FAMIS PROCEDURES MANUAL

VOLUME II - SYSTEM MAINTENANCE MANUAL

CHAPTER VII

WARRANT WRITING
PROCESS OVERVIEW

Warrant Writing is the process by which warrants are produced for payments for goods or services which have been received by the State. Since this typically involves a large volume of activity, the process of producing the warrant is automated.

The State has developed a new Central Warrant Writer (CWW) which is a separate system from FAMIS. The purpose of this chapter is to describe the relationship of CWW System to FAMIS.

CENTRAL WARRANT WRITER OBJECTIVES

The CWW replaces the SWAS and Bill Payments warrant writer. On the other hand, payroll and other special warrant writing systems continue to operate unchanged. The objectives of the CWW are to:

- consolidate into a single central warrant writer, selected aspects of the old SWAS and Bills Payments Warrant Writer System; and

- utilize a warrant writing system which has a uniform structure and central procedures for generating the various types of warrants for vendor payments and other special payments.

CWW OVERVIEW

To support these objectives, the CWW is based on the principle of a single warrant writing file which contains all warrant writing transactions from a variety of processes and systems. An overview of the CWW is shown in Exhibit VII-1. As illustrated, the CWW receives transactions from FAMIS as well as the special "user department" systems. The CWW consists of three primary jobs:

- Print Warrants to be Issued Summary which produces a report to inform EDPD data control clerks of the balance and count for each class of warrants that are ready for warrant writing;

- Print Warrants Remittance Advices and Overflow Advices which produces the warrant and remittance advices and, if required, the remittance overflow advices; and

CENTRAL WARRANT WRITING PROCESSING FLOW
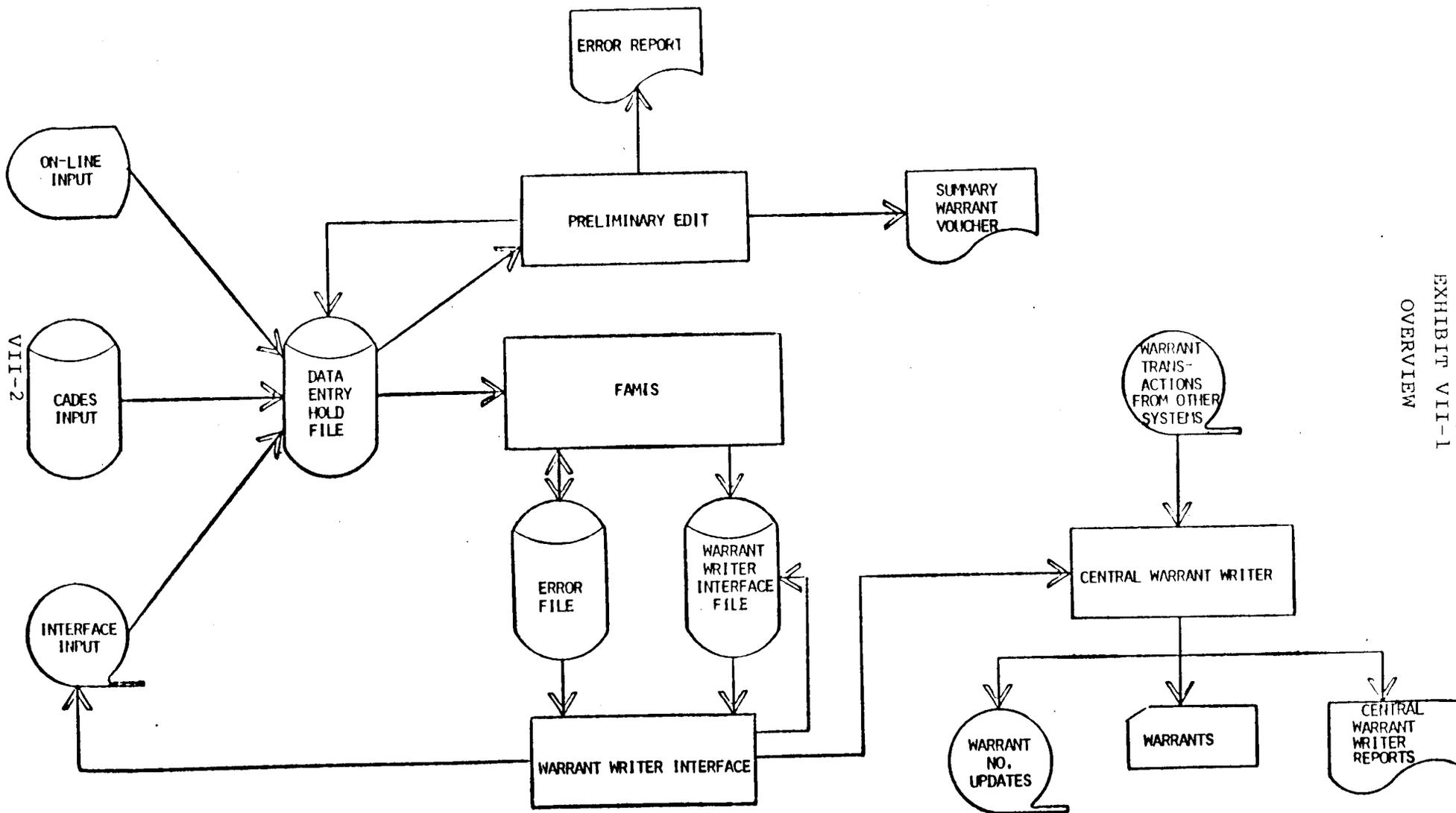
EXHIBIT VII-1
OVERVIEW

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● <u>Print Warrant Writing Reports</u> which print all user related warrant
reports. These reports are:

- Summary Warrant Voucher Report
- Warrants Issued Register
- Department Warrants Issued Report

WARRANT WRITING AND FAMIS

As noted, CWW receives information from FAMIS and other special automated

systems. In turn, FAMIS also receives data related to disbursements from the

other warrant writing systems. Five categories of warrant transactions enter

FAMIS. The transaction categories are:

● FAMIS Warrant Writing Transactions;

● User Department Warrant Writing Transactions;

● Warrant Writing Transactions other than CWW;

● Payroll Transactions; and

● Manual Warrant Writing Transactions.

Each of these transaction categories is discussed in the following sections.

FAMIS Warrant Writing Transactions

The process of transactions being passed to the CWW by FAMIS begins with

the input of a FAMIS disbursement transaction. If the disbursements are

entered by a department, the transaction is passed through the Preliminary

Edit where trial postings are performed and an automated Summary Warrant

Voucher (SWV) is prepared. The automated SWVs are returned to the expending

department for:

● authorizing signatures;

● inclusion of supporting documentation such as Purchase Order,
Receiving Report and Invoice; and

● necessary corrections.

Department approved, SWVs are then sent along with their supporting documentation to DAGS central accounting. There, the preaudit section performs a review and then passes approved SWVs to UARB (Uniform Accounting and Reporting Branch). UARB enters the Comptroller's Voucher number on the SWVs, assigns a batch date and number and releases the transactions into FAMIS for batch processing. If the batches are entered directly by UARB instead of the departments, the Preliminary Edit Cycle may be bypassed. If there are no errors associated with any transactions in a batch, the transactions are passed to the CWW for warrant production.

Warrant writing transactions are identified in FAMIS by two classification elements. They are the Warrant Writing Indicator, which is retrieved from the Transaction Code Decision Table and the Batch Type, which is coded on input. Valid values for the Warrant Writing Indicator are:

- blank - No Warrant;
- 1 - Automated Warrant;
- 2 - Credit Memo; and
- 3 - Manual Warrant.

These transactions will only be passed to the CWW if they are entered in one of the following batch types:

- I - Contract Payments - Manual Warrant;
- J - Contract Payments - Automated Warrant;
- K - Other Payments - Manual Warrant;
- L - Other Payments - Automated Warrant;
- 3 - Other Payments - Interface Batches - Automated Warrant; and
- 5 - Contract Payments - Interface Batches - Automated Warrant.

The manual warrant transactions are not actually passed to the CWW system. Instead, they are held on the interface file so that warrant issuance transactions may be generated.

Once payment transactions meeting the above criteria have passed through the FAMIS batch processing cycle, they are posted to the warrant transaction file. At the end of the day, FAMIS passes all valid automated warrant writing transactions to the CWW for warrant production that night. However, if any transactions in a batch remain on the error file, the valid posted transactions from that batch are not passed to the CWW. Rather, the valid payment transactions remain on the warrant writing interface file until all transactions from that batch are either corrected or deleted from the error file.

When transactions are released to the CWW, a FAMIS accounting transaction is generated to record the issuance of the warrant. The transaction reduces the Audited Claims Payable account and establishes the Warrants Payable balance. The generated warrants payable transactions are posted to FAMIS during the next batch processing cycle.

One of the steps performed by the CWW system is the generation of a file containing the warrrant numbers assigned to the FAMIS payment transactions. The next day this file is used to update the FAMIS history file. The night's previous payment transactions are found on the history file and updated with the appropriate Warrant Number.

User Department Warrant Writing Transactions

User department transactions are detailed disbursement transactions prepared by systems other than FAMIS but which still use the CWW to prepare their warrants. User department warrant writing transactions are used to make

the following special disbursements:

- DOD National Guard Payments;

- HHA Rental Supplement Payments;

- Jury Payroll;

- Election Payroll;

- Medicare Refunds; and

- Tax Refunds.

These detailed disbursement transactions are summarized by the expending department into a single accounting entry for input into FAMIS. The summarized transactions are coded on an SWV - Manual (C-08) form. These transactions update the FAMIS financial files but are not placed on the FAMIS warrant writing interface file. There are only two User Department payment transactions. They are:

TC 934 To Record Expenditure Charges For User Department
Warrant Writing Transactions

- DR 850 Expenditure Costs/Non-Costs
  CR 360 Warrants Payble

TC 935 To Record Revenue Refunds For User Department
Warrant Writing Transactions

- DR 800 Revenues/Non-Revenues
  CR 360 Warrants Payable

These transactions are coded on the SWV-Manual (C-08) and have a batch type of "S". The transaction codes reference a Warrant Writing Indicator of "0", indicating that these transactions should not send a warrant writing record to the CWW. Instead, the CWW produces the warrants at a detailed level for these transactions by extracting the detailed information provided by user department tapes/cards.

Other Warrant Writing Systems (OWWS) are special purpose warrant writers used by various agencies to support their programs. OWWS are currently processing the following types of payments:

- Welfare Payments;

- Legislature Payments;

- Unemployment Compensation Payments; and

- Employment Securities Administration Payments.

Warrant disbursement transactions from these systems are summarized by the issuing agency or department for input into FAMIS. These transactions are similar to the user department warrant writing transactions except the CWW does not produce the warrants and a variably encoded FAMIS general ledger account must be encoded on the input transaction used to record the disbursement in FAMIS.

OWWS transactions are coded on the SWV-Manual (C-08). These documents should be entered into FAMIS with a batch type of 'T', (Journal Voucher) even though the SWV - Manual form is used instead of the Journal Voucher form. These transactions are not passed to the CWW by FAMIS. A general ledger account number must be encoded on the SWV-Manual to indicate the specific Warrants Payable account to be credited. As there is no specific column of the SWV-Manual for the input of the General Ledger number, it must be encoded in the Optional Departmental Data field. The proper form for entering the general ledger number is:

$$G/L \ NO. = XXX$$

Like user department transactions, there are two special transactions for OWWS disbursements. They are:

TC 936 To Record The Issuance Of Expenditure Warrants Produced By
        Warrant Writing Systems Other Than The Central Warrant Writer
        And Payroll

● DR 850 Expenditure Costs/Non-Costs
   CR XXX Various Warrants Payable

TC 937 To Record The Issuance Of Revenue Refund Warrants
        Produced By Warrant Writing Systems Other Than The
        Central Warrant Writer and Payroll

● DR 800 Revenues/Non-Revenues
   CR XXX Various Warrants Payable

The department issuing the OWWS warrants sends a tape of warrants issued

to the Warrant Reconciliation System (WRS). This process is described in the

last section of this chapter.

Payroll Warrant Writing System

The Payroll Warrant Writing System produces payroll warrants for all State

employees. These transactions completely bypass the CWW. The payroll warrant

transactions are summarized and passed to FAMIS through the payroll interface

program. This special interface generates financial transactions to record

the various disbursement charges for payroll and updates the appropriate FAMIS

financial files.

The two entries passed by the payroll interface are:

TC 808 To Record Payroll Expenditures Related To Blanket Encumbrances

● DR 850 Expenditure Costs/Non-Costs
   CR 360 Warrants Payable

   DR 730 Reserve for Encumbrances
   CR 750 Claims Encumbrances

TC 809 To Record Payroll Charges

● DR 850 Expenditure Costs/Non-Costs
   CR 360 Warrants Payable

Normally, the interface passes transaction code 809 as payroll costs are usually not encumbered. However, at the end of the year, funds which are subject to reversion and lapsing must be encumbered. When funds have been encumbered, the interface passes transaction code 808 to FAMIS to record the payroll expenditure.

The interface passes TC 808 to FAMIS when the Payroll Encumbrance Code equals 'A'. Moreover, the interface also sets the Fiscal Year in the Appropriation Symbol to the prior fiscal year and it constructs a reference document number which identifies the underlying encumbrance. The eight-digit document number is the Appropriation Symbol. Therefore, the reference document number consists of the Fund, Year, Appropriation Account and Department. This technique facilitates the matching of payroll encumbrance documents to a particular appropriation account.

MANUAL WARRANTS

Manual warrant transactions are disbursement transactions for which warrants have already been manually produced and issued. Usually manual warrants are issued due to: emergencies; long names; long addresses or special payroll clearing account cash requirements. Although the payment transactions are entered into FAMIS, they are not passed to the CWW.

Manual warrant transactions are coded in the SWV-Manual (C-08). They use the same transaction codes as regular payments but have a different batch type. If the manual warrant payment is related to a contract, batch type 'I' should be used, otherwise batch type 'K' should be used.

Input of payment transactions in a batch type of 'I' or 'K' indicates to FAMIS that a manual warrant has already been prepared. As a result, these transactions are not passed to the CWW. They are, however, held on the

warrant writing interface file until transactions are generated to record the warrant issuance. Once the warrant issuance transactions have been generated, the payment transaction is deleted from the interface file.

Transactions contained in a batch type of 'I' or 'K', indicate that a manual warrant has been written, and therefore require that a warrant number be entered on the transaction. Since the SWV-Manual form does not have a column specifically for warrant number, the warrant number must be input in the optional departmental data column in the following manner:

WARR. NO. = XXXXXX

The final step in the manual warrant cycle is the liquidation of the warrant. This step is discussed in the next section since it is the same for all warrant writing transactions.

WARRANT LIQUIDATIONS

The final step of the warrant cycle for every type of warrant produced is a recognition of the cash disbursement and the liquidation of the warrant payable. Each warrant writing system sends a tape of warrants issued to the Warrant Reconciliation System (WRS). This tape contains the Warrant Writing Subfund, warrant number and amount. At month end, a tape is received from the bank(s) which provides a listing by warrant number and amount of all warrants cashed. The list of warrants produced is matched to the list of the warrants cashed. Based on this data, Central Accounting prepares a manual Journal Voucher transaction for input into FAMIS. This transaction liquidates the warrants payable and recognizes the related cash disbursement.

Changing the Batch Header

A batch will be out of balance if the batch header transaction count and/or batch amount are erroneous. After viewing the batch and discovering no coding or keying errors, the operator examines the batch header data for possible errors by selecting the Change Batch Header Screen. Exhibit VII-10 shows an example of the Change Batch Header Screen. If the batch header information has been keyed incorrectly, the following steps are performed:

o Select Function B = Changing Batch Header; and

o Press the 'ENTER' key.

The operator changes the amount and/or count fields on the Batch Header and then presses the 'ENTER' key. After correcting the batch header, the system returns the user to the Recall a Batch for Correction Screen.

Changing a Transaction in the Batch

After displaying the Recall a Batch for Correction Screen, the operator selects a transaction to be corrected as follows:

o Enter function C = Changing Accounting Transaction;

o Enter the transaction sequence number; and

o Press the 'ENTER' key.

The desired transaction automatically appears on the General Accounting Input Screen with a next sequence number field. Exhibit VII-11 shows an example of the General Accounting Input Screen which is associated with the recall batch for correction process.

If correction to only one transaction is desired, the operator makes all necessary changes to the data fields to correct the input transaction and leaves the next sequence number field blank. After completing changes to the transaction, the operator presses the enter key and returns to the Recall

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Batch for Correction Screen. If correction to more than one transaction is desired, the operator makes all necessary changes to the data fields to correct the initial input transaction recalled and enters the sequence number of the next transaction to be corrected in the next transaction number field. After completing changes to the recalled transaction, the operator presses the enter key and if no errors are detected, the transaction will be corrected and the input transaction as indicated in the next sequence number field will be displayed for correction. Operator continues this method of transaction correction until all transactions within the batch are corrected.

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EXHIBIT VII-10

CHANGE BATCH HEADER

ENTER FUNCTION ('ENTER' TO CHANGE BATCH INFORMATION, PF12 TO GO TO MENU)

```
          BATCH TYPE:         X
          DEPT:               XX
          DEPT BATCH REF NO:  XXXXXXXX
          BATCH DATE:         MM DD YY
          BATCH NO:           XXX

     FISCAL MONTH: XX
     COMPTR VOUCHER NO: XXXXXXXX
     WARRANT WRITING SUB-FUND: X
     WARRANT ROUTING IND: X
     RED TAG IND: X
     DEPT BATCH STATUS: X
     CENTRAL ACCTG BATCH STATUS: X

     NUMBER OF TRANSACTIONS IN BATCH (PREVIOUSLY ENTERED): XXXX
     BATCH AMOUNT (PREVIOUSLY ENTERED):            XXXXXXXXXXXX
```

XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX

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EXHIBIT VII-11

GENERAL ACCOUNTING TRANSACTION INPUT
ENTER FUNCTION: X (F=FRESH SCREEN, N=NEXT TRANS, PA1=RETURN TO RECALL,
          PA2=GO TO BATCH BAL, PF12=MENU, PF11=VENDOR DISPLAY)

B-TYPE: X DEPT: XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXXX WWSF: X WRI: X RTI: X BATCH-EDIT-OPTION: XXXXXXXXXXXXXXXXXXXX
                TRANSACTION-SEQUENCE-NUMBER: XXXXX

TC: XXX F: X YR: XX APP: XXX D: XX AL: XX S/O: XXXX FD: XX GAAP-FUND: XX
GAAP-SFUND: XX   CC: XXXX   PROJ: XXXXXX PH: XX   DA: XXX   GL-ACCT: XXX
VENDOR-NO: XXXXXXXXXX XX   INV: XXXXXXXXXXXX   INV-DATE: MM DD YY
CDN: XXXXXXXX XX   DOC-DATE: MM DD YY   RDN: XXXXXXXX XX   SL-ACCT: XXXXXX
WARRANT-NO.: XXXXXXXX   AMOUNT: XXXXXXXXXXXXX   M: X   R: X   F-CTL-OVERRIDE: X

          OPT-D-DATA: XXXXXXXXXXXXXXXXXXXXXXX
          OPT-REMIT-DATA: XXXXXXXXXXXXXXXXXXXXXXXXXX
     VENDOR NAME ENTERED: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                              -
                                              NEXT-SEQUENCE-NO: XXXXX
VENDOR LOOKED UP: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          ADD1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          ADD2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          CITY: XXXXXXXXXXXXXXXX   STATE: XX   ZIP: XXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX

View Or Print Batch Screen

Access to the View or Print Batch Screen is obtained from the FAMIS Master Menu by entering '52' followed by the 'ENTER' key. The View or Print Batch Screen is shown in Exhibit VII-12. To display the current batch shown on the screen, the user depresses the 'ENTER' key. The screen will display the first ten lines of the batch.

If the user desires to view a specific batch, the batch header data elements are entered on the screen. To view the first page of the batch, the user enters the 'F' function followed by 'ENTER'. To view the next page of the batch the user enters the 'N' function followed by 'ENTER'.

If the user desires to make changes to the batch being viewed, the PA1 function key is depressed. This allows the screen to display 'Recall A Batch For Correction Screen'.

To view or print the batch header associated with the current batch being viewed, the user depresses the PA2 function key. To return to the main menu, the user depresses the PF12 function key.

View Or Print Batch Headers

The View or Print Batch Header Screen, as shown in Exhibit VII-13 is used to view the batch headers of those batches which have not gone through the batch edit/update cycle. Batches which have been given an 'H' or hold status and batches which have an 'R', Release Status, but have not been submitted to batch edit/update are the typical batches called for the view function.

The user accesses the View or Print Batch Header Screen from the FAMIS Master Menu by depressing '53' and 'ENTER'. The View or Print Batch Header Screen is displayed. The user then enters the two-position department code and depresses the 'ENTER' key. The screen displays the first ten batch

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EXHIBIT VII-12

VIEW OR PRINT BATCH

ENTER FUNCTION: X (F=FIRST PAGE, N=NEXT PAGE, P=PRINT BATCH, PA1=GO TO RECALL,
                 PA2=GO TO VIEW OR PRINT BATCH HEADERS, PF12=MENU)
B-TYPE: X DEPT:XX DBRN: XXXXXXXX FM: XX B-DATE: MM DD YY B-NO: XXX
CVN: XXXXXXX WWSF: X WRI: X RTI: X BATCH-EDIT-OPTION: XXXXXXXXXXXXXXXXXXXX
B-STATUS: X

XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
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XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X
XXXXX XXX X XX XXX XX XXXX XXXX XXXXXXXX XXX XXXXXXXXXX ZZ,ZZZ,ZZZ,ZZ9.99 X X

        TRANSACTION COUNT: ZZZZ9   BATCH AMOUNT: ZZ,ZZZ,ZZZ,ZZ9.99
        ENTER STARTING SEQUENCE NUMBER (IF DESIRED): XXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX

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EXHIBIT VII-13

VIEW OR PRINT BATCH HEADERS

ENTER FUNCTION: X (F=FIRST PAGE, N=NEXT PAGE, S=SELECT A BATCH, P=PRINT HEADER,
PA2=GO TO VIEW OR PRINT A BATCH, PF12=MENU)

DEPT: XX

SEL	BATCH ID	ST	E O	WW SF	WR I	RT I	FM	CVM	DBRN/ DATE-NO	TRANS CNT	TRANS AMOUNT
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99
X	XXXXXXXXXXXXXXX	X	X	X	X	X	XX	XXXXXXXX	XXXXXXXX	ZZZZ9	ZZZZZZZZZ9.99

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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headers for the department. The user may continue to view additional batch headers by depressing the 'ENTER' key. This will allow the user to scroll through all batch header records which have not been processed through edit/update.

The user also has the option to view only the first ten batch header records by entering the 'F' function followed by depressing the 'ENTER' key. The next ten batch header records may be viewed by selecting the 'N' function, followed by depressing the 'ENTER' key.

To select a specific batch from the batch headers which are currently displayed on the screen, the user inputs the 'S' function. The user may select the specific batch by moving the cursor to the first column (SEL) for the desired batch. Any character may be entered in the 'SEL' column. The user then depresses the 'ENTER' key and the batch is selected. If the user desires to display the selected batch, the PA2 function key is depressed. The selected batch is then displayed on the new screen. To return to the view or print batch header screen, the user depresses the PA2 function key.

To return to the main menu, the user depresses the PF12 function key.