

Guidelines for Canceling and Reissuing USPS Deduction Warrants

Follow the guidelines listed below to cancel a payroll deduction warrant issued from a USPS document and to reissue the warrant for the same amount (must not exceed original warrant amount) but to a different payee number(s).

Canceling Original USPS Deduction Warrants

- 1 Complete a Payment Cancellation Voucher (PCV) Form 73-179 (Rev. 3-95/3). See “Warrant Cancellations” in Chapter 1 of this manual. The Texas Identification Number on the warrant that is to be canceled must be used on the PCV.
- 2 Submit the cancellation voucher with the warrant to the Comptroller’s Claims Division. If the warrant has been lost, submit USPS Report 182.

Reissuing USPS Deduction Warrants

Before a USPS deduction warrant can be reissued, the original warrant *must* be canceled.

- 1 In USAS, a transaction must be processed with a batch type “6” and document type “5” to process a transaction in USAS.

Note: USAS security requires USAS User Class 74 or 79 with a “P” or “B” in the confidentiality field to process these transactions
--

Create a Batch Header

- 2 Access the USAS Main Menu.
- 3 Enter **D** (Data Entry of Financial Transactions) and press  from the Main Menu.
- 4 Enter **50** (Enter Accounting Transaction) and press  from the Financial Data Transaction Data Entry Menu.

- 5 Enter the following data on the Batch Header Entry screen:

AGENCY NUMBER

Enter your agency 3-digit number.

BATCH DATE

Will default to the system's management date.

BATCH TYPE

Enter **6**.

BATCH EDIT MODE

Enter **1**.

BATCH COUNT

Will default to the number of transactions entered.

BATCH AMOUNT

Will default to the total amount of the transactions entered.

- 6 Press . The Pre-encumbrance/ Encumbrance/ Expenditures Transaction Entry screen appears.

Enter the Transaction

- 7 Using document type 5, you must enter the transaction(s) with a unique document number per fiscal year. The document number must contain one of the following values in the 5th position.

2 final mid-month payroll

4 final monthly payroll
(this value is the most common one used)

6 final other payroll

- 8 The following t-codes must be used to correspond to the specific deduction to be reissued:

874 ERS deductions (charitable organization, child support, credit union, etc.)

875 Other deductions

876 IRS deductions

877 TRS deductions

- 9 Enter the appropriate accounting detail (comp object, PCA, fund and appropriation number) to reissue the payment. In addition, the Texas identification number and name are required.**

Note: The payment distribution type (PDT) must be DF.

- 10 These transactions must be approved and then released by the Comptroller's Claims Division with an action code 500 before they will process.**
- 11 After a Doc Type 5 transaction has been released and an error is found, the only way to clear the transaction is to Super Security Delete the transaction. Contact Expenditure Research and Assistance at (512) 475-1097 with any questions concerning these transactions or if they need approval after they have been released.**