

**PAYMENT VOUCHER WAS ENTERED WITH INCORRECT OBJECT CODE &
THE PAYMENT VOUCHER HAS BEEN PAID/WARRANTED**

**(PAYMENT VOUCHER SHOULD HAVE USED OBJECT CODE 1400 –
WHICH REQUIRES PROPERTY NUMBER IN THE DESCRIPTION FIELD)**

Scenario: Agency entered a payment voucher with object code 0800. The payment voucher printed; a warrant was generated and mailed. In checking reports, etc. agency noticed that the payment voucher should have been entered for object code 1400 (which requires that a property number be entered into the description field). Since the warrant has already been generated and mailed, it is too late to cancel the warrant. Also, since the correct object code requires a property number, a journal voucher *cannot* be entered to correct the problem. The agency must follow the steps listed below.

STEP 1.

Enter a completely *new payment voucher*.

STEP 2.

Enter line(s) that had the incorrect object code, from the original payment voucher. In the ‘Description’ field, must reference the original payment voucher number (as a cross reference). Put in dollar amounts of line with a decrease (D).

STEP 3.

Enter additional line(s) with the correct object code. In the ‘Description’ field, reference the property number (see below example of correct property number formatting). Put in dollar amounts of line with an increase (I).

State Auditory Asset QA19-0007852 (EXAMPLE of correct format)

OR

Non-State Auditory Asset Q061-B003201 (EXAMPLE of correct format)

(Note: Please see “Property Number Requirements” document for a more detailed explanation.)

The document total will be zero.

Note: The new payment voucher must integrate to CAS & be sent to the Comptroller's office for processing.

STEP 4.

A MW (manual warrant) transaction must be manually entered into AFNS with a zero dollar amount and referencing the *new* payment voucher. The MW transaction number can be the same number as the new payment voucher number (allowing it to stand out as a transaction that was manually entered by the agency and for auditing purposes).