

2013 SAD Training

**WARRANT
WRITER UNIT
(WWU)**

WARRANT WRITER UNIT STAFF

(as of May 2013)

- Dulcie McNulty (lead worker)
- Deana Thomas
- Pat Birnie
- Natasha Cook-Collichio

Services provided by Warrant Writer Unit:

- Help with AP/Voucher problems
- Vendor Account Maintenance
- Stale Dated Warrant Replacements
- Reissue/Replace Lost Warrants
- Warrant Cancellations
- 1099-MISC corrections & adjustments
- Cancel rejected ACH payments
- Express Warrant processing
- Provide copies of cashed warrants

WWU POLICY

- Located in the **MOM - 330**
- Last updated for statute changes, federal regulations and department policies on September 17, 2012.

Consult to learn about services provided by WWU and the correct procedures to submit requests for service. A link to the website where most of the required forms can be found is on page 1.

UPCOMING CHANGE:

ADVISES OF EFT PAYMENTS WILL NO LONGER BE PROVIDED FOR MAILING TO VENDORS BEGINNING JULY 1, 2013.

(as requested by the Governor's office)

- Be prepared – obtain email addresses for vendors receiving EFT payments.
- Call the WWU if you would like a list of vendors your agency has been paying by EFT.

IMPORTANT REMINDERS FROM WWU

W-9 and W-8 FORMS:

- Always obtain a W-9 form from new vendors prior to making a payment to them regardless of the reason for the payment. It is also important to keep that documentation in case it is requested by the IRS.
- W-8 forms from foreign vendors still need to be submitted as original. No fax or email copies can be accepted.

CHANGE OF ADDRESS:

- When you receive a change of address from a vendor, in addition to making the change on your system please also send a Vendor Information Form to WWU if the 1099 address needs to be changed.

EFT PAYMENTS:

- Be mindful of payment method when entering vouchers. Do not rely on the default, be sure you have selected the correct payment method. (EFT or Warrant). If you are paying by EFT be certain that the banking information is correct.

VOUCHER ENTRY – PAYMENTS TAB

(when entering directly on MINE)

Invoice Information | **Payments** | Payment Advice

Business Unit: 6101R Total Amount: 1.00
Voucher ID: NEXT *Pay Terms: 00 Due Now [Schedule Payments](#)
Voucher Style: Regular

Payment Information Find | View All First 1 of 1 Last

Payment: 1
*Remit to: [XXXXXXXXXX] [Payment Advice](#)
Location: 000001
*Address: 12
Be sure the location and address are correct. Click on the magnifying glass to see a list to choose from.
Always pay attention to what is checked here and make changes if needed.

Gross Amount: 0.00 USD
Scheduled Due: []
Net Due: []
Accounting Date: []

Payment Method
Bank: 028 Account: CHK
Form Type
 Mailer Non-Mailer
Payment Method
 Check EFT
Separate Payment:

Schedule Payment
Action: Schedule Payment
Payment Date: []
Reference: []

Payment Options
Hold Payment:
Hold Reason: []

Payment Inquiry **Vendor Bank** [Payment Comments\(0\)](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Invoice Information | Payments | Payment Advice

CLICK ON THIS TO SEE THE BANKING INFORMATION FOR THE EFT PAYMENT

ACH Addendum Records

NO COST TO AGENCY TO USE PER TRANSACTION

- Included in Interface Payment Files
- Limited to 80 characters
- Provides additional payment information for the recipient
 - Invoice number
 - Agency making payment