

FAMIS PROCEDURES MANUAL
VOLUME II - SYSTEM MAINTENANCE MANUAL
CHAPTER XI
AUTOMATED INTEREST MODULE

This chapter describes the features of the Automated Interest Module that was implemented on January 1, 1985 under the system enhancement entitled "The Aging of Vendor Payment". It should be noted that the Aging of Vendor Payment enhancement also provided for the automatic holding of vendor payments under a specified age. The automatic holding feature was suspended in FAMIS on July 1, 1985. This chapter, therefore, excludes the vendor payment aging capabilities that have been suspended and focuses on the features of the Automated Interest Module which are still operational in FAMIS.

AUTOMATED INTEREST MODULE OBJECTIVE

The Automated Interest Module has been designed to satisfy the interest payment requirements set forth in Section 103-10 of the Hawaii Revised Statutes (Payments for goods and services), and to handle the various ways in which vendor payment transactions are recorded in FAMIS. The objectives of the Automated Interest Module are to:

- o Automatically calculate and summarize interest amounts due vendors if the payment is over 45 days;
- o Notify vendors of interest amounts due;
- o Generate interest transactions for reprocessing in FAMIS if interest amounts due to the vendor are greater than a specified sum or threshold value (currently set at \$5.00); and
- o Provide users with the option of directing and posting interest charges to certain classification elements.

The remainder of this chapter describes the modifications that have been made to support these objectives and has been divided into the following sections:

- o Accounting Input Requirements;
- o Calculated Interest Amounts;

- o Interest Summarization Criteria;
- o Generated Interest Transactions; and
- o Other Modifications.

ACCOUNTING INPUT REQUIREMENTS

This section describes the Accounting Input Requirements of the Automated Interest Module. To support the Automated Interest Module, three new accounting input fields have been added to FAMIS. The three new input fields are:

- o Aging Start Date;
- o Payment Type Indicator; and
- o Pre-Audit Release Date.

The remainder of this section describes each of these fields and their functions in the Automated Interest Module.

Aging Start Date

Automated generation of interest amounts requires the input of a date that the system can use to determine:

- o Whether interest amounts are due; and
- o How much interest is due if any.

In FAMIS, this date is called the "Aging Start Date". As specified under Section 103-10, the Aging Start Date currently is defined as the later of the following two events:

- o Date invoice is received; or
- o Date goods/services are satisfactorily received.

Generally, the Aging Start Date must be coded on all vendor payment transactions that are not defined as interest exempt under the provision of Section 103-10. The valid values of the Aging Start Date are described in Exhibit XI-1.

Payment Type Indicator

Automated interest generation also requires that vendor payments be classified and batched by a particular payment type.

In FAMIS, a new field called the "Payment Type Indicator" has been established for this purpose. All vendor payment (SWV) transactions must be batched under the appropriate vendor payment classification and must be assigned its corresponding Payment Type Indicator code. The currently existing values for the Payment Type Indicator field are illustrated in Exhibit XI-1. It should be noted that the Payment Type Indicator associated with interest generated payments (PTI=G) is automatically generated by FAMIS and should not be used in the normal expenditure process.

Vendor Payment Classifications

The Vendor Payment Classifications and their corresponding Payment Type Indicator codes which are currently in effect in FAMIS are:

- o Regular Vendor Payments (PTI=E) - Vendor payments subject to the 45 day interest payment requirements set forth in Section 103-10.
- o Interest Exempt Vendor Payments (PTI=C) - Vendor payments not subject to the 45 day interest payment requirements set forth in Section 103-10.
- o Generated Interest Payments Greater Than Threshold (PTI=G) - Automated interest payments to vendors which are greater than the threshold value. Currently the threshold value is set at \$5.00.

EXHIBIT XI-1

AUTOMATED INTEREST MODULE
ACCOUNTING INPUT REQUIREMENT

<u>NEW FIELD</u>	<u>VALID VALUES</u>	<u>DESCRIPTION</u>
<u>Aging Start Date</u>		
MM	01-12	Month of Aging Start Date
DD	01-31	Day of Aging Start Date
YY	00-99	Year of Aging Start Date
 <u>Payment Type Indicator</u>		
	E	Regular Vendor Payments
	C	Interest Exempt Payments
	G	Interest Generated Payments
 <u>Pre-Audit Release Date (for Central Accounting use only)</u>		
MM	01-12	Month of Pre-Audit Release Date
DD	01-31	Day Pre-Audit Release Date
YY	00-99	Year of Pre-Audit Release Date

Relationship Between PTI and Automated Interest Routines

Currently, the Automated Interest Routines are only performed on regular vendor payment batches (PTI=E). A summary of the relationship between the Payment Type Indicator, the Automated Interest Calculation, and the Aging Start Date edit is illustrated below:

<u>PAYMENT TYPE INDICATOR</u>	<u>AUTOMATIC INTEREST CALCULATION</u>	<u>AGING START DATE EDIT</u>
E	YES	REQUIRED
C	NO	OPTIONAL
G	NO	OPTIONAL

Pre-Audit Release Date

The Pre-Audit Release Date is a new field which is currently reserved for future use. Unlike the Aging Start Date and Payment Type Indicator, the Pre-Audit Release Date's usage is currently undefined and optional for expenditure payment transactions. The valid values for the Pre-Audit Release Date are described in Exhibit XI-1.

CALCULATED INTEREST AMOUNTS

Once the system has determined that interest is due to the vendor (Aging Start Date is over 45 days old) on regular vendor payments (PTI=E), interest amounts will be automatically calculated at the rate specified under Section 103-10 (12 percent per annum). The interest calculation formula that will be used to determine the interest amounts due is:

$$1/365 \times 12\% \times \text{DAYS IN EXCESS OF 45} \times \text{TRANSACTION AMOUNT} = \text{INTEREST AMOUNT}$$

Additionally, the system will summarize these calculated interest amounts by invoice and provide for any credit memo adjustments related to the invoice. Detailed discussions of this process are contained in the next section of this chapter.

INTEREST SUMMARIZATION CRITERIA

After the system has determined that interest amounts are due to the vendor and has calculated the interest amounts due by transaction, the Automated Interest Module will summarize these calculated interest amounts within a Summary Warrant Voucher by:

- o Invoice Number; and
- o Vendor Name.

For credit memo transactions, negative interest amounts will only be incorporated into the summarization criteria above, if the summarized interest amounts are positive.

For example, let us assume that a regular vendor payment batch has been processed under the following conditions:

<u>TRANS. NO.</u>	<u>VENDOR</u>	<u>INVOICE NO.</u>	<u>CALCULATED INTEREST AMOUNT</u>
1	A	1	\$1.00
2	A	1	\$2.00
3	A	1	(\$1.00) (Credit Memo)
4	B	1	\$1.00
5	B	2	\$2.00

Based on these conditions above, the system will generate one summarized interest transaction for Vendor 'A' for \$2.00 (\$1.00 + \$2.00 - \$1.00) and two summarized interest transactions for Vendor 'B' for \$1.00 and \$2.00 for Invoices 1 and 2 respectively.

Now let us assume that another SWV has been processed under the conditions below:

<u>TRANS. NO.</u>	<u>VENDOR</u>	<u>INVOICE NO.</u>	<u>CALCULATED INTEREST AMOUNT</u>
1	A	1	\$1.00
2	A	1	\$2.00
3	A	2	(\$1.00) (Credit Memo)
4	B	1	\$1.00
5	B	2	\$2.00

In this example, the same results will occur as in the previous example except that the summarized interest transaction for Vendor 'A' on Invoice 1 will be \$3.00 instead of \$2.00, and the credit memo transaction will be omitted in the summarization criteria since it will result in a negative interest balance to Vendor 'A' on Invoice 2.

After the interest amounts above are summarized, the system will then segregate them into two categories:

- o Summarized interest transactions less than the threshold value (currently set at \$5.00); and
- o Summarized interest transactions greater than or equal to the threshold value.

The next two sections describe the automated functions associated with each of these categories.

Summarized Interest Transactions Less Than Threshold

After determining that the summarized interest transactions are less than the threshold (currently set at \$5.00), the system will automatically perform the following functions:

- o Update the cumulative interest transaction file with an interest type payment code of "1" and the data elements contained on the original transaction or those overridden by the Department Interest

Payment Descriptor Subtable (D06). Refer to next section entitled "Generate Interest Transactions" for write-up of the department interest transaction classification override capabilities;

- o Reflect these transactions on MBP473 - "Daily Report of Interest Transactions Less Than Threshold" which will be transmitted back to departments for their review daily; and
- o Inform vendors of interest amounts due for subsequent billings by printing the following message on the vendor's remittance advice stub along with the expending agency's department batch reference which will be mailed with the original invoice payment:

"INT. EARNED-BILL w/N 30 DA \$X.XX
TO INVOICE ADDRESSEE -
ATTACH COPY REMIT ADVICE".

An example of the remittance advice that is associated with interest transactions less than the threshold is illustrated in Exhibit XI-2.

Summarized Interest Transactions Greater Than or Equal to Threshold

For summarized interest transactions greater than or equal to the threshold value (currently set at \$5.00), the system will automatically perform the following functions:

- o Update the cumulative interest transaction file with an interest type payment code of "2" and the data elements contained on the original transaction or those overridden by the Department Interest Payment Descriptor Subtable (D06);
- o Generate interest transactions and print an automated SWV for subsequent processing in FAMIS by departments (Refer to next section for details of this function);
- o Reflect these transactions on MBP472 - "Daily Report of Interest Transactions Equal to or Greater Than Threshold" which will be transmitted back to departments for their review daily;
- o Provide for the periodic printing of MBP474 - "Report of Overdue Interest Transactions" which will reflect Interest Generated SWV's that are over 15 days old for the department's immediate action; and
- o Inform vendors of interest amounts forthcoming by printing the following message on the vendor's remittance advice stub along with the expending agency's department batch reference number which will be mailed with the original invoice payment:

"INT. EARNED - WILL BE PAID \$XX.XX
PENDING DEPT. REVIEW".

EXHIBIT XI-2

REMITTANCE ADVICE FOR INTEREST
TRANSACTIONS LESS THAN THRESHOLD (\$5.00)

WARRANT NUMBER **G 115049**

STATE OF HAWAII

REMITTANCE ADVICE

000267 G-0115049 HEALTH

DATE 01/18/88 TO COMMUNITY WORK DAY PROGRAM

VENDOR CODE 00020297500

INVOICE NUMBER	INVOICE DATE	REMITTANCE DATA	AMOUNT
CWD-187	120287	OFFICE SUPPLIES	13788
CWD-187	120287	PHOTO SUPPLIES	7390
CWD-187	120287	REPAIR PRINTER	3988
		INT EARNED-BILL W/N 30 DA TO INVOICE ADDRESSEE- ATTACH COPY REMIT ADVICE	.15

An example of the remittance advice that is associated with interest transactions greater than or equal to the threshold is illustrated in Exhibit XI-3.

GENERATE INTEREST TRANSACTIONS

As described in the previous section, the Automated Interest Modules will automatically generate interest transactions and produce a SWV for interest transactions greater than or equal to the threshold. This section describes the automated routines associated with these generated transactions and has been divided into the following areas:

- o Batching Rules and Processing Scenarios for Generated Interest Transactions;
- o Classification Elements on Generated Interest Transactions; and
- o Department Interest Transaction Override Capabilities.

It should be noted that the department interest transaction override capabilities also apply to updates to the cumulative interest transaction file for summarized interest transactions less than the threshold.

Batching Rules and Processing Scenarios for Generated Interest Transactions

After generating interest transactions related to summarized interest payments greater than or equal to the threshold value, all generated interest transactions pertaining to one SWV will be batched together in a separate batch and assigned a Payment Type Indicator of 'G'. Additionally, these newly created batches will update FAMIS' on-line accounting hold file for printing of an automated SWV with the following batch header information:

- o The same batch type, warrant writing subfund, and department batch reference number as the original batch;
- o A department batch status of 'P'; and

EXHIBIT XI-3

REMITTANCE ADVICE FOR INTEREST TRANSACTIONS
 GREATER THAN OR EQUAL TO THRESHOLD (\$5.00)

WARRANT NUMBER **B003026** **STATE OF HAWAII** REMITTANCE ADVICE
 000002 B 0009028 ACCOUNTING AND GENERAL SERVICES
 DATE 01/18/88 TO ALLIED CONSTRUCTION, INC. VENDOR CODE 000001505300

INVOICE NUMBER	INVOICE DATE	REMITTANCE DATA	AMOUNT
21272	113087	3A1 02-16-5193 INT EARNED-WILL BE PAID PENDING DEPT REVIEW	00021272 21.80 66,349.56

- o A fiscal month equal to the current fiscal month in the system.

Listed below is a recap of the processing scenarios associated with generated interest batches:

- o Generated interest transactions will be sent to the on-line hold file with a batch status of 'P';
- o On the next processing cycle, the system will process the generated interest transactions through the Preliminary Edit Process and produce an automated Summary Warrant Voucher (SWV);
- o The automated SWV will then be returned to departments for normal SWV processing through FAMIS; and
- o Semimonthly, MBP474 - "Report of Overdue Interest" which reflects interest payment transactions on hold for a period greater than 15 days will be generated and distributed to departments for their immediate attention and proper action to ensure timely interest payments to vendors.

It should be noted that the Batch Recall for Correction security process has been modified to prevent departmental personnel from:

- o Deleting an interest generated batch;
- o Deleting an interest generated transaction; and
- o Changing the department code or transaction amount on an interest generated transaction.

If any one of the preceding Batch Recall for Correction functions are required, an explanation to and approval from Central Accounting are required.

Classification Elements on Generated Interest Transactions

The classification elements to be charged on generated interest transactions will be identical as the original transaction with the exception of:

- o Those fields replaced by the department interest transaction override capability which include:
 - oo Appropriation Account (F-YR-APPRN);
 - oo Cost Center;

- oo Department Activity; and
- oo Project Number/Phase.
- o Transaction code which will be:
 - oo TC 226 for positive interest amounts; or
 - oo TC 206 for negative (credit memo) interest amounts.
- o Object code which will always be assigned a value of '7300'; and
- o Optional remittance advice data which will always be "INT PAYMT PER ACT 235/84".

Department Interest Transaction Override Capability

As mentioned in previous sections of this chapter, the Automated Interest Module provides departments with the capability of overriding (replacing) certain data elements when the interest transaction is generated. These data elements include:

- o Appropriation Account (F-YR-APPN);
- o Cost Center;
- o Department Activity; and
- o Project Number/Phase.

To activate this capability, departments must define the criteria on which the override capability will be performed and must specify the values of the replacement fields when the criteria are met by using the Department Interest Descriptor Subtable (D06). Additionally, departments will be provided the option of selectively identifying for certain appropriations the charging of interest to different accounts or to charge interest to a single classification within a given division and fiscal year. It should be noted that if there is no match to the Department Interest Descriptor Subtable (D06)

the system will automatically use the same appropriation account, cost center, department activity, and project/phase that were used on the original transaction that generated the interest charge.

This section describes the requirements and various options associated with the department interest transaction override capability, and is divided into the following areas:

- o Department Interest Descriptor Subtable;
- o Matching Criteria; and
- o Matching Options and Hierarchy.

Because the override capability will be automatically performed by the system, it is important for users to have a thorough understanding of how the override capability works in FAMIS before implementing them in production.

Department Interest Descriptor Subtable

The first requirement in activating the department interest transaction override capability is the establishment of records on the Department Interest Descriptor Subtable (D06). The D06 Subtable serves two purposes in the department interest transaction override capability. First, it is used to identify interest transactions which require replacement of certain data elements, and second, it specifies the values of the data elements that will be replaced on the generated interest transactions.

The format of the Department Interest Descriptor Subtable is divided into four segments:

- o Subtable Number (D06) - Used to identify the Department Interest Descriptor Subtable in the Descriptor Table File. The Department Interest Descriptor Subtable is currently one of forty-five subtables in the Descriptor Table File which range from D01 to D54.

- o Control Key - Used to identify interest transactions that require replacement of certain data elements or in other terms, match against the original transaction from which interest was generated. The usage of the control key is explained in detail in the paragraphs that follow.
- o Information Elements - Used to specify the values of the data elements that will be replaced on the interest generated transactions.
- o Description - Used to describe or identify the particular Department Interest Descriptor Subtable record.

The composition of each of the segments identified above is outlined in Exhibit XI-4. It should be noted that the input coding and data entry procedures for the Descriptor Subtables are described in detail, in Volume II, Chapter II - "Table Maintenance Coding Procedures" and Chapter IV - "Table Maintenance Data Entry". The error codes and messages associated with the Department Interest Descriptor Subtables are contained in Appendix D - "Table Maintenance Error Codes and Messages".

Matching Criteria

The second requirement in activating the department interest override capability is that certain data elements on the transaction from which interest was generated must match the control key of the Department Interest Descriptor Subtable (D06).

The data elements that are matched in performing this second requirement are:

- o Department Code;
- o Division Code (CC or AC); and
- o Appropriation Account (F-YR-APPN).

Once this match criteria has been established, the system will use the classification elements (Appropriation, Cost Center, Department Activity, and Project/Phase) contained in the informational elements of the D06 Subtable on the generated interest transaction.

Matching Options and Hierarchy

When using the department interest override capability, certain departments may wish to direct all interest charges to one classification, others may wish to direct charges a certain way in one division and a different way in another division, others may wish to direct interest charges based on fiscal year, and finally in the extreme case, departments may desire to direct interest charges based on appropriation.

To meet these diverse needs, the system provides for seven matching default options from which departments can chose. These options can be selected individually or in combination to best serve a department's needs.

The seven matching default options are performed in a certain order and are based on the matching criteria described in the previous section. The seven matching default options and their hierarchy in relation to one another are illustrated in Exhibit XI-5.

OTHER MODIFICATIONS

In addition to the system changes described in the previous sections of this chapter, several other modifications have been instituted to implement the Automated Interest Module. This section describes the other modifications that have been implemented and is organized in the following areas:

- o On-line Application Modifications;
- o Vendor Payment Policy and Procedure Changes; and
- o Financial Reports.

EXHIBIT XI-5

MATCHING OPTIONS AND THEIR RELATED HIERARCHY

<u>M A T C H C R I T E R I A ^{A/}</u>							<u>GENERATED INTEREST TRANS</u>
<u>MATCH HIERARCHY</u>	<u>DEPT</u>	<u>CC DIV</u>	<u>AC DIV</u>	<u>FUND</u>	<u>YEAR</u>	<u>ACCT</u>	
1	X	X		X	X	X	REPLACE WITH CLASSIFICATION ELEMENTS IN INFORMATIONAL ELEMENTS SECTION
2	X		X	X	X	X	REPLACE WITH CLASSIFICATION ELEMENTS IN INFORMATIONAL ELEMENTS SECTION
3	X			X	X	X	REPLACE WITH CLASSIFICATION ELEMENTS IN INFORMATIONAL ELEMENTS SECTION
4	X	X			X		REPLACE WITH CLASSIFICATION ELEMENTS IN INFORMATIONAL ELEMENTS SECTION
5	X		X		X		REPLACE WITH CLASSIFICATION ELEMENTS IN INFORMATIONAL ELEMENTS SECTION
6	X				X		REPLACE WITH CLASSIFICATION ELEMENTS IN INFORMATIONAL ELEMENTS SECTION
7							NO MATCH FOUND USE ORIGINAL INPUT CLASSIFICATION ELEMENTS.

^{A/} MATCHING CRITERIA BASED ON COMPARING DATA ELEMENTS IN CONTROL KEY OF D06 DESCRIPTOR SUBTABLE WITH DATA ELEMENTS ON ORIGINAL TRANSACTION FROM WHICH INTEREST IS GENERATED

On-line Application Modifications

This section describes the on-line application modifications that were implemented with the Automated Interest Module. It should be noted that the discussions on the Error File/Warrant Status Inquiry and the Warrant Writing File Maintenance screens have been purposely omitted from this section since the aging capability is currently suspended in FAMIS.

When the Automated Interest Module was implemented, the Batch Recall for Correction Process was modified to prevent:

- o Both Central Accounting and Departmental sign-ons from changing the vendor code and vendor name on expenditure batches with a batch status code of "E" or "R" (Note: Vendor Number Suffix and Vendor Address changes are still allowable); and
- o Departmental sign-ons from performing the following functions on generated interest transactions (PTI="G"):
 - oo Deleting Interest Generated Batch;
 - oo Deleting Interest Generated Transaction;
 - oo Changing the department code or transaction amount on generated interest transactions.

Vendor Payment Policy and Procedural Changes

This section outlines the vendor payment policy and procedural changes that were instituted with the Automated Interest Module. For discussion purposes, these changes have been divided into the following areas:

- o Vendor Code and Name Changes;
- o Warrant Handling and Distribution Changes; and
- o Separate Batching of Interest Charges.

Vendor Code and Name Changes

With the implementation of the Automated Interest Module, departments are no longer allowed to change the vendor code or vendor name on an automated SWV. If an erroneous vendor code/name appears on the automated SWV, the

transaction associated with the erroneous vendor code/name must be deleted through batch recall for correction process and appropriately marked on the automated SWV. The deleted transaction must then be resubmitted with the correct vendor number/name for processing on another SWV. The Batch Recall for Correction has been modified to prevent changes to vendor number/name field once an automated SWV has been produced (Refer to previous section entitled On-line Application Modifications).

Warrant Handling and Distribution Changes

The following highlights the warrant handling and distribution policy changes that were instituted with the Automated Interest Module:

- o Telephone and pick-up services of warrants have been discontinued. All warrants are now routed back to departments through the central messenger service.
- o Routing of warrants to departments on an individual vendor basis has been discontinued. Routing of warrants to departments is only done on a SWV basis.
- o A warrant routing indicator = "1" must be encoded on the SWV and recorded in the system (if Batch Recall for Correction data entered by department) if the warrants associated with the SWV are to be returned back to the department.
- o A red tag indicator = "1" must be encoded on the SWV and recorded in the system (if batch recall for correction data entered by department) if warrants associated with the SWV are to receive priority warrant handling and distribution.
- o Special Warrant Writing routines will automatically be assigned the Red Tag and Warrant Routing Indicators illustrated in Exhibit XI-6.

Separate Batching of Interest Charges

With the implementation of the Automated Interest Module, departments are no longer required to separately batch interest charges. Departments are now allowed to batch interest charges along with other vendor payments.

EXHIBIT XI-6

SPECIAL WARRANT WRITING ROUTINES
 RED TAG AND WARRANT ROUTING MATRIX

<u>SPECIAL WARRANT ROUTINES</u>	<u>RED TAG <u>A/</u> IND</u>	<u>WARRANT <u>B/</u> ROUTING IND</u>
(1) TAX REFUNDS	1	"BLANK"
(2) MEDICARE REFUND	1	"BLANK"
(3) HHA-RENT SUPPLEMENT PAYMENTS	1	"BLANK"
(4) DOD-UNIFORM ALLOWANCE PAYMENTS	1	1
(5) JURY PAYROLL PAYMENTS	1	"BLANK"
(6) ELECTION PAYROLL	1	1
(7) PAYROLL BOND REFUNDS	1	1

A/ THE RED TAG INDICATION = "1" WILL INDICATE PRIORITY PROCESSING OF WARRANTS.

B/ THE WARRANT ROUTING INDICATOR = "BLANK" WILL INDICATE WARRANTS TO BE MAILED, WHILE AN INDICATOR = "1" WILL INDICATE THAT WARRANTS ARE TO BE RETURNED BACK TO THE DEPARTMENT.

Financial Reports

This section highlights the new reports that were added with the Automated Interest Module. It should be noted that if detailed discussions are required for any of the FAMIS reports below, references should be made to Volume I, Chapter VIII - "Financial Reporting".

Listed below are the reports that were added when the Automated Interest Module was implemented:

- o MBP472 "Daily Report of Interest Transactions Equal to or Greater Than Threshold" - Reflects daily interest transactions greater than or equal to the threshold value (\$5.00). This report is distributed daily and shows both the generated interest amounts along with the transaction that caused the interest.
- o MBP473 "Daily Report of Interest Transactions Less Than the Threshold" - Reflects daily interest transactions less than the threshold value (\$5.00). This report is distributed daily and will page break by SWV.
- o MBP474 "Report of Overdue Interest" - Identifies interest SWV's that have not been processed for the last 15 days. This report is distributed to departments semi-monthly.
- o MBP475 "Cumulative Interest Transaction Report" - Reflects all interest transactions that were generated and paid to vendors with TC 226 and 206. This report is available to departments on request and contains three sections:
 - oo Interest Less Than \$5.00;
 - oo Interest Greater Than or Equal to \$5.00; and
 - oo Interest Amounts paid.

It should be noted that the following reports have not been included in the discussions above due to the suspension of vendor aging capabilities.

- o MBP476 "Report on Audited Claims Payable".
- o MBP484 "Warrant Writing Transactions on Hold by Department, Division, and Dept. Reference No.".
- o MBP485 "Report of Warrant Writing Transaction by Scheduled Payment Date, Warrant Writing Subfund, and CVN".
- o MBP486 "Daily Report of Transactions Posted to the Warrant Writing File".

- o MBP487 "Report of Summary Warrant Vouchers in Error".
- o MBP775 "Warrant Writing File Maintenance Transaction Report".