enter **WS** (Warrant Status Change) in the **SELECTION** field.
 - b. Enter **D** (delete) in the **ACTION** field.
 - c. Enter **GN** (general warrant) in the **WRNT CLASS** field.
 - d. Press <Enter> to display the 340-xx: Warrant Status Change transaction screen.
 2. Enter data in the following fields. For more detailed information on data entry fields, refer to *Section 4: Financial Transactions & Batch Processing*.
 - a. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 - b. **ADD'L AUTH RD** - If this transaction requires additional agency authorization, enter the RD code of the person who will authorize this transaction.
 - c. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record delete warrants, enter a SOURCE RD CODE as authorized according to department procedures.
 - d. **WARRANT NUMBER** - Enter the eight-digit warrant number. Be sure the warrant number entered is the warrant number in AKSAS and not the warrant stock number. For general warrants, this is the number printed after the words "Warrant No" on the physical warrant.
 - e. **WARRANT AMOUNT** - Enter the warrant amount as a positive number.
 - f. **DESCRIPTION** - Enter additional descriptive information, up to 30 characters, for the transaction (i.e., why the payment is deleted or information about the subsequent reissued warrant).
 3. 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 agency 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.
- C. Prepare a Warrant Status Change Request form indicating a DELETE is necessary. See Step VIII for procedures on completing the form.
- D. Submit the transaction and associated backup to the appropriate individual for certification according to department procedures.
- E. Verify the delete transaction processed correctly. For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

1. The next morning, check DM - Maintain Batches to determine if the delete 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.
2. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information is correct. If the transaction did not process correctly, contact the Division of Finance for corrective action.

NOTE: The warrant status can also be verified by accessing the warrant through IW - Warrant Inquiry and verifying the Warrant Status is DR.

V. Returned or undeliverable warrants.

Returned or undeliverable warrants may have been previously stop paid or staledated in AKSAS. Action taken depends on the status of the warrant and the warrant class.

- A. From the AKSAS Main Menu, access **IW** - Warrant Inquiry to display the warrant. Verify the warrant status.
 1. **If the STATUS of the warrant is AW (active warrant)** and the warrant is unredeemed (no date in the REDEEMED field), determine if the payee is still entitled to the warrant. If so, forward the warrant to the payee. If the warrant was issued in error, go to Step III to process a cancel transaction.

NOTE: If the current date is within three days of six months from the date of issue, the warrant does not have sufficient time to be redeemed before it will staledate. Write STALEDATED across the face of the warrant. Refer to Step VI for more information about stale-dated warrants.

2. **If the STATUS of the warrant is SP (stop payment)**, the warrant is no longer valid. Write STOP PAYMENT across the face of the warrant.
3. **If the STATUS of the warrant is SD (stale-dated)**, the warrant is no longer valid. Write STALEDATED across the face of the warrant. See Step VI for more information about stale-dated warrants.

NOTE: Stale-dated Permanent Fund Dividend warrants are maintained by the Department of Revenue, Permanent Fund Dividend Division. Stale-dated Retirement Benefit warrants are maintained by the Department of Administration, Retirement Benefits Division.

- B. Every attempt must be made to deliver an active warrant to the payee. If the payee cannot be located, it is the issuing agency's responsibility to cancel the warrant in a timely manner.

VI. Stale-dated warrant.

Active warrants that are not redeemed within six months of the date of issue are automatically staledated (status changed to SD) in AKSAS. Stale-dated warrants may be reissued if the payee files a claim with the Unclaimed Property Section, Treasury Division, Department of Revenue. The Unclaimed Property Section can be contacted by phone (907) 465-3726, fax (907) 465-2394, or email (unclaimed_property@revenue.state.ak.us). A searchable database listing unclaimed property (including stale-dated warrants) on file with the Department of Revenue is available at www.revenue.state.ak.us/treasury/ucp/index.htm.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

Stale-dated permanent fund dividend warrants are handled by the Department of Revenue, Permanent Fund Dividend Division. Stale-dated retirement benefit warrants are handled by the Department of Administration, Retirement Benefits Division.

VII. Forgery claim on a warrant.

A redeemed warrant not cashed by the payee may be claimed as a forgery by the payee. It is the responsibility of the payee to obtain a signed and notarized Affidavit of Forgery and to submit the affidavit to the agency that issued the warrant. Forgery affidavits are available at most banks.

- A. Receive a signed and notarized Affidavit of Forgery from the claimant.
- B. From the AKSAS Main Menu, access **IW** - Warrant Inquiry to verify the warrant is redeemed.
 1. **If the STATUS is AW and a date is displayed in the REDEMPTION field** the warrant is redeemed and can be claimed as forged. Continue with Step C.
 2. **If the STATUS is AW and no date is displayed in the REDEMPTION field**, the warrant is not redeemed and cannot be claimed as a forgery. If necessary, go to Step II to process a stop payment.
 3. **If the warrant status is other than AW**, a forgery cannot be claimed. Advise the payee of the status of the warrant.
- C. Obtain a microfilm copy of the front and back of the forged warrant from the Department of Revenue, Treasury Division. As part of the Affidavit of Forgery, the claimant must state that a copy of the forged warrant has been seen.
- D. Prepare a Warrant Status Change Request form identifying the warrant as FORGED. Go to Step VIII for procedures on completing the form.
- E. Submit the following to the Division of Finance, Accounting Services Section:
 - Affidavit of Forgery
 - Microfilm copy of the forged warrant
 - Warrant Status Change Request form
- F. The Division of Finance advises the Department of Revenue, Treasury Division of the forgery.
 1. If the forgery is accepted by the Treasury Division, the Division of Finance reissues the warrant to the original payee and returns a copy of the completed Warrant Status Change Request form to the originating agency. The replacement warrant is returned to the agency for distribution.

***NOTE:** Forged welfare warrants are reissued by the Department of Health & Social Services according to department procedures.*
 2. If the forgery is not accepted, the Division of Finance notifies the originating agency.

VIII. Prepare a Warrant Status Change Request form.

The Warrant Status Change Request (Form 02-410) is used to request a stop payment or forgery claim for all warrant classes or to request a deletion of a general warrant. See *Exhibit 8.C: Warrant Status Change Request* for a sample form.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

- A. Obtain a Warrant Status Change Request form on the Division of Finance web site, Accounting System, AKSAS-Related Forms web page. You may fill out the form by hand, or download the form and complete it as a Word file.
- B. The agency completes the following sections of the Warrant Status Change Request form. A screen print of the warrant from IW - Warrant Inquiry is helpful for completing these fields.
 1. **General Instructions section** – Enter a check in the box preceding the appropriate warrant class to indicate the type of warrant to be stop paid/reissued.
 2. **Completed by Payee section** – Use the screen print of the warrant to enter information for the following field.
 - a. **“Please stop pay and reissue State of Alaska warrant number”** - Enter the eight-digit warrant number assigned to the warrant in AKSAS.
 - b. **AGENCY NAME, ADDRESS, CITY, STATE, and ZIP** – Enter the agency name and address.
 3. **Completed by Agency** - Use the screen print of the warrant to enter information for the following fields.
 - a. **WRT CLASS** – Enter the valid two-character warrant class code of the warrant. Refer to *Exhibit 8.D: Warrant Status Change Transaction Minor Code by Warrant Class* for a list of valid warrant class codes.
 - b. **WARRANT NUMBER** – Enter the eight-digit warrant number assigned to the warrant in AKSAS.
 - c. **AMOUNT** – Enter the face amount of the warrant (from the WRT PRINT AMOUNT in AKSAS).
 - d. **ISSUE DATE** – Enter the date the warrant was issued (from the WRT PRINT DATE in AKSAS).
 - e. **OLD STATUS** – Enter **AW** to indicate the warrant is active.
 - f. **NEW STATUS** – Enter **SP** (stop payment) or **DR** (delete) to indicate the action to be taken on this warrant. Leave blank if submitting a forgery claim.
 - g. **PAYEE NAME, ADDRESS, CITY, STATE, and ZIP** – Enter the payee name and address.
- C. The payee completes the “Completed by Payee” section.
 1. Fax or mail the form to the payee for completion of payee information.

Fax machines are available in most schools, native corporations, State of Alaska offices, and in Alaska villages, communities, and cities. By having the payee complete this section of the form, the payee is provided with the cancelled warrant number and information about the stop pay/reissue process.
 2. The payee enters information in the following fields.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

***NOTE:** The agency can, instead of forwarding the form to the payee, reference another document already on file that contains the above information (i.e., letter from the payee, phone log, etc.).*

- a. **Reason** – Check the box that most closely explains the reason for the warrant status change.
 - b. **Other** – If the reason for the warrant status change is other than those listed, enter a brief description for the change. For example, if submitting a forgery claim, enter “**Forgery.**” If payee information is not available, write “Not Available” in this field.
 - c. **Why Box Checked** – Enter additional information about the warrant status change if necessary.
 - d. **Payee Signature, Phone, Date** – The payee signs and dates the form, and enters a contact phone number.
3. The payee faxes or mails the form back to the agency.
 4. The agency enters a warrant status change transaction in AKSAS and completes the form as follows:
 - a. **AKSAS Batch-Sequence #** - Enter the AKSAS batch and sequence number for the warrant status change transaction.
 - b. **Input RD Code** – Enter the five-digit RD code of the person who entered the warrant status change transaction.
 - c. **Phone #** - Enter the phone number of the person who entered the warrant status change transaction.
 5. Obtain a certifying officer’s signature. Also include the certifying officer’s printed name, and the date, department, telephone number, and mail stop number of the requesting agency.

If you have completed the form as a Word file:

- a. Email the form to the certifying officer.
- b. The certifying officer reviews the form online and, if approved, emails the form back to the person that originated the transaction.

Division of Finance recognizes the certifying officer’s email as the “signature.”

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 340-xx: Warrant Status Change. The accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the Division of Finance. The EX (exploded) accounting entries are generated from the SMF Offset Account Table (SOA). The WR (Warrant Reversal) accounting entries are determined from the warrant's current balance financial coding on the Warrant Status File. 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 Warrant CC is the collocation code to which the original warrant was charged. The financial effect of each entry is indicated in parentheses () after the debit or credit indicator in the first column.

No financial coding is entered in a 340-xx: Warrant Status Change transaction. When the transaction processes, the financial coding associated with the warrant record is reversed. If the financial coding contained in the warrant record is no longer valid in AKSAS, the warrant reversal is recorded to a suspense account. Refer to *Section 9: Journal Entries, Clear Warrants Posted to Miscellaneous Revenue* for more information.

340-xx: Warrant Status Change

	Collocation Code	Account	Posting Type	Financial Source
Stop Pay, Cancel, Delete - Current Year or Prior Year During Reappropriation Period				
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	WR
Credit (decrease)	Warrant CC	Warrant Account	01	WR
Stop Pay, Cancel - Prior Year				
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	WR
Credit (increase)	750000xx	66190 (Prior Year Reimbursement Recovery)	01	WR
Forged Warrants				
Debit (decrease)	Warrant CC	22650 (Warrants Purchased/Not Reconciled)	01	UD
Credit (increase)	900xxxxx	22600 (Warrants Outstanding)	01	EX
Stale-Dated Warrants				
Debit (decrease)	900xxxxx	22600 (Warrants Outstanding)	01	WR
Credit (increase)	750000xx	66190 (Prior Year Reimbursement Recovery)	01	WR

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

340-xx: Warrant Status Change Screen	
FDE 340-32: WRNT STATUS CHG - CANCEL GENERAL WARRANT	B 1566599 S 0001
TRANS CODE MINOR: 32	
DOCUMENT NUMBER: _____	ADD'L AUTH RD: _____
SOURCE RD CODE: _____	
WARRANT CLASS: GN	
WARRANT NUMBER: _____	
WARRANT AMOUNT: _____	
DESCRIPTION: _____	
OLD STATUS CODE: AW	
NEW STATUS CODE: CA	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
UPDAT QUIT SUBMT BASE PFKYS HELP	

SCREEN ACCESS

Use the 340-xx: Warrant Status Change transaction screen to enter a stop pay, cancellation, or deletion of a warrant.

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. On the Financial Data Entry Menu, enter data as follows:
 - a. **SELECTION** - Enter **WS** (Warrant Status Change).
 - b. **ACTION** - Enter **C** (cancel), **D** (delete) or **S** (stop pay).
 - c. **WRNT CLASS** - Enter the two-character warrant class code for the transaction you want to enter.

Note: To display a list of valid warrant classes for the WRNT CLASS field, enter a question mark (?) in the WRNT CLASS field. Press <Enter> to display the Warrant Class pop-up window. Press <Enter> again to remove the pop-up window.

- d. Press <Enter> to display the 340-xx: Warrant Status Change transaction screen.

SECTION 8: PAYMENTS, WARRANT STATUS CHANGE

340-xx: Warrant Status Change Field Entry Table		
Field Name	Field Value	Description
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this warrant status change.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
TRANS CODE MINOR	SYSTEM-ASSIGNED	Identifies the specific type of warrant status change transaction.
DOCUMENT NUMBER	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.
ADD'L AUTH RD	OPTIONAL If additional agency authorization is required for this transaction, enter the RD code of the person who will authorize this transaction.	Identifies an agency approval authority associated with this warrant status change transaction.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record warrant status change transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
WARRANT CLASS	SYSTEM-ASSIGNED	Identifies the type of warrant, i.e., general warrant, field warrant, etc.
WARRANT NUMBER	REQUIRED Enter the 8-digit warrant number of the warrant in AKSAS.	The number of the warrant on the Warrant Status File in AKSAS.
WARRANT AMOUNT	REQUIRED Enter the warrant amount.	The amount of the warrant on the Warrant Status File in AKSAS.
DESCRIPTION	OPTIONAL Enter descriptive information.	This use of this field is left to the agency's discretion. Useful information may include the reason for the warrant status change, or reissued warrant information.
OLD STATUS CODE	SYSTEM-ASSIGNED AW Active Warrant	Identifies the current status of the warrant to be changed.
NEW STATUS CODE	SYSTEM-ASSIGNED CA Cancel DR Delete (WRT CLASS GN only) SP Stop payment	Identifies the action being taken on the warrant.