

# Official Agency Payment Register

A Useful Resource

# What is it?

## The Official Agency Payment Register is....

- ✓ Automatically created and emailed daily.
- ✓ Lists all the payments processed the previous day by DES Accounts Payable.
- ✓ Gives information about each payment such as....

Vendor name and statewide vendor number (SWV#) used

Payment #

Payment type

Accounting coding

Document #

Amount paid

# Useful information when reading it...

## Vendor name and statewide vendor number

The name and number are listed on one line side by side

VE: ABC Company SWV0123456-78

## Payment # (EFT, IAP or warrant/check number)

An EFT number includes 6 numbers and ends with an exclamation point.

123456!

An IAP number includes 6 numbers and ends with a slash.

123456/

A warrant number includes 6 numbers and ends with a letter.

123456N

## Payment types

There are four payment types EFT, IAP, Regular Warrant and Inserted Warrant.

- An EFT is an electronic funds transfer.
- An IAP is an inter-agency payment.
- An Regular Warrant is an actual printed check mailed directly to the recipient.
- An Inserted Warrant is an actual printed check that is returned to the paying agency so that other documentation can be included with the check.

# More useful information...

## Accounting coding

This coding may include FM (fiscal month), Acct (fund), MI (Master Index), EAI (expenditure appropriation index), PI (program index), Proj (project), SP (subproject), PH (project phase), and SO (subobject).

## Document #

Always begins with the letter A (representing the A45 form).

Uses the four digits after the letter A for the agency's A45 number.

If travel is being processed/paid, the four digits will be "TEMS".

If delegated authority invoices are being paid, the four digits will be "SAFS".

Uses the final three digits for our batch number. We track the payment batches we are processing with consecutive batch numbers.

A0014020

ATEMS021

ASAFS022

# Sample Payment Register

## Official Agency Payment Register

Report Number: DLY001  
 Biennium: 2017  
 Batch Type: 4\*, 5\*, 6\*

Payment Date: 09/07/2016

Page: 1 of 1  
 Report Run Date: 09/07/2016 6:31:21AM  
 Sort Order: Vendor Name

FM	Acct	MI	EAI	PI	Proj	SP	PH	OI	CO	City	WC	SO	SSO	Mjr	Src	Src	Doc #	Amount	
Warrant Register Number: 251																			
Warrant Batch: 6E049																			
VE: 3 RING SERVICES INC SWV0173707-00 Pymt# 388661!													Pymt Type: EFT		Deposit Date: 9/8/2016		<i>Amount paid</i>		
1715	001		012	00102	3NSC	02	00												
													JM 0003		A0004049 - 01		23,807.23		
															Payment Total:		23,807.23		
VE: ALONSO SWV0076479-00 Pymt# 388656!													Pymt Type: EFT		Deposit Date: 9/8/2016				
1715	001		012	00102	3RTC	05	00												
													JM 0003		A0004049 - 02		1,250.00		
															Payment Total:		1,250.00		
VE: ARCHIBALD SWV0085555-00 Pymt# 579803J													Pymt Type: Inserted Warrant				<i>Payment type</i>		
1715	001		012	00102	2YAK	14	01												
													JM 0002		A0004049 - 03		21,009.77		
															Payment Total:		21,009.77		
VE: ATOMIC SWV0085759-00 Pymt# 579485J													Pymt Type: Inserted Warrant						
1715	001		012	00102	8MNT	00	00												
													JM 0096		A0004049 - 04		1,352.82		
															Payment Total:		1,352.82		
VE: HIRSCHKOFF SWV0100380-00 Pymt# 388657!													Pymt Type: EFT		Deposit Date: 9/8/2016				
1715	001		012	00102	2SNO	81	06												
													JM 0002		A0004049 - 05		6,352.05		
															Payment Total:		6,352.05		
VE: LOWINGER & ASSOCIATES SWV0190327-00 Pymt# 388658!													Pymt Type: EFT		Deposit Date: 9/8/2016				
1715	001		012	00102	2RID	02	00												
													JM 0097		A0004049 - 06		700.00		
															Payment Total:		700.00		

*Vendor name and statewide vendor number (SWV#)*

*Document #*

*Accounting coding*

*EFT or check/warrant number*

# How to audit against the A45...

OFM - SMALL AGENCY CLIENT SERVICES

FY 17 A45 transmittal.xlsx

FORM  
**A45**  
(1/98)



**AGENCY TRANSMITTAL**

A45 NO.	FY
004	17

*Verify the A45 number with the Payment Register Doc #.*

INSTRUCTIONS: Use separate transmittal forms for each type of document being transmitted.. Indicate document type in space provided. Agency is to show item number, description and amount (where applicable) only.

DOC TYPE  
 PAYMENTS  
 ORDERS  
 DEPOSITS  
 PAYROLL  
 OTHER

ITEM	DESCRIPTION	AMOUNT	DES USE ONLY
1			
2			
3			
4			

**Official Agency Payment Register**

Report Number: DLY001 Page: 1 of 1  
 Biennium: 2017 Payment Date: 09/07/2016  
 Batch Type: 4\*, 5\*, 6\* Report Run Date: 09/07/2016 6:31:21AM  
 Sort Order: Vendor Name

FM	Acct	MI	EAI	PI	Proj	SP	PH	OI	CO	City	WC	SO	SSO	Mjr	Src	Src	Doc #	Amount	
Warrant Register Number: 251																			
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1715	001		012	00102	3NSC	02	00							JM	0003		A0004049 - 01	23,807.23	
																	Payment Total:		23,807.23
VE: ALONSO SWV0076479-00 Pymt# 388656!													Pymt Type: EFT		Deposit Date: 9/8/2016				
1715	001		012	00102	3RTC	05	00							JM	0003		A0004049 - 02	1,250.00	
																	Payment Total:		1,250.00

# How to audit against the A45...

ITEM	DESCRIPTION	AMOUNT	DES USE ONLY
1	Invoice: <b>Alonso</b> , proposal #1, 2016.011	\$1,250.00	
2	Invoice: Revionary Glassworks, commission #1, 2012.034	\$21,009.77	<i>Verify the correct vendors were paid.</i>
3	Invoice: <b>3 Ring Services</b> , commission #2, 2014.011	\$23,807.23	
4	Invoice: Sorey Art Works, proposal #2, 2016.009	\$1,250.00	
5	Invoice: Hirschkoff dba BJH Art, commission #2, 2014.008	\$6,352.05	
6	Invoice: Zoccola, commission #1, 2014.004	\$8,915.01	
7	Invoice: Lowinger and Associates Conservation dba RLA Conservation, conservation review, 2016.006	\$700.00	
8			

**Official Agency Payment Register**

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*Verify the correct amounts were paid.*

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# How to audit payment information...

*Verify that the accounting coding matches the coding indicated on the invoices.*

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																Payment Total:		1,352.82

# Exceptions and issues...

If the Payment Register is blank, no payments were processed on the previous day.

## Statewide Vendor #

- If the invoice is from a business or individual that does not have a statewide vendor # set up, that invoice will be pulled from the batch.
- The rest of the batch will be processed without delay.
- We will notify you that we pulled that invoice so that you can work with the vendor to get a statewide vendor # set up.

## Errors

- If you notice in error in the payment (wrong vendor paid, wrong amount paid), notify DES Accounts Payable right away. Immediate action will be taken to remedy the issue.  
[APquestions.safs@des.wa.gov](mailto:APquestions.safs@des.wa.gov) (360) 407-8183
- If you notice an accounting coding error, please email DES Accounts Payable so we can process a correcting JV.  
[APquestions.safs@des.wa.gov](mailto:APquestions.safs@des.wa.gov)

# Summary...

The Official Agency Payment Register is a useful resource that helps you identify what has and hasn't been processed for payment.

After auditing the A45 to the Official Agency Payment Register, print the Payment Register and attach to your A45 and backup documentation for filing.

If the automatic Official Agency Payment Registers stop arriving via email on a daily basis, contact DES Accounts Payable. [APquestions.safs@des.wa.gov](mailto:APquestions.safs@des.wa.gov)

Thank you!

