

# Warrant Writer Issues

# WWU Policy

- MOM Policy 330
- Updated for statute changes, federal regulations and department policies
  - Pulled Warrant Procedures
  - Express Warrants
  - Consolidated Vendor File
  - Single Payment Vendor Voucher
  - Stale Date processing

# New WWU Forms Coming Soon

- Replacement/Stale-Dated
  - Notary / TIN requirements
- Vendor Information
  - Revised for recent upgrades
- Stale Date Inter-Unit Journal Request
  - Revised for statute changes
- Use most current form
  - [DOA State Accounting Division Forms Website](#)

# Stale Dated Warrants

- Checks outstanding greater than 180 days
- SABHRS runs a process at month-end to mark payments as stale
- Statute Change July 1, 2011
  - Items sent to DOR Abandoned Property 6 months after marked as stale
- Agencies must review stale date list

# Stale Date Process

- Review monthly stale date report
- Verify on SABHRS payment is stale dated
  - MT Payment Inquiry Screen (see Vendor Information slide later)
  - Staledate Status = Staledated
- Follow procedures once you determine:
  - Payee is entitled to funds
  - Payee is not entitled to funds

# Vendor Issues

# Consolidated Vendor File – (CVF)

- Effective 9/6/11
- Interface vendor data will automatically create “STATE” vendor during batch process
- TIN required on all vendors, including interface
- Vendors will be checked against FINALIST (last address line), OFAC, and if reportable IRS TIN matching, bank routing number

# Single Payment Vendor Vouchers

- Must be approved by DOA – SAD
- TIN not required
- No vendor is created
- Cannot be subject to 1099 or Debt Offset
- Need additional security role to enter
- All other payments must be made using CVF

# Vendor Information on SABHRS

- To access vendor data
  - Main Menu>Vendors>Vendor Information>Add/Update>Review Vendors
- To access payment information
  - Main Menu>Accounts Payable>Review Accounts Payable Info>Payments>MT Payment Inquiry
- Security
  - Restricted by BU and/or Specific role(s)
  - Search by TIN limited

# Vendor Format

Name 1	Name 2	Address 1	Address 2
For TIN provide: Legal Name as registered with IRS	Short Name or DBA	1099 Purposes, NO ALT Name	ALT Name, optional
Format: First Middle Last No Punctuation or Special Characters unless part of Legal Name		Will be checked against FINALIST	

# Vendor Location

- Stored with vendor information – defines how a vendor receives payment
- Agencies should communicate with vendor to determine payment type
- See next slide/handout for how to view location information
- Use in conjunction with address to send e-mail EFT advices

# Look up Vendor Location

- Access via Regular Voucher Entry
  - Click on hourglass in Vendor Location Field
  - Last four digits of bank account displayed (if input by SAD or via interface process)
- Access via Payments tab in voucher
  - Click on Vendor Bank
- Access via Vendor Information
  - Click on Location tab and Payments link

# Vendor Address

- Multiple addresses allowed for one vendor
- See format on a previous slide
- E-Mail/EFT Advice stored here
  - Click on Address tab in Vendor Information
  - If set-up, vendor can be re-sent e-mail notices they did not receive

# Misc. WWU Reminders

- Please remember the following:
  - Do not use TIN as part of chartfield values in SABHRS (i.e. open item key)
  - Do not process recurring vouchers that extend beyond the current fiscal year
  - Be aware that changes in the USPS mail processing is causing delays in mail delivery