

**When do you send a document to OST?**  
**(for treasury and treasury trust accounts only)**

Document Type	Form Number	Action	In-Process GL
<b>Document sent to OST</b>			
Cash Receipt	CJ/A-8	<ul style="list-style-type: none"> <li>• Enter into AFRS</li> <li>• Send original document to OST (can send via email to <a href="mailto:A8@tre.wa.gov">A8@tre.wa.gov</a>)</li> </ul>	7110
Manual JV (between accounts and/or agencies)	JV/A7	<ul style="list-style-type: none"> <li>• Enter into AFRS</li> <li>• Send original document to OST (can send via email to <a href="mailto:transferjv@tre.wa.gov">transferjv@tre.wa.gov</a>)</li> <li>• Send copy to the other agency (if transferring between agencies).</li> </ul>	7140
Warrant Cancellation	JV/A7-A	<ul style="list-style-type: none"> <li>• Enter into AFRS</li> <li>• Send original document and affidavit or canceled warrant to OST</li> <li>• Affidavit of lost or destroyed warrant template is at <a href="http://www.ofm.wa.gov/policy/85.38.20_AffidavitForm.pdf">http://www.ofm.wa.gov/policy/85.38.20_AffidavitForm.pdf</a></li> </ul>	7130
<b>Document not sent to OST</b>			
Cash Receipt – agency entry in TM\$	CJ/A-8	<ul style="list-style-type: none"> <li>• Enter into AFRS</li> <li>• Enter into TM\$</li> </ul>	7110
Inter-Agency Payment (IAP) JV	JV/A7 /A19	<ul style="list-style-type: none"> <li>• Enter into AFRS</li> </ul>	7140
Inter-fund Transfer (IFT) JV	JV/A7	<ul style="list-style-type: none"> <li>• Enter into AFRS</li> </ul>	7140
SOL Warrant	JV/A7	<ul style="list-style-type: none"> <li>• Review and release batches in AFRS <ul style="list-style-type: none"> <li>○ Trans type H</li> <li>○ Origin code WS</li> </ul> </li> <li>• Be sure to match OST-generated document number and Account <ul style="list-style-type: none"> <li>○ Warrants over 180 days old</li> <li>○ Document number = SOLXXXX</li> </ul> </li> </ul>	7130
Manual JV (same account)	JV/A7	<ul style="list-style-type: none"> <li>• Enter into AFRS</li> </ul>	9920