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

Document Type	Form Number	Action	In-Process GL
Document sent to OST			
Cash Receipt	CJ/A-8	• Enter into AFRS • Send original document to OST (can send via email to A8@tre.wa.gov)	7110
Manual JV (between accounts and/or agencies)	JV/A7	• Enter into AFRS • Send original document to OST (can send via email to transferjv@tre.wa.gov) • Send copy to the other agency (if transferring between agencies).	7140
Warrant Cancellation	JV/A7-A	• Enter into AFRS • Send original document via email to warrantinquiry@tre.wa.gov • Affidavit of lost or destroyed warrant template is at http://www.ofm.wa.gov/policy/85.38.20_AffidavitForm.pdf	7130
Document not sent to OST			
Cash Receipt – **agency entry in TM$**	CJ/A-8	• Enter into AFRS • Enter into TM$	7110
Inter-Agency Payment (**IAP**) JV	JV/A7 /A19	• Enter into AFRS	7140
Inter-fund Transfer (**IFT**) JV	JV/A7	• Enter into AFRS	7140

SOL Warrant	JV/A7	• Review and release batches in AFRS
		   o Trans type H
		   o Origin code WS
		• Be sure to match OST-generated document number and Account
		   o Warrants over 180 days old
		   o Document number = SOLXXXX
			7130

Manual JV (**same account**)	JV/A7	• Enter into AFRS	9920