



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
STOP, CANCEL, OR
RESCHEDULE A WARRANT





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STOP, CANCEL, OR RESCHEDULE A WARRANT

Introduction

This quick reference guide explains how to locate an issued warrant and to manage warrants that are disbursed, including how to stop, cancel, and reschedule (i.e., request replacement) an issued warrant. It also describes how to request a copy of a paid warrant.

Departments can stop, cancel, or reschedule an issued warrant by submitting a cancellation version of an Automated Disbursement (AD) or Manual Disbursement (MD) transaction. A submitted cancellation transaction routes through workflow for approval by the Department Accounts Payable Manager, then to the General Accounting Office (GAO) for additional actions and final approval.

- To stop payment and cancel, payment outstanding and expenditure (or revenue) are reversed when GAO approves the transaction.
- To reschedule, Form GAO-6 (Warrant Replacement Request Certification) is still required. Scan and attach it to the cancellation transaction instead of sending a hard copy to GAO.

The first step in working with an issued warrant is to find it in AZ360.

- Issued warrants are stored on the Check Reconciliation table (CHREC) until a post-back file is received from the bank or until they expire or are cancelled. Paid, expired, and cancelled warrants move from CHREC to the Paid Checks table (PDCHK). The CHREC table normally contains warrants in warranted status. PDCHK table contains warrants that are reconciled as paid by AZ360.
- If the user cannot find a warrant on CHREC, then it may be paid, expired, or cancelled; these warrants display on PDCHK. The most effective way to search is using the wildcard (asterisk, *) and warrant number in the Check/EFT Number field.

Stop Payment, Cancel, or Replace a Warrant

Only outstanding warrants that are still on the CHREC table can be stopped, cancelled, or rescheduled. If it is paid, expired, or cancelled, it is on PDCHK table; no further action is available on that warrant.

Be sure to verify the warrant is on CHREC table before requesting a stop/cancellation or replacement.

Stop Payment	Cancel	Reschedule
<ul style="list-style-type: none"> • Warrant not in hand • Cancel Type: Close • BOA overnight process • No attachment 	<ul style="list-style-type: none"> • Warrant in hand • Cancel Type: Close • Effective on approval • Attach voided warrant 	<ul style="list-style-type: none"> • Warrant in hand or not • Cancel Type: Reschedule • Effective on approval • Attach GAO-6



Stop Payment

Request a stop payment if the user is **not in possession** of the warrant. When GAO receives the cancellation transaction for approval, GAO will process the stop payment online with Bank of America (BoA). One day later, GAO will receive confirmation of the stopped payment. GAO will then approve the cancellation transaction in AZ360.

Confirmed Stop Notification

- If GAO receives a cancellation before 3:00 PM, GAO will process the stop payment with BoA the same day. Confirmation from BoA and GAO approval of the cancellation in AZ360 will be on the following business day (Day 2).
- If GAO receives a cancellation after 3:00 PM, GAO will process the stop payment with BoA on Day 2. Confirmation from BoA and GAO approval in AZ360 will be on the next business day (Day 3).

Cancel Payment

Request a cancellation if the user **is in possession** of the warrant. Attach a copy of the voided warrant to the cancellation transaction. The voided warrant must be legible for GAO verification purposes. The agency can dispose of the warrant; GAO does not need it. GAO will approve the cancellation transaction after verifying the information and documentation.

Note: Voided warrants must be physically defaced, such as with a stamp or marker. Electronically voiding a warrant with a PDF editor is not accepted.

Reschedule (Replace) a Payment

The user can request a reschedule to replace warrants that reference a payment (such as a GAX or GAXIV1) when the warrant needs to be reissued.

Reschedule is only available for certain bank accounts:

- Reschedule is available for BK01 (“Bank 21” Warrants) and BK07 (ICA Warrants).
- Warrants from BK22 (payroll warrants) require special processing to replace. Contact the GAO Agency Liaison for assistance in this case.
- Warrants of other bank accounts (BK23, 25, 26, 29, 30, 31, 32, and 33) are replaced at the associated agencies. GAO does not process them. **However, the stop, payment, or cancel payment processes are still required in AZ360.**

Attach a notarized Form GAO-6 to the AZ360 transaction in order for GAO to approve it.

Warrants may be rescheduled the same day if a voided warrant is attached to the reschedule, or the next day if a copy of the voided warrant is not attached.

Funds Returned to Account

For a stop payment or cancel payment, AZ360 reverses the disbursement postings immediately when GAO applies final approval to the cancellation transaction – typically on the second or third day – depending on whether the cancellation reached GAO before 3:00 PM on the first day.



Procedure to Stop, Cancel, or Replace a Warrant

Log in to AZ360 and locate the issued warrant.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. Enter **CHREC** in the **Global Search** field.
4. In the drop-down menu that generates, select **CHREC Check Reconciliation**. The CHREC Check Reconciliation page will generate.
5. Enter the warrant number in the **Check/EFT** field.
 - a. The user can use a wildcard (*) in front of the number (e.g., *2199999).

Note: If the warrant is not on the CHREC table, it may be already paid, expired, or cancelled. Those warrants are displayed on the Paid Checks (PDCHK) table.

Create the cancellation transaction.

1. Click on the **Transaction** hyperlink to open the warrant transaction.
2. Click the **Page 3-dot** menu, select **Cancel** from Primary Actions.
3. Click **Yes** in the message box that appears; AZ360 creates Version 2 of the same transaction ID with a Cancellation function.

Complete the **Cancellation** section on the **Header** tab.

1. Select either **Close** or **Reschedule** under the **Cancellation Type** field.
 - a. **Close** is used for both stops and cancels; there is no difference as far as AZ360 is concerned.
 - b. **Reschedule** is used for replacement warrants.
2. Select a cancellation reason.
 - a. Any cancellation reason can be selected **except for Stale, Escheat, Warrant Reconciliation, and Cancel**.
3. Enter a cancellation comment. A cancellation comment must be entered to explain why the warrant is being cancelled. **The transaction will be rejected if the box is empty.**



4. If cancellation type is **Reschedule**, enter the payment date in the **Schedule Payment Date** field, which determines when the new warrant will be generated. The date must be +1 business days if the Agency Accounts Payable Manager approves the document before 3:00 PM. *If approval is applied after 3:00 PM, the date must be +2 business days minimum.* The warrant must be stopped successfully at Bank of America before GAO approves the rescheduled warrant.

Attach documents to the **Header** tab.

1. Select **Attachments** on the **Header** tab.
2. Either drag and drop in an attachment or click **Browse** to add an attachment.
3. Click **Upload**.
4. When all attachments are uploaded, click **Close**.

If **Close** was selected in the **Cancellation Type** field *and* the agency has the physical warrant, then the agency must deface the warrant with “VOID” or “CANCEL”, scan it, and attach the voided warrant to the cancellation transaction for GAO final approval.

If **Reschedule** was selected in the **Cancellation Type** field, the GAO-6 Warrant Replacement Request Certification form is *required*; attach it to the cancellation transaction for GAO final approval.

Validate the cancellation transaction.

1. Confirm that the cancellation transaction validates successfully. If it does not, see the accounting supervisor for assistance.

Submit the cancellation transaction.

1. Workflow will assign the transaction to the Department Approver for first approval. After department approval, workflow will assign the transaction to GAO for final approval.

Request a Copy of a Paid Warrant

To request a copy of a paid warrant, complete the Form GAO-5 that is available from the GAO website and email it to finoperations@azdoa.gov. The authorized signer must have an Accounts Payable role in AZ360 for GAO to honor the request.

Helpful Hints: Warrant to Wrong Vendor Address

- If a warrant is issued to the right vendor, but it has the wrong vendor address, do not cancel it—it is still valid. The user has at least two options:
 - If the vendor has the warrant, work with the vendor to route the payment to the right account.
 - If the warrant is in hand, put it in an envelope and mail it to the correct address.