

Payment Processing in SFMA

What you always wanted to
know about making a
payment!

Topics Covered

- Vendors and Vendor Numbers
 - What they are
 - How to find them
 - How to find vendor payment history
- Payment Information
 - Was a payment made
 - What is the warrant number
 - What is the warrant status
 - How to make a new payment

What is the 'KEY'?

- On each of the screens (profiles) we will preview, certain information is entered to retrieve the information you are looking for.
- This is called the 'key' and differs from screen to screen.
- Most, but not all screens require at least the agency number
- Most of the vendor screens do not require agency.

What is a Vendor Number?

- In SFMA, we add '1' to the taxpayer id of the vendor. This can be a federal id (FEIN) or a social security number. OR
- For state employees there is an 'OR' number generated by Personnel. We add '1' to this number for the employee vendor number.
- There are also one-time vendor numbers which begin with '9'.
- Foreign vendors begin with '2'.

Vendor Inquiry Screens

The vendor inquiry screens are:

- 3A – Vendor Alpha Inquiry

- Use if you know the vendor name

- 3N – Vendor Number Inquiry

- Use if you know the vendor number

3A – Vendor Alpha Inquiry

- This screen is accessed two ways:
 - by typing 3A in the 'LINK TO' field, enter OR
 - With the cursor in vendor name field of any transaction entry screen, press F1
- Select Vendors from: S (systemwide)
- Search Name:
 - If a company, use the first 3 characters of the company name
 - If an individual, use the first 3 characters of the last name

3A – Vendor Alpha Inquiry

- I'm looking for American Property Management
- When I put in just the first three characters – 'ame' it pulls in way too many vendors (they are listed alphabetically)
- Since I didn't want to scroll through the records, I entered American Prop as the search name.

Find the Vendor Number (3A)

File Edit Transfer Fonts Options Macro View Window Help



SQ3A VER 2.0 STATE OF OREGON 04/19/06 02:25 PM
 VENDOR ALPHA INQUIRY PROD

SELECT VENDORS FROM: **S** (S=SYSTEMWIDE, A=AGENCY)
 SEARCH NAME: AMERICAN PROP AGY: VENDOR TYPE:

S	VENDOR NO / MC SC	PDT	VENDOR NAME	ADDRESS
	1931173413 000 A MA		AMERICAN PROPERTY MANAGEMENT	2154 NE BROADWAY PO BOX 12127
	1931173413 001 A MA		AMERICAN PROPERTY MANAGEMENT	2154 NE BROADWAY STE
	1931173413 003 A MA		AMERICAN PROPERTY MANAGEMENT	1515 SW 5TH AV STE 5
	1931173413 004 A MA		AMERICAN PROPERTY MANAGEMENT	U STORE SELF STORE 1501 HAWTHORNE AVE N
	1931173413 502 A MA		AMERICAN PROPERTY MANAGEMENT	PO BOX 12529
	1931173413 002 A MA		AMERICAN PROPERTY MANAGEMENT	IN ATTN: AMBER ZWETSCH

3N – Vendor Number Inquiry

- Access this screen two ways:
 - by typing **3N** in the 'LINK TO' field, **enter**
 - OR**
 - With the cursor in Vend/MC fields of any transaction entry screen, **press F1**
- **Vendor No:** type number here

Find the Mail Code (3N)

File Edit Transfer Fonts Options Macro View Window Help

SO3N VER 2.0 STATE OF OREGON 04/19/06 02:28 PM
VENDOR NUMBER INQUIRY PROD

VENDOR NO: 1931173413 AGY:

S	VENDOR NO /	MC	PDT	SC	VENDOR NAME	ADDRESS 1
	1931173413	000	MA	A	AMERICAN PROPERTY MANAGEMENT	2154 NE BROADWAY
	1931173413	001	MA	A	AMERICAN PROPERTY MANAGEMENT	2154 NE BROADWAY STE
	1931173413	002	MA	A	AMERICAN PROPERTY MANAGEMENT I	ATTN: AMBER ZWETSCH
	1931173413	003	MA	A	AMERICAN PROPERTY MANAGEMENT	1515 SW 5TH AV STE 5
	1931173413	004	MA	A	AMERICAN PROPERTY MANAGEMENT	U STORE SELF STORE
	1931173413	500	MA	A	AMERICAN PROPERTY MANAGEMENT I	PO BOX 12127
	1931173413	502	MA	A	AMERICAN PROPERTY MANAGEMENT	PO BOX 12529

The remit address I'm looking for is PO Box 12529 -

Vendor Inquiry screens – From the transaction entry screens (3A)

- When in the middle of entering a transaction and you need to find the vendor number:
 - Place your cursor in the vendor name field
 - F1 – takes you to the 3A screen
 - 'S' for (systemwide)
 - Type at least first 3 characters of name - enter
 - Type S in the Select Column of the vendor number you choose
 - Press F9 – you and the vendor number will be returned to the transaction entry screen!

Vendor Inquiry screens – From the transaction entry screens (3N)

- When in the middle of entering a transaction you can access the 3N screen:
 - Place your cursor in either the vendor number or vendor mail code field
 - **F1** – takes you to the 3N screen
 - Type '**S**' in the Select Column of your choice -
 - Press **F9** – you and the number you choose will return to the entry screen!

Vendor Profile Screens

- You must have the vendor number to access the information on these profiles.
 - 52 – Statewide Vendor Profile
 - This is considered the '000' mail code
 - This is the legal (IRS) name of a company or individual
 - 51 – Vendor Mail Code Profile
 - This contains all valid address codes.

52 Statewide Vendor Profile

- Agencies add new vendors on this screen.
- If you try to enter a vendor that already exists, you will get a security error.
- Newly added profiles will have a status code of 'R'.
- Profiles you add by 11 am will be activated that afternoon.

51 Vendor Mail Code Profile

- Agencies add new mail codes (addresses) to pre-existing vendors on this screen.
- Mail codes are entered sequentially.
- You can find the next mail code by going to the 3N screen
- Newly added profiles will have a status code of 'R'.
- Profiles you add by 11 am will be activated that afternoon.

SFMS Vendor Guru

- Visit our website for complete vendor information

http://egov.oregon.gov/DAS/SCD/SFMS/desk_manual.shtml PROF1

- Our Vendor Guru is Tammy Lyons
 - 503-373-1044, ext 240
- Email
 - Vendor SFMS 1 * DAS SCD

SFMS ACH Guru

- Visit our website for complete ACH (direct deposit) information

<http://www.oregon.gov/DAS/SCD/SFMS/ach.shtml>

- Our ACH Guru is Inna Cutting
 - 503-373-1044, ext 247
- Email
 - ACH Coordinator

Payment Information

- You need a vendor number to find out if a payment has been made
 - To prevent a duplicate payment
 - To answer a vendor question
- Additional helpful information
 - Invoice Number
 - Amount
 - Time Period

Screens you may need

- Once you have the vendor number
 - 85 Vendor Transaction Inquiry
 - 87 Cumulative Vendor Invoice Inquiry
 - 88 Cumulative Vendor Payment Inq
- Once you have the warrant number
 - 44 Single Payment Cancellation
 - 47 Pmt Control Table Status Maint
- Once you have the document number
 - 86 Document transaction Inquiry

Researching Payments

- If you have the vendor name, use the 3A to find the number
- If you have the vendor number, you can find the warrant number on the 85, 87 or 88 screens
- If you have the voucher number, you can find the complete payment information on the 86 screen with drill down to the 84 screen

Research Payments

85 Vendor Transaction Inquiry

■ VEND NO/MC:

- If a vendor has multiple mail codes it is best to leave this field blank. You can never be sure what mail code is used!

■ AGY:

■ DOC TYPE:

- VP (VI, ZE, etc) if you will be searching for an invoice number

Research Payments

85 Vendor Transaction Inquiry (2)

Optional fields to aid in your search

- **REC TYPE:** A if the payment would have been made more than 3 months ago, change the 'A' (active acct event) to 'I' (inactive acct event)
- **APPR FUND:** appropriated fund, if known
- **FUND:** the d23 fund, if known
- **EFF DATE RANGE: TO 041806**

Research Payments

85 Vendor Transaction Inquiry (3)

- Information on the 85 screen
 - DocNo (curdoc) and RefDoc
 - Pmt-# (warrant number)
 - Trans Amt (payment amount)
 - Invoice Number
 - Transaction coding
 - PDT (payment distribution type)

Research Payments

87 Cum Vendor Invoice Inquiry (1)

- This screen is useful if you have the exact vendor no/mail code used AND the invoice number
- The key includes:
 - Agy; Vend no/MC; FY
- Optional key includes
 - Invoice number
- If you don't have the invoice number, keep in mind that the older payments are shown first – page down to find the newer payments

Research Payments

87 Cum Vendor Invoice Inquiry (2)

File Edit Transfer Fonts Options Macro View Window Help



S087 VER 2.0 STATE OF OREGON 04/19/06 02:05 PM
 LINK TO: CUMULATIVE VENDOR INVOICE INQUIRY PROD

AGY 585 VEND NO/MC 1931173413 502 FY 06 INVOICE NO ACCT 1199-19 ORGL2
 ORGL3 VEND NAME AMERICAN PROPERTY MANAGEMENT

INVOICE NO	INV DT	--TRANSACTION ID--	TC	DAG	REF	DOC/SFX	M	AMOUNT	R
ACCT 1199-19	041306	585041306481300002	222	585	VP036796	001		15.74	
49027	4800	4800	1	119447003	VP036971	001	APR06 INCREASE	1224	SE PINE
ACCT 1199-19	041306	585041306481300003	222	585	VP036796	001		4.26	
49027	4800	4800	1	119447003	VP036971	001	APR06 INCREASE	1224	SE PINE

Research Payments

88 Cum Vendor Payment Inquiry

- The key for this screen includes:
 - Agency
 - Vendor number
 - Vendor mail code
 - Fiscal year
 - Cur Doc (optional)
 - Org levels 2 or 3
- If you don't use Cur Doc, scroll down to find current payments.

Research Payments

88 Cum Vendor Pmnt Inquiry (2)

S088 VER 2.0			STATE OF OREGON				04/20/06 10:32 AM		
LINK TO:			CUMULATIVE VENDOR PAYMENT INQUIRY				PROD		
AGY	585	VEND NO/MC	1931173413	502	FY	06	CUR DOC	ORGL2	ORGL3
VEND NAME AMERICAN PROPERTY MANAGEMENT									
CURR DOC/SFX	--	TRANSACTION ID--	TC	DAG	REF DOC/SFX	M	INV DT	AMOUNT	R
S INDEX	PCA	COBJ	AOBJ	IRS	PAYMENT	INVOICE NO	DESCRIPTION		
VP034168	001	585070505480500003	222	585			070505	480.07	
		49020 4800 4800	1	118998928	ACCT #1201-14	JULY'05	RENT 1228 SE PINE		
VP034168	001	585070505480500004	222	585			070505	129.93	
		49020 4800 4800	1	118998928	ACCT #1201-14	JULY'05	RENT 1228 SE PINE		
VP034168	002	585070505480500006	222	585			070505	476.14	
		49020 4800 4800	1	118998928	ACCT #1203-14	JULY'05	RENT 1232 SE PINE		
VP034168	002	585070505480500007	222	585			070505	128.86	

Research Payments

88 Cum Vendor Pmnt Inquiry (3)

- If you use Cur Doc as part of the key, this is what you get:

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File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
[Icons] [F] [FF] [FF] [Icons] [PA1] [PA2] [PA3] [ENT] [C]
S088 VER 2.0                STATE OF OREGON                04/20/06 10:39 AM
LINK TO:                    CUMULATIVE VENDOR PAYMENT INQUIRY                PROD

AGY 585 VEND NO/MC 1931173413 502 FY 06 CUR DOC VP036971 ORGL2      ORGL3
      VEND NAME AMERICAN PROPERTY MANAGEMENT
CURR DOC/SFX --TRANSACTION ID-- TC  DAG  REF DOC/SFX M  INV DT      AMOUNT  R
S INDEX  PCA  COBJ AOBJ IRS  PAYMENT  INVOICE NO      DESCRIPTION
VP036971 001 585041306481300002 222 585 VP036796 001    041306      15.74
      49027 4800 4800 1 119447003 ACCT 1199-19    APR06 INCREASE 1224 SE PIN
VP036971 001 585041306481300003 222 585 VP036796 001    041306      4.26
      49027 4800 4800 1 119447003 ACCT 1199-19    APR06 INCREASE 1224 SE PIN
VP036971 002 585041306481300005 222 585 VP036796 001    041306      23.61
      49027 4800 4800 1 119447003 ACCT 1201-14    APR06 INCREASE 1228 SE PIN
VP036971 002 585041306481300006 222 585 VP036796 001    041306      6.39
      49027 4800 4800 1 119447003 ACCT 1201-14    APR06 INCREASE 1228 SE PIN
  
```

Research Payment Documents

86 Document Trans Inquiry

- All you need on this screen is your agency number and the document number
- You may have to change the Rec Type to “I” which means the inactive account event, vs “A” for the active accounting event.
- About 3 months will be in the active account event. Prior will be in the inactive accounting event

Research Documents (2)

86 Document Trans Inquiry

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CI

S086 VER 2.0 STATE OF OREGON 04/19/06 02:19 PM
 LINK TO: DOCUMENT TRANSACTION INQUIRY PROD

AGY: 585 DOCUMENT NO/SUFFIX: VP036971 REC TYPE: A
 EFF DATE RANGE: TO 041906

-----TRANS ID-----	TC	D	DT	BAYMENT #	REF DOC/SFX	TRANSACTION	AMOUNT	R
M INDEX	PCA	AY	COBJ	MOBJ	VENDOR NO/MC	AP FUND	FUND	S
585 04/13/06 4 813 00002	222	04/06	119447003	VP036796	001		15.74	
	49027	07 4800 4800	1931173413	502 6400	0034			
585 04/13/06 4 813 00003	222	04/06	119447003	VP036796	001		4.26	
	49027	07 4800 4800	1931173413	502 8000	0014			
585 04/13/06 4 813 00005	222	04/06	119447003	VP036796	001		23.61	
	49027	07 4800 4800	1931173413	502 6400	0034			
585 04/13/06 4 813 00006	222	04/06	119447003	VP036796	001		6.39	
	49027	07 4800 4800	1931173413	502 8000	0014			

Research Documents (3)

86 Document Trans Inquiry

- On the 86 screen, if you want to drill down to the 84 Account Event Screen, press F2.
- This takes you to the 84 screen for the first transaction listed on the 86 screen
- If you want to go directly to another of the transactions, tab to the Select column, which is on the right of the screen.
- “S” select your transaction, press F2

Research Documents (4)

84 Account Event Inquiry

- We commonly call this screen the 'AE'
- If corrections are to be made, we use a screen print of the record from this screen to make sure we reverse the original entry exactly as it was recorded.
- You can also access this screen directly if you know the batch id:
 - “Batch agency, batch date, batch type, batch number, batch sequence number”

Research Documents (5)

84 Account Event Inquiry

```
S084 VER 2.0                STATE OF OREGON                04/20/06 01:22 PM
LINK TO:                    ACCOUNTING EVENT RECORD INQUIRY        PROD

BATCH: AGENCY 585 DATE 041306 TYPE 4 NO 813 SEQ NO 00002 REC TYPE: A STATUS: A

GL: DR1 3501 CR1 1211 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 585  DOC DATE:        EFF DATE: 041306  DUE DATE: 041306
SERV DATE:          CUR DOC/SFX/CLASS: VP036971 001  MOD:
                   REF DOC/SFX/CLASS: VP036796 001  AGENCY: 585
TRANS CODE: 222 INDEX:        PCA: 49027 AY: 07    COMP/AGY OBJ: 4800 4800
AMOUNT:           15.74  RVS:  DISCOUNT:        .00  FO:  PDT: MA
CI:  PROP #:                1099: 1  INV-NO: ACCT 1199-19  DT: 041306
VEND/MC: 1931173413 502 DESC: APRO6 INCREASE 1224 SE PINE ST
NAME: AMERICAN PROPERTY MANAGEMENT                CONT NO:
CITY: PORTLAND                ST: OR ZIP: 97212 0529        RTI: RHBBFG
PMT-NO: 119447003 DT: 041306 AP NO: 64037 FUND: 0034    AGY GL:
GRANT NO/PH: 412694 23  SUB GRANTEE:                PROJ NO/PH:
MPCD:          AGY CD-1:      2:          3: 04000    CASH FUND: 40000
G38-TRANSFER:                PMT TYPE:  INT TM: 0.000 BANK:
DISC-DT:      TM:  PEN-DT:      TM:  PEN AMT:        .00
LAST PROC - DT: 04132006 TIME: 0806 ORIG SEQ NO: 00001  APPROVAL DT: 041306
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP  F2-85  F3-PRIOR INQ  F4-PRIOR  F5-NEXT  F7-86  F9-INT ENTER-INO
```

Research Documents (6)

37 Document Tracking Inquiry

- Have you ever wanted to know:
 - Who entered the document and when?
 - Who made corrections to the document?
 - Who deleted transactions?
 - Who released the batch and when?
- The 37 screen will give you all this information, on a document level, by fiscal year.

Research Documents (7)

37 Document Tracking Inquiry

Two ways to access the 37 screen:

- From the 520 detail screen:
- Type 'S' in the select column of the transaction in question
- Press 'F8' – this takes you to the 37 screen
- Press Enter to bring up the document data
- OR...

Research Documents (8)

37 Document Tracking Inquiry

- If you know the batch agency, the document number and the fiscal year, you can go directly to the 37 screen
- Type in the batch agency, document number and fiscal
- Press Enter

Research Documents (9)

37 Document Tracking Inquiry

```
S037 VER 2.0                                STATE OF OREGON                                04/20/06 01:36 PM
LINK TO:                                     DOCUMENT TRACKING INQUIRY                       NOTE: N    PROD
   DOC AGY: 585                             DOC NO: VP037003                               FY: 06    STATUS: Y
   TAPE NO:                                 DOC AMT: 320.00 ARCHIVE REF NO:
BATCH - AGY: 585                             DATE: 041806                                   TYPE: 4    NO: 600
RQ ACT:
```



```
COMPUTED COUNT: 00002  COMPUTED AMOUNT: 320.00  CNTL AGY:
***** ACTION HISTORY *****
```

DATE	TIME	AGY	CODE	USER ID	DATE	TIME	AGY	CODE	USER ID
04/18/06	14:05:35	000	100	CFBAB60					
04/19/06	06:41:34	000	200	CFBAB80					
04/19/06	19:50:07	000	600	SYSTPAYM					

Action Codes

Research Documents (10)

37 Document Tracking Inquiry

- List of Action Codes (D44) possible on the 37 screen
 - 100 original entry/interface
 - 200 batch released
 - 388 transaction deleted
 - 588 transaction changed
 - 599 partial payment
 - 600 full payment

Research Payments Warrant Status

- What is the status of the warrant?
- Once you have the warrant number you can determine the status from either of these screens.
 - 44 Single Payment Cancellation – shows the detail of all transactions included in the warrant
 - 47 Pmt Control Table Status Maint. – shows the redemption (clearance) date

Research Payments 44 Screen

- Type in the warrant number and press enter
- Info available:
 - Vendor no/mc - Vendor name
 - Issue date
 - Status
 - Payment \$\$
 - Transactions that make up the warrant
 - Transaction coding

Research Payments 44 Screen (2)

■ Warrant Status Definitions

“I” Issued

“P” Paid (Redeemed)

“C” Cancelled

“R” Replaced

“E” Expired

Research Payments 44 Screen (3)

File Edit Transfer Fonts Options Macro View Window Help

S044 VER 2.0 STATE OF OREGON 04/19/06 01:43 PM
 LINK TO: SINGLE PAYMENT CANCELLATION PROD

PAYMENT NO: 119447003 CANCEL REASON CODE: DOCUMENT NO:
 VENDOR NO/MC: 1931173413 502
 VENDOR NAME: AMERICAN PROPERTY MANAGEMENT
 ISSUE DATE: 04/13/06 PAYMENT STATUS: P
 COUNT: 00004 PAYMENT AMT: 50.00 DOCUMENT AMT: 50.00

Status – paid (redeemed)

DOC NO	SFX	AGY	TC	INDEX	PCA	APP	FND	AY	COBJ	AOBJ	PDT	W	R	AMT
VPO36971	001	585	222		49027	64037	0034	07	4800	4800	MA	1		15.74
VPO36971	001	585	222		49027	84017	0014	07	4800	4800	MA	1		4.26
VPO36971	002	585	222		49027	64037	0034	07	4800	4800	MA	1		23.61
VPO36971	002	585	222		49027	84017	0014	07	4800	4800	MA	1		6.39

Research Payments 47 Screen

- If you want to know when the warrant was redeemed, use the 47 screen
- The microfilm number is used to order a copy of the warrant

Research Payments 47 Screen (2)

File Edit Transfer Fonts Options Macro View Window Help

LINK TO: █ STATE OF OREGON 04/19/06
PAYMENT CONTROL TABLE STATUS MAINTENANCE

WARRANT INFORMATION:

WARRANT NUMBER:	119447003	STATUS MAINTENANCE:
CLEARANCE DATE:	04182006	(MMDDYYYY)
CLEARANCE FISCAL:	1006	
CURRENT STATUS:	P	
STOP DATE:		
WARRANT ISSUE DATE:	04132006	
WARRANT EXPIRATION DATE:	04132008	
VENDOR/MC:	1931173413 502	
VENDOR NAME:	AMERICAN PROPERTY MANAGEMENT	
FISCAL YR:	06	
AMOUNT:	50.00	
CROSS REFERENCE NUMBER:		STATUS: REWRITE/DUPLICATE IND
BANK MICROFILM NUMBER:	000003431384021	BANK TAPE NUMBER:

Redeemed Date

Microfilm number

Processing a New Payment

- Determine if the invoice you have has already been paid
- If it hasn't, you are ready to create a batch and enter the transaction
- Go to the:
 - 500 Batch Header Entry screen
- Verify that you are in User Class: 17
- If not, you should be!

500 Batch Header Entry

- Required fields are batch agency , batch type (“4” for payments) and batch number

```
S500 VER 2.0                STATE OF OREGON                04/21/06 01:38 PM
LINK TO:                    BATCH HEADER ENTRY                ACPT

    BATCH AGENCY: 107        (SIGN ON AGENCY)
    BATCH DATE:             (MMDDYY, DEFAULTS TO TODAYS DATE)
    BATCH TYPE: 4
    BATCH NUMBER: 200

    BATCH COUNT: █         BATCH AMOUNT:

    BATCH EDIT MODE: 2     (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
    PAYMENT DIST TYPE:     (MUST BE IN D50 PDT PROFILE)
    DISB METH IND:         (H, M, R, E OR SPACE)
    EFFECTIVE DATE:        (MMDDYY, DEFAULTS TO TODAYS DATE)
    FAST ENTRY:           (M/S/I/P/ )
    USER ID: DASAU76      COOPER, JUDY
    USER CLASS: 17
```

505 Transaction Entry Screen

- F10 on the 500 screen takes you to the appropriate transaction entry screen. For batch type 4, the entry screen is:
- 505 Pre-Enc.End/Expend Transaction Entry
- Follow your desk procedures for entering this transaction
- F10 should bring you this message:
- **Transaction Successfully Written**
- F6 to go to the balancing screen

502 Batch Balancing Screen

- If this batch is balanced, it is ready to be released.
- Your UC 17 cannot release transactions
- UC 28 will need to release this batch.
- Payments are generated based on the Due Date entered on the 505 screen.
- Payment will be generated automatically on the Due Date, during the nightly batch cycle if there are no errors.

Expedites

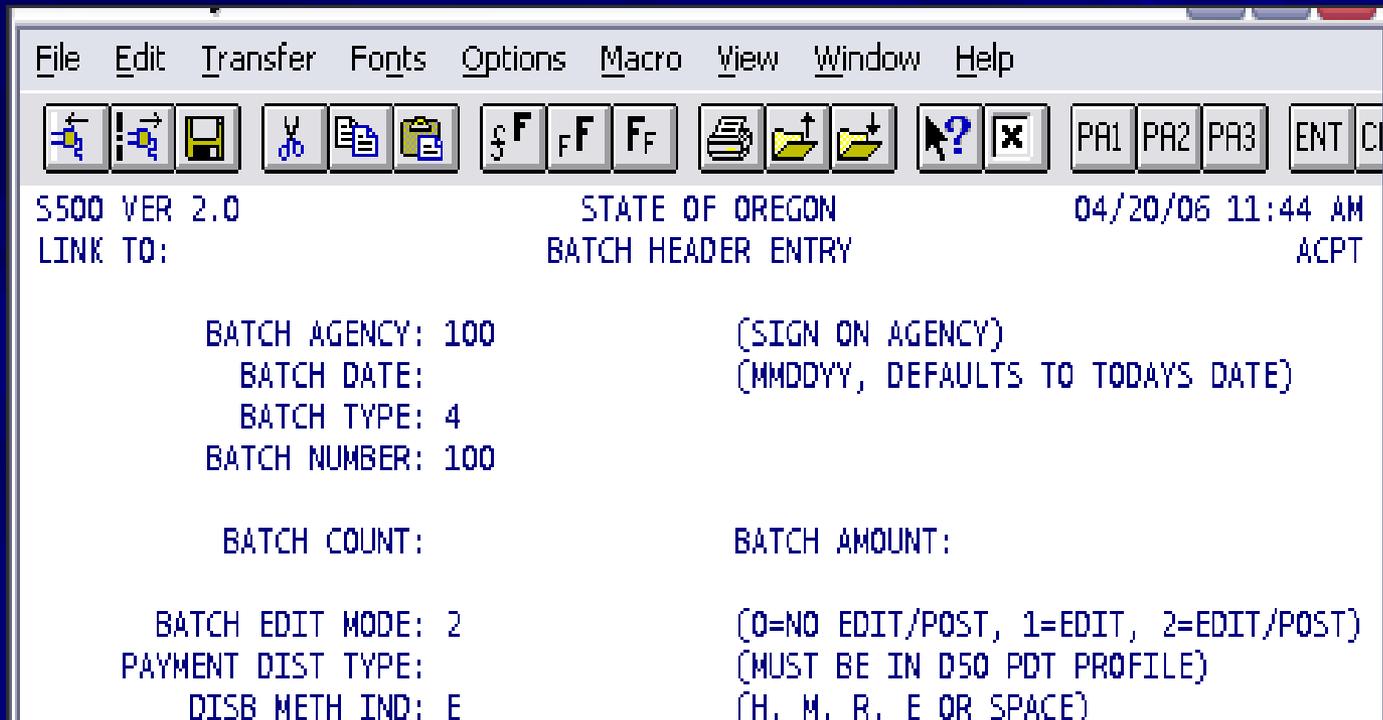
- There are two ways to expedite a payment
 - From the batch header screen, before you enter the transaction
 - From the 41 screen if the transaction is entered before you know you want to expedite it, and the batch is still on the 530 screen

Expedites (2)

Prior to entering the transaction, you can put an “E” in the Disb Meth Ind – Disbursement Method Indicator field

- The default is “R” for release (field is blank)
- ‘H’ for hold
- ‘M’ for adding manual warrants
- ‘E’ for expedites

Expedites (3)



Expedites (4)

- Usually, the decision to expedite a payment is made because the voucher is still on the 530 screen and whatever held it up has been fixed. Maybe the batch just hadn't been released when it should have.
- The 'E' for expedite must be set by 12:00 pm.
- The batch must be in released status at 12:00 pm.

Expedites (5) 41 Screen

- The key for the 41, Disbursement Maintenance screen, includes:
 - Agency
 - Doc No (Cur Doc number)
 - FY
- Complete these 3 fields, press Enter
- The DMI field, right under the agency number, is “R”, the default

Expedites (6)

41 Screen

														PA1	PA2	PA3	ENT	C
S041 VER 2.0			STATE OF OREGON										04/20/06 01:03 PM					
LINK TO:			DISBURSEMENT MAINTENANCE										ACPT					
AGENCY: 100			DOC NO: VP191735			FY: 06			VEN NO/MAIL CODE:									
DMI: R			AMOUNT: 813.69			VENDOR NAME:												
APPROVAL DATE: 03/29/06																		
SEQ	SFX	AGY	TC	INDEX	PCA	AP	NO	APFND	FUND	AY	COBJ	AMOUNT	R					
DOC	DT	SERV	DT	VENDOR	NO / MC	VENDOR NAME												
00001	001	100	222	88620	98030	36401	3600	3602	07	4252	298.03							
				1936001958	000	ADULT AND FAMILY SERVICES												
00002	002	100	222	88620	98030	36401	3600	3602	07	4101	288.60							
				1936001958	000	ADULT AND FAMILY SERVICES												
00003	003	100	222	88620	98030	36401	3600	3602	07	4103	227.06							
				1936001958	000	ADULT AND FAMILY SERVICES												

Expedites (7)

41 Screen

- Here's how the 41 screen looks after you change the DMI of "R" to "E"

```
S041 VER 2.0                STATE OF OREGON                04/20/06 01:08 PM
LINK TO: █                  DISBURSEMENT MAINTENANCE                ACPT

AGENCY: 100  DOC NO: VP191735  FY: 06  VEN NO/MAIL CODE:
DMI: E      AMOUNT:          813.69  VENDOR NAME:
APPROVAL DATE: 03/29/06

  SEQ  SFX  AGY  TC  INDEX  PCA  AP  NO  APFND  FUND  AY  COBJ          AMOUNT  R
  DOC  DT   SERV  DT   VENDOR NO / MC          VENDOR NAME
00001 001  100  222  88620 98030 36401 3600 3602 07 4252          298.03
                1936001958 000 ADULT AND FAMILY SERVICES
00002 002  100  222  88620 98030 36401 3600 3602 07 4101          288.60
                1936001958 000 ADULT AND FAMILY SERVICES
00003 003  100  222  88620 98030 36401 3600 3602 07 4103          227.06
                1936001958 000 ADULT AND FAMILY SERVICES
```

- The message at the bottom of the screen is
Z02 RECORD SUCCESSFULLY CHANGED

Expedites (8)

41 Screen

- Changing the DMI to “E” on the 41 screen is only part of what you have to do to have a successful expedite.
- At 12:00 pm, the batch must be in released status.
- If the voucher doesn't get expedited, it will process in the next batch cycle, as long as it is released and there are no errors.

Warrant Status

- Warrants remain in “I” status until they are
 - Redeemed – status changes to “P”
 - Cancelled – status changes to “C” and the WC or CC cancellation document number shows in the upper right corner of the 44 screen. ** more info to follow
 - Replaced – ** more info to follow
 - Expired - ** more info to follow

Warrant Cancels

- When agency staff determine a warrant should be cancelled, they
 - Write “CANCEL” on the warrant (In INK, of course!) and complete the form they downloaded from the web. Reason codes are listed on the back side.
- Download the form from the SFMS website:
- http://www.oregon.gov/DAS/SCD/SFMS/docs/forms/wt_cancel_form.doc

Warrant Cancels (2)

- Separate the forms – they are 3 to a page
- Reason codes are on the back of the form:
 - 001 Incorrect Vendor ID
 - 002 Incorrect Amount
 - 003 Unable to deliver warrant
 - 004 Duplicate Payment
 - 005 Duplicate Run
 - 006 Other

Warrant Cancels (3)

- Complete a form for each warrant to be cancelled
- Staple the form to the front of the warrant – we do NOT need the remittance advice
- Send the warrant cancel ‘packets’ to the address at the upper left of each form

Warrant Cancel Form (4)

Department of Administrative Services		Date _____		
Angela Sattergren				
SCD - SFMS Operations				
155 Cottage Street NE U60				
Salem OR 97301-3970				
Agency No.	_____			
Payment No.	_____ (Warrant Number)			
Doc No.	_____ (Doc No on the 44 screen)			
Cancel Reason Code	_____ (see back of this form)			
Authorized Signature	_____	Date Cancelled	_____	
				SCD use only
Write CANCEL on the warrant(s), IN INK, Cut cancellation form (there are three to a sheet, with cancel <u>reason codes</u> on the back of each form). <u>STAPLE</u> the form to the warrant				

Lost Warrants/Replacements

A Quick Outline

1. Vendor contacts agency
2. Agency researches
3. Agency sends affidavit request to SFMS Operations
4. SFMS Operations sends affidavit to vendor
5. Vendor completes affidavit, has it notarized and returns it to SFMS Operations
6. SFMS Operations receives correctly completed affidavit and replaces original warrant if it is over 30 days from date of issue.

Lost Warrants/Replacements

■ Step 1

- Vendor contacts agency because an expected payment has not been received
- Vendor provides invoice number, amount and any other information that will assist the agency in the search for the payment.

Lost Warrants/Replacements

■ Step 2

- Agency researches SFMA to determine if a warrant was created and if it was, what is the status.
- The warrant is in “I” status.
- Download the “Lost Warrant Affidavit Request” form from the SFMS website:
- http://www.oregon.gov/DAS/SCD/SFMS/docs/forms/lost_warrant_affidavit_request.doc

Lost Warrants/Replacements

- Step 2, continued
 - Complete the request form
 - Make sure you mark the correct type of action at the top right – the definitions are on page 2 & 3 of your download. This choice determines the type of affidavit to be sent to the vendor
 - Contact the vendor – find out where SFMS should fax/send the affidavit.

Lost Warrants/Replacements

■ Step 2, continued

- If vendor has requested the affidavit be faxed, or there is a more current address, make sure this information is conspicuously noted on the form.
- If vendor requests replacement right away, due to monetary issues, this needs to be conspicuously noted on the form.
- Normally warrants must be 30 days from date of issue before they are replaced.

Lost Warrants/Replacements

■ Step 3

- Agency faxes the request form to SFMS Operations
- It can also be sent in the shuttle or mailed, but fax works just fine.
- Remember that highlighting doesn't show on a fax – special instructions should be identified in another manner.

Lost Warrants/Replacements

- Step 4 – SFMS Operations
 - Reviews the affidavit request form
 - Status
 - Dollar amount
 - Document number
 - Mails or faxes the Letter and Affidavit to the vendor.
 - Files request

Lost Warrants/Replacements

■ Step 5 - Vendor

- Completes the affidavit, “Statement of Claimant”
- Has the affidavit notarized
 - The legal requirement for having this form notarized is to verify that the person who is requesting the duplicate warrant is in fact the payee.
- Oregon Revised Statute 293.475

Lost Warrants/Replacements

- Step 6 – SFMS Operations
 - Receives the completed affidavit
 - Reviews for notary signature, stamp and date
 - Compares request form to affidavit
 - Assigns manual warrant number – these are in the 113 number series.
 - Once a week creates the replacement warrants from the completed packets/
 - The warrants are mailed the next day.

Lost Warrants/Replacements

- Step 6, SFMS Operations, continued
 - Warrants within the 30 day waiting period will not be duplicated/replaced until the end of this time period.
 - Exceptions due to monetary issues for the payee will be handled expeditiously.
 - Notification that the replacement was mailed out is sent to the issuing agency.

Replacement Warrants

- Once a warrant has been replaced, the status on the 44/47 screens changes from “I” to “R”.
- When the status on the 44 screen shows “R”, you can go to the 47 screen to find the replacement warrant number and its status.
- Here’s an example of a duplicated warrant –
- #119268434
- On the 44 screen, the status is “R”

Replaced warrant – 44 screen

S044 VER 2.0 STATE OF OREGON 04/21/06 11:05 AM
LINK TO: SINGLE PAYMENT CANCELLATION PROD

PAYMENT NO: 119268434 CANCEL REASON CODE: DOCUMENT NO: [REDACTED]
VENDOR NO/MC: [REDACTED] 000
VENDOR NAME: ANNE SHEETER
ISSUE DATE: 12/19/05 PAYMENT STATUS: R
COUNT: 00001 PAYMENT AMT: 38.75 DOCUMENT AMT: 38.75

DOC NO	SFX	AGY	TC	INDEX	PCA	APP	FND	AY	COBJ	AOBJ	PDT	W	R	AMT
VP107315	001	581	222	63155	16012	30100	1010	07	4105		MA	1		38.75

Replaced Warrant – 47 screen

```
S047 VER 2.0                STATE OF OREGON                04/21/06 11:08 AM
LINK TO:                    PAYMENT CONTROL TABLE STATUS MAINTENANCE          PROD

WARRANT INFORMATION:

WARRANT NUMBER: 119268434    STATUS MAINTENANCE:
CLEARANCE DATE:             (MMDDYYYY)

CLEARANCE FISCAL:
CURRENT STATUS: R
STOP DATE:
WARRANT ISSUE DATE: 12192005
WARRANT EXPIRATION DATE: 12192007
VENDOR/MC [REDACTED] 000
VENDOR NAME: ANNE SHEETER
FISCAL YR: 06
AMOUNT: 38.75
CROSS REFERENCE NUMBER: 113005252 STATUS: P REWRITE/DUPLICATE IND: R
BANK MICROFILM NUMBER:      BANK TAPE NUMBER:
Z06 RECORD SUCCESSFULLY RECALLED
```

Replacement
Warrant and its
status

Replacement Warrant – 47 screen

- The 47 screen for the replacement warrant cross references the original warrant number!

```
WARRANT INFORMATION:

      WARRANT NUMBER: 113005252   STATUS MAINTENANCE:
      CLEARANCE DATE: 04172006   (MMDDYYYY)

      CLEARANCE FISCAL: 1006
      CURRENT STATUS: P
      STOP DATE:
      WARRANT ISSUE DATE: 12192005
      WARRANT EXPIRATION DATE: 12192007
      VENDOR/MC: ██████████000
      VENDOR NAME: ANNE SHEETER
      FISCAL YR: 06
      AMOUNT:                38.75
      CROSS REFERENCE NUMBER: 119268434   STATUS: R   REWRITE/DUPLICATE IND: R
      BANK MICROFILM NUMBER: 000003833168163   BANK TAPE NUMBER:
```

Warrant Expirations

- Each warrant has this written above the signature area:

“Void after 2 Years From Date of Issue”

- SFMS expires warrants on June 30th each year, based on these criteria.
 - Payment status = “I”
 - Issue date is greater than two years from the current fiscal year end date (June 30)

Warrant Expires (2)

- Here is an example of a warrant that will expire June 30, 2006, if it is not redeemed:

```
S047 VER 2.0                                STATE OF OREGON                                04/21/06
LINK TO:                                     PAYMENT CONTROL TABLE STATUS MAINTENANCE

WARRANT INFORMATION:

      WARRANT NUMBER: 117846902   STATUS MAINTENANCE:
      CLEARANCE DATE:              (MMDDYYYY)

      CLEARANCE FISCAL:
      CURRENT STATUS: I
      STOP DATE:
      WARRANT ISSUE DATE: 07012003
      WARRANT EXPIRATION DATE: 07012005
      VENDOR/MC: 9002038887 000
      VENDOR NAME: BROCK, CHELSEY NICOLE
      FISCAL YR: 04
      AMOUNT: 10.40
      CROSS REFERENCE NUMBER:      STATUS: REWRITE/DUPLICATE IND
```

Expiration Date

Warrant Expires (3)

- Here is an example of a warrant that has been expired:

```
S047 VER 2.0                STATE OF OREGON                04/21/06
LINK TO:                    PAYMENT CONTROL TABLE STATUS MAINTENANCE

WARRANT INFORMATION:

WARRANT NUMBER: 117323220   STATUS MAINTENANCE:
CLEARANCE DATE: 10102005   (MMDDYYYY)

CLEARANCE FISCAL: 0406
CURRENT STATUS: E
STOP DATE:
WARRANT ISSUE DATE: 07222002
WARRANT EXPIRATION DATE: 07222004
VENDOR/MC: 9635K00000 000
VENDOR NAME: KANOFF, JNATHAN J
FISCAL YR: 03
AMOUNT: 4.50
CROSS REFERENCE NUMBER:    STATUS:    REWRITE/DUPLICATE IND:
```

Actual expiration date

Warrant Expires (4)

- As long as a warrant is in “I” issue status, it can be legally redeemed at the bank and through treasury.
- Since we run the expire process only once a year, some of the warrants we expire will be almost 3 years from date of issue.
- Once a warrant is expired, it will no longer show up on the DAFR3140 Outstanding Warrants Report.
- Notify cash recon staff of expired warrants.

1099 MISC

43M – 1099 Miscellaneous Summary

- Type in the two digit year and the vendor number
- 1099 ACTUAL – amounts that were or will be reported
- Line number = box number on 1099-MISC
- REFERENCE NO indicates a change to 1099-MISC reporting
- Vendor number not returned, indicates vendor status of “1” on 52 profile

1099 MISC

43M – 1099 Misc Summary (2)

- If the tax year field is populated on the 43M, on-line corrections should NOT be made.
- On-line corrections at this point will effect the NEXT tax year
- Send any corrections to the 1099-MISC contact person

SFMS 1099-MISC Guru

- Our 1099-MISC Guru is Terry Polston
 - 503-373-1044, ext 279
- Email
 - POLSTON Terry S * DAS SCD SFMS

Have you ever wondered. . .

- Where the contact phone number on the remittance advice comes from?
- It comes from the D02 screen!

```
SD02 VER 2.0                STATE OF OREGON
LINK TO:                    AGENCY PROFILE

      AGENCY: 585    TITLE: COMMISSION FOR THE BLIND
ACH AGY NAME: BLIND COMMISSION
ADDRESS LINE 1: 535 SE 12TH AVE
ADDRESS LINE 2:
ADDRESS LINE 3:
      CITY: PORTLAND                STATE: OR    ZIP: 97214 2488
      PHONE: 503 731 3221 EXTENSION:
CONTACT NAME: MIKE LEITH
AGENCY GROUP: 99  AGENCY TYPE: 0  CASH BASIS: 99
```

Contact phone number

Contact Name

Questions?

The End