

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	PAYROLL	SUB-SECTION 20.20.50
SECTION	PROCESSING	ISSUANCE DATE February 23, 2009
SUB-SECTION	VOIDS, REISSUES AND VENDOR CREDITS	REVISED - 2018

VOIDS, REISSUES AND VENDOR CREDITS

Warrants may need to be voided and reissued if they have been lost, destroyed, issued to the wrong vendor, or issued for the wrong amount.

**VOIDING INDIVIDUAL WARRANTS**

If an individual's warrant is issued for the wrong amount, the SPAHRS Void Employee Warrant/EFT Request Form 20.20.55 must be completed and returned to BFC. The warrant to be voided must be attached to the request form. If the original warrant has been lost or destroyed and cannot be returned to BFC, a Lost Warrant Replacement Request Form and a Stop Payment Request Form must be completed and returned with the SPAHRS Void Employee Warrant/EFT Request Form to the State Treasurer.

BFC will void the warrant in SPAHRS. This process will reverse the charges made on the individual's pay detail records and ensure the wages are not included on the individual's W-2 or 1099. Vendor credits will also be issued automatically for all deductions and payments. The amount of the net payroll warrant is credited to the agency as part of the void and reissue process. The void process is separate from the normal payroll processing. Separate reports are generated showing the resulting transactions, credits, etc. The agency should review and reconcile these reports.

After BFC has completed the void process, the agency must process a payroll adjustment in SPAHRS to have the warrant reissued for the correct amount.

**REPLACING INDIVIDUAL WARRANTS**

When an employee warrant is lost, stolen, or destroyed, the agency payroll office is responsible for submitting a Lost Warrant Replacement Request Form 10.40.20 and a Stop Payment Request Form 10.40.10 to the State Treasurer. After a stop payment has been issued, the State Treasurer will forward the forms to BFC. BFC will verify information and issue a replacement warrant.

When an employee warrant is mutilated, the agency payroll office is responsible for submitting a Mutilated Warrant Form 10.40.30 along with the mutilated warrant to BFC for a replacement of the warrant. Examples of a mutilated warrant include torn, ripped, unreadable, or smudged warrants.

**RECOVERING DIRECT DEPOSIT PAYMENTS**

Agencies are responsible for recovering any overpayments made to an individual through a direct deposit. This may be corrected through SPAHRS or on a CR document by reducing expenditures.

**VOIDING VENDOR WARRANTS**

If a SPAHRS vendor warrant needs voiding, a SPAHRS Void Vendor Warrant Request Form 20.20.60 must be completed and submitted to BFC along with the warrant. Each voided warrant requires a separate form. BFC will process the voided request as part of a scheduled payroll run whether or not the agency has payroll transactions in that run. The instructions for completion of the form are outlined below.

REFERENCE    EXPLANATION

- |   |   |
|---|---|
| 1 | Name of the agency submitting the void request  |
| 2 | The signature of the individual authorizing the request and serving as DFA's contact for processing the request |

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- 3        The direct telephone number for the agency contact
- 4        The date the request is being made
- 5        Agency contact's email address
- 6        The SPAHRS agency number associated with the vendor warrant
- 7        The warrant number to be voided
- 8        The original amount of the warrant to be voided
- 9        Section B - mark only one:
1. The voided warrant will not be reissued.
  2. The warrant will be issued in the same amount to the same vendor. If warrant is lost, attach a Lost Warrant Replacement Request Form 19.20.30. In addition, a Stop Payment Request Form 19.20.20 is sent to the State Treasurer.
  3. The warrant will be reissued in the same amount to a different vendor. The new SAAS vendor number must be included.
  4. The warrant was issued incorrectly and must be reissued to the original vendor and another vendor. Items paid on the warrant and will not be paid to the original vendor must be marked on the Suspended Items from Warrant Payment screen print. The items marked will be paid to the vendor indicated on this line. The unmarked items will be paid on a separate warrant to the original vendor.
  5. The warrant to the original vendor must be reissued for a lesser amount. The excluded items from the reissued warrant must be marked on the Suspended Items from Warrant Payment screen print. All marked items will be excluded from the replacement warrant issued to the same vendor.
- 10       Section C. Complete this section only if an individual refund is required. If a system-generated credit was applied and then it was determined that the vendor warrant needs to be voided, the payment amount may still be owed. The agency must indicate any credits on a void request to ensure the void and reissue request is handled properly.
1. If the refund has been processed, check "Yes" and complete item 2. If the refund has not been processed, check "No" and complete item 3.
  2. If the refund has been processed, review the SPAHRS Browse Vendor Credits screen or run the Credit Utilization Report. If the credit is still displayed on the browse screen, check "No" because the credit has not been taken. The Vendor Credit Utilization Report shows all credits applied by vendor and individual. If the credit appears on the report, check "Yes".
  3. If the refund will be processed in the future, check "Yes" and provide the date the refund will be processed. If not, check "No".
- 11       Provide a detailed explanation of why the warrant should be voided.

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**VENDOR CREDITS**

SPAHRS vendor credits generate automatically when an individual's warrant is voided or a refund adjustment is processed. For example, a vendor is overpaid so the overpayment is credited so that the next time that he is paid, you won't have to pay as much. The credits are applied automatically by SPAHRS when a payment is made to the same vendor on a future payroll. If there are multiple credits to a single vendor, the largest credit amount will be taken first. Credits are not applied in the order they are generated. Additionally, SPAHRS will not apply partial credits. If the entire credit cannot be applied, the remaining balance will be held until the total amount is available.

Credits are taken by agency/vendor and do not address the account distribution of the original payments. For instance, a vendor credit is created from a payment out of an agency's special fund. The next payment to the same vendor is made from the agency's general fund. The credit will be taken to reduce the agency's general fund payment.

SPAHRS may not be able to apply all generated vendor credits. If the agency changes vendors and the former vendor has an unused credit, the credit cannot be applied. SPAHRS also cannot offset a credit if the single check flag was selected for the payment and the individual no longer has a deduction to the vendor. For example, if an individual was refunded a garnishment amount because the garnishment has been satisfied and the deduction expired; SPAHRS has no expense for which to offset the credit. If SPAHRS cannot apply the credit, the agency must request a refund from the vendor.

The agency is responsible for ensuring vendor credits are generated and applied correctly. Individuals can view vendor credits either online or from a report. Credits that are generated and not taken will appear on the Browse Vendor Credits screen. The Credit Utilization Report generates automatically and provides detailed information on all vendor credits. A copy of the report will be included with the payroll reports and warrants at DFA. The agency can also run this report by date or by vendor upon request. These reports are available through FMVIEW.