



Warrant Maintenance Job Aid

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Warrant Maintenance Job Aid

Overview

Once warrants are uploaded into the Warrant Master, they can be edited as long as they are in the Issued status. The following edits are shown in this job aid:

- Stop
- Void
- Delete
- Account coding
- Amount

This job aid also shows how to add a manual warrant.

Important Note

Warrant Maintenance tasks are not performed in the AgencyWeb. They require access to Microsoft Dynamics and, possibly, RSA token access (if you are outside of the County network).

- Warrant maintenance tasks for MCESA-hosted school districts are performed by MCESA
- Warrant maintenance tasks for County Agencies are performed by County Finance

Security Access required: Dynamics - Warrant Maintenance

System Used: Microsoft Dynamics

Special Access notes: *An RSA token is required if you are accessing Microsoft Dynamics from outside the County network*

Questions? Please contact the Treasurer's Office at Treasurer.Accounting@mail.maricopa.gov



Warrant Maintenance Job Aid

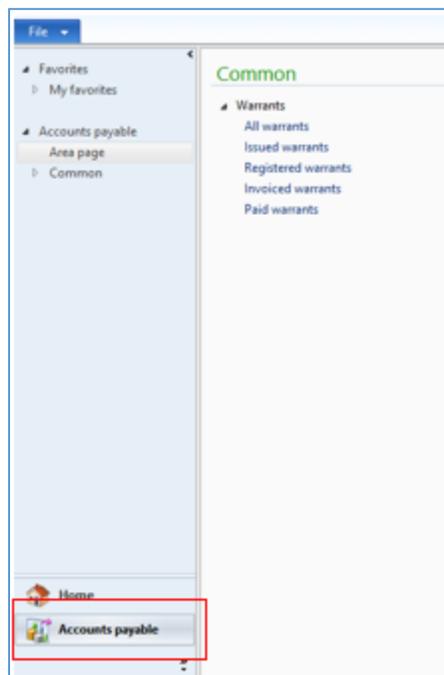
Getting Started

Accessing Microsoft Dynamics

When you are first granted access to Microsoft Dynamics for Warrant Maintenance tasks, you will receive an email with a User ID, a temporary password, RSA token installation and usage information (if applicable), and instructions on how to access and log in to Microsoft Dynamics.

The Home Screen (“Area Page”)

Once you log on to Microsoft Dynamics, your options will be limited to only those tasks that you can perform. You will not have to sort through options you will never use.



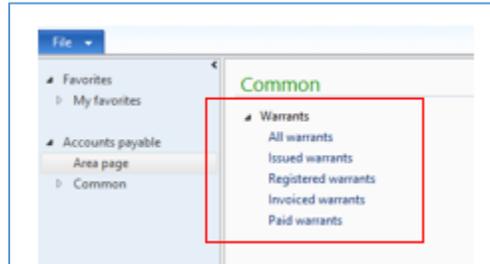
Your Home Page (called an “Area Page” in Microsoft Dynamics), shows that you are in the **Accounts Payable** module



Warrant Maintenance Job Aid

Warrant Master

Access the Warrant Master



The only task you can perform when you first log on is to access the Warrant Master.

You can view all warrants or you can choose to view only warrants in a specific status.

- Click on the link for the view you wish to see

Note: If you choose to view "All warrants", you will be able to filter the resulting display by status

(This job aid uses the "All warrants" view)



Warrant Maintenance Job Aid

Warrant Master

Insert Filter Row

The screenshot shows a table titled "All warrants" with the following columns: Agency, Status, Warrant number, Issued date, Paid date, and Amount. An arrow points to the empty row immediately below the column headers.

Agency	Status	Warrant number	Issued date	Paid date	Amount
5214	Stale	170050444	2/17/2017 12:00:00 am	2/18/2018	366.67
5214	Stale	170050486	2/17/2017 12:00:00 am	2/18/2018	0.01
5214	Issued	170052957	3/3/2017 12:00:00 am		13.24
5214	Issued	170060269	3/31/2017 12:00:00 am		0.01
5214	Issued	170057006	3/17/2017 12:00:00 am		29.76
5214	Issued	170074306	5/26/2017 12:00:00 am		39.48
5214	Issued	170079606	6/9/2017 12:00:00 am		19.74
5214	Issued	180008904	8/18/2017 12:00:00 am		0.01
5214	Issued	180008906	8/18/2017 12:00:00 am		0.01
5214	Issued	180009005	8/18/2017 12:00:00 am		1,222.23

To insert a filter row below the column headers, press the Control key and the letter G – **Ctrl + G**

The screenshot shows the same table as above, but now a filter row has been added below the column headers. The filter row contains dropdown arrows for each column. An arrow points to this filter row.

Agency	Status	Warrant number	Issued date	Paid date	Amount
▼	▼	▼	▼	▼	▼
5214	Stale	170050444	2/17/2017 12:00:00 am	2/18/2018	366.67
5214	Stale	170050486	2/17/2017 12:00:00 am	2/18/2018	0.01
5214	Issued	170052957	3/3/2017 12:00:00 am		13.24
5214	Issued	170060269	3/31/2017 12:00:00 am		0.01
5214	Issued	170057006	3/17/2017 12:00:00 am		29.76
5214	Issued	170074306	5/26/2017 12:00:00 am		39.48
5214	Issued	170079606	6/9/2017 12:00:00 am		19.74
5214	Issued	180008904	8/18/2017 12:00:00 am		0.01
5214	Issued	180008906	8/18/2017 12:00:00 am		0.01
5214	Issued	180009005	8/18/2017 12:00:00 am		1,222.23



Warrant Maintenance Job Aid

Warrant Master

Using the Filter Row

To filter by column, enter a value in the field and press the **Enter** key (see examples below).

To clear the filter, delete the value and press the **Enter** key.

Example: Filtering for a specific Warrant Number

All warrants (Unsaved filter) ▾						
<input type="checkbox"/>	Agency	Status	Warrant number	Issued date	Paid date	Amount
	5214	Issued	180021056	10/13/2017	12:00:00 am	0.01

Example: Filtering for a specific Date

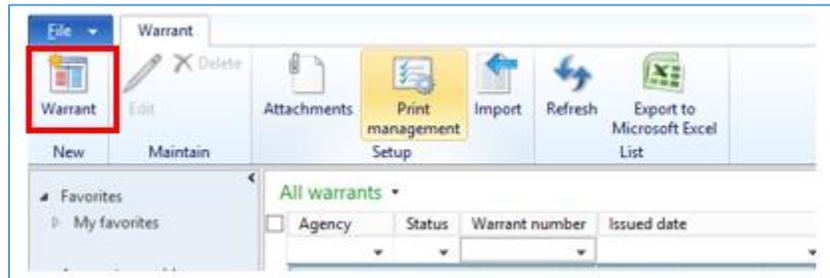
All warrants (Unsaved filter) ▾						
<input type="checkbox"/>	Agency	Status	Warrant number	Issued date	Paid date	Amount
	5214	Issued	180020981	10/13/2017	12:00:00 am	149.29
	5214	Issued	180021010	10/13/2017	12:00:00 am	15.00
	5214	Issued	180021020	10/13/2017	12:00:00 am	39.68
	5214	Issued	180021056	10/13/2017	12:00:00 am	0.01



Warrant Maintenance Job Aid

Add a Warrant

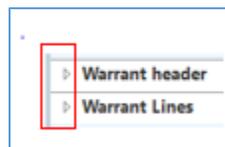
To add a warrant, click the **Warrant** button in the upper left of the screen



A “New Record” window will open

- There are two sections to the “New Record” screen:
 - Warrant Header
 - Warrant number
 - Issued date
 - Warrant Lines
 - Amount
 - Payee
 - Account (for account coding string)

Note: If either of these two sections does not display on your screen, click the symbol to open the input area





Warrant Maintenance Job Aid

Add a Warrant

Warrant Header

Warrant header *

General	Posting
Warrant number: <input type="text"/>	Invoice: <input type="text"/>
Holder: <input type="text" value="MC1000000107"/>	Invoice date: <input type="text"/>
Issued date: <input type="text"/>	Paid date: <input type="text"/>
Status: <input type="text" value="Issued"/>	Positive pay sent date: <input type="text"/>
Exception flag: <input type="checkbox"/>	Agency details
Exception reason: <input type="text" value="None"/>	Agency voucher number: <input type="text"/>
Queued for positive pay: <input checked="" type="checkbox"/>	Agency claim number: <input type="text"/>

- Enter the ten-digit warrant number
- Enter the issued date (either manually or using the calendar function)
 - When you exit this field, a time stamp will appear in the right-hand area of the field (defaulting to 12:00:00 am)



Warrant Maintenance Job Aid

Add a Warrant

Warrant Lines

Warrant Lines			
<input type="checkbox"/>	Amount	Payee	Account
<input type="checkbox"/>	0.00		

Click in each section to enter the Amount, Payee, and Account (coding)

Account
210100 - 500 - 5214 - 5030 - 50109 - 4100 - - - -

Note for entering account coding:

- When you type in the numbers, use the Tab key to move to the next segment area (it will insert a hyphen to separate them).
 - In the above example: enter 210100, press the Tab key, enter 500, press the Tab key, enter 5214, etc.
- As you move to a field, if you don't wish to type a number you can expose a drop-down list from which you may choose a value by clicking on it

Account								
210100 - 500 - 5214 -								
<table border="1"> <tr><td>5001</td><td>M & O</td></tr> <tr><td>5002</td><td>OTHER MONIES</td></tr> <tr><td>5010</td><td>CLASSROOM SITE FUND</td></tr> <tr><td>5030</td><td>PAYROLL CLEARING</td></tr> </table>	5001	M & O	5002	OTHER MONIES	5010	CLASSROOM SITE FUND	5030	PAYROLL CLEARING
5001	M & O							
5002	OTHER MONIES							
5010	CLASSROOM SITE FUND							
5030	PAYROLL CLEARING							

Remember to enter at least the six required segments. Of course, you may enter one or more of the Agency Optional Dimensions if you use them

When you have entered the above information, click the Close button in the lower right

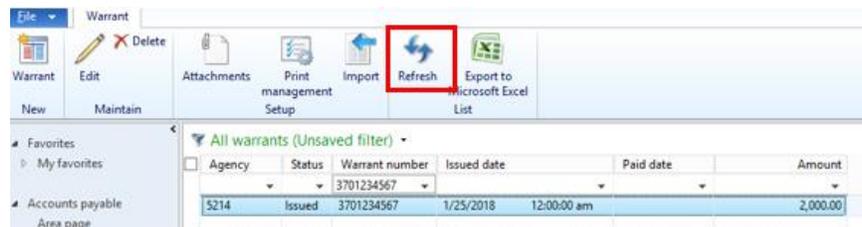
Close



Warrant Maintenance Job Aid

Add a Warrant

View the added Warrant



Click the **Refresh** button

The added warrant will appear in the list

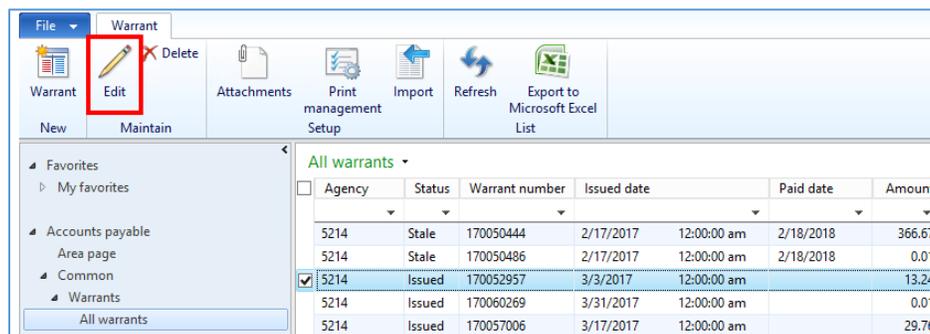
- *In this example, the warrant number was entered in the filter field to find the warrant (rather than scrolling through the complete listing of warrants)*

The warrant is now queued for positive pay.

Edit a Warrant for Void or Stop Payment (Issued status only)

To edit a warrant,

- Select the warrant (either highlight the row or check the checkbox to the left of the warrant number)
- Click the **Edit** button in the upper left of the screen



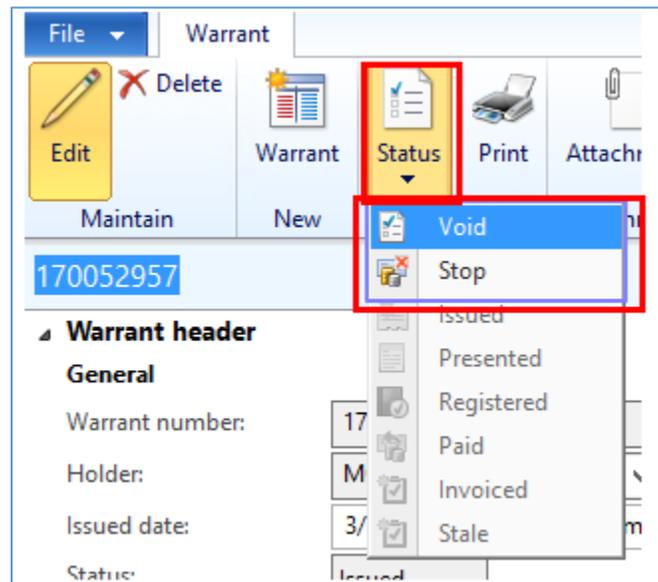


Warrant Maintenance Job Aid

Edit a Warrant for Void or Stop Payment (Issued status only)

Click the Status button to bring up a drop-down list for additional selections.

- To void a warrant, select **Void**
- To stop a warrant, select **Stop**

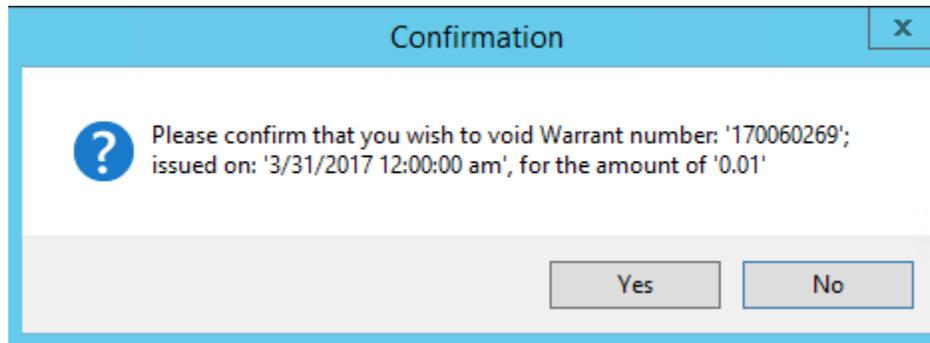




Warrant Maintenance Job Aid

Edit a Warrant for Void or Stop Payment (Issued status only)

Void message



- Click **Yes** to confirm the Void
- Click **No** to discontinue the process

The warrant status will now show as **Void**

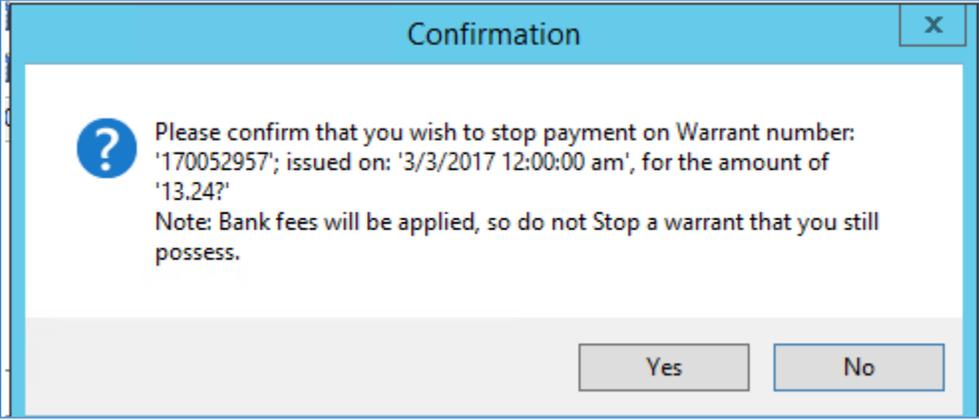




Warrant Maintenance Job Aid

Edit a Warrant for Void or Stop Payment (Issued status only)

Stop message



The image shows a confirmation dialog box with a blue header and a white body. The header contains the word "Confirmation" and a close button (X). The body contains a question mark icon, the text "Please confirm that you wish to stop payment on Warrant number: '170052957'; issued on: '3/3/2017 12:00:00 am', for the amount of '13.24?'", and a note: "Note: Bank fees will be applied, so do not Stop a warrant that you still possess." At the bottom of the dialog are two buttons: "Yes" and "No".

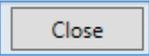
- Click **Yes** to confirm the Stop
- Click **No** to discontinue the process

Note the message that *“bank fees will be applied, so do not Stop a warrant that you still possess”*

The warrant status will now show as **Stopped**



The image shows a status field with the label "Status:" and a dropdown menu showing the word "Stopped".

When you have processed the Void or Stop, click the Close button in the lower right 



Warrant Maintenance Job Aid

Edit a Warrant for Void or Stop Payment (Issued status only)

To view the Void or Stopped Warrant

Print management Setup Import **Refresh** Export to Microsoft Excel List

All warrants ▾

<input type="checkbox"/>	Agency	Status	Warrant number	Issued date	Paid date	Amount
	5214	Stale	170045094	1/20/2017 12:00:00 am	1/31/2018	0.01
	5214	Stopped	170052957	3/3/2017 12:00:00 am		13.24
	5214	Issued	170057006	3/17/2017 12:00:00 am		29.76
	5214	Void	170060269	3/31/2017 12:00:00 am		0.01
	5214	Issued	170070001	10/17/2017 12:00:00 am		140.00

Click the **Refresh** button

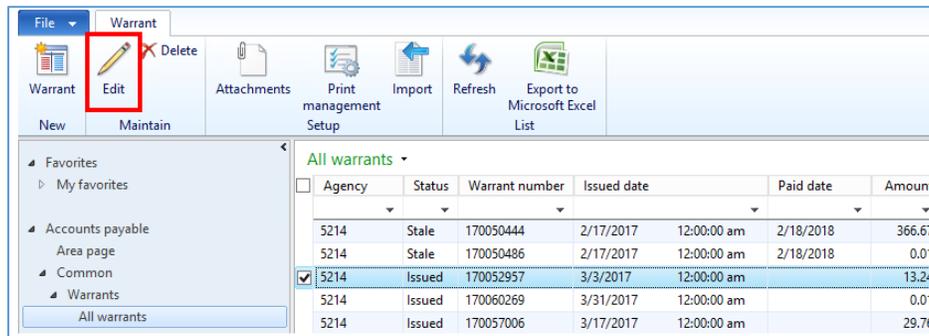


Warrant Maintenance Job Aid

Edit a Warrant for Amount or Account Coding (Issued status only)

To edit a warrant,

- Select the warrant (either highlight the row or check the checkbox to the left of the warrant number)
- Click the **Edit** button in the upper left of the screen



To edit the Amount, click in the Amount field in the Warrant Line

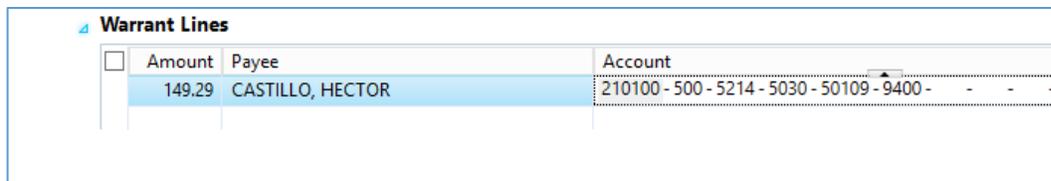
- Correct the amount



This can only be done for warrants in **Issued** status

To edit the Account, click in the Account field in the Warrant Line

- Correct the account coding



This can only be done for warrants in **Issued** status



Warrant Maintenance Job Aid

Edit a Warrant for Amount or Account Coding (Issued status only)

To view the edited Warrant

Print management Setup Import **Refresh** Export to Microsoft Excel List

All warrants ▾

<input type="checkbox"/>	Agency	Status	Warrant number	Issued date	Paid date	Amount
	5214	Stale	170045094	1/20/2017 12:00:00 am	1/31/2018	0.01
	5214	Stopped	170052957	3/3/2017 12:00:00 am		13.24
	5214	Issued	170057006	3/17/2017 12:00:00 am		29.76
	5214	Void	170060269	3/31/2017 12:00:00 am		0.01
	5214	Issued	180020981	10/13/2017 12:00:00 am		150.00

Click the **Refresh** button

Note that the account coding does not appear on the warrant master screen



Warrant Maintenance Job Aid

Delete a Warrant

To delete a warrant,

- Select the warrant (either highlight the row or check the checkbox to the left of the warrant number)
- Click the **Delete** button in the upper left of the screen

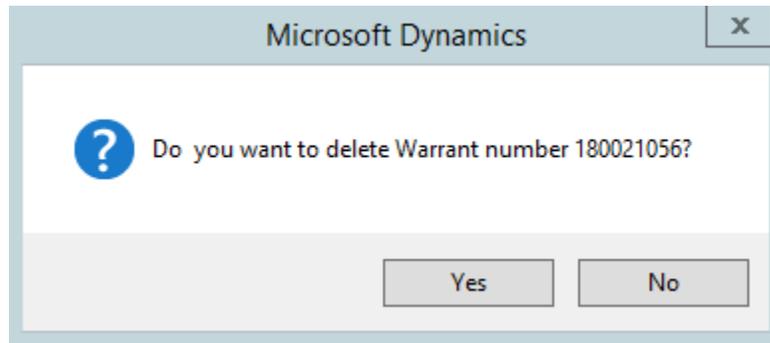




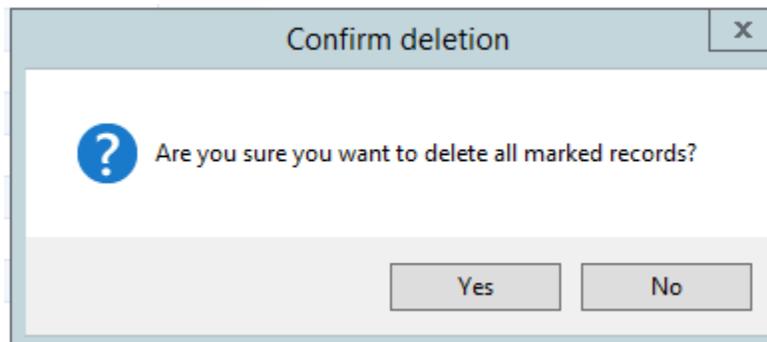
Warrant Maintenance Job Aid

Delete a Warrant

Delete message



- Click **Yes** to confirm the Delete
- Click **No** to discontinue the process



Confirm the deletion

The warrant status will now show as **Deleted**

▼ All warrants (Unsaved filter) ▼

<input type="checkbox"/>	Agency	Status	Warrant n...	Issued date
	▼	deleted ▼	▼	
	5214	Deleted	180021056	10/13/2017



Warrant Maintenance Job Aid

Export Warrant Master to Excel (for users within the County network only)

For user within the County network, you will be able to export the warrant list to Excel by selecting the **Export to Microsoft Excel** button



Excel will open with the data populated in the worksheet

	A	B	C	D	E	F
1	Agency	Status	Warrant number	Issued date	Paid date	Amount
2	5214	Issued	180032041	11/29/2017 0:00		555.30
3	5214	Issued	180014423	9/15/2017 0:00		601.57
4	5214	Issued	170074306	5/26/2017 0:00		39.48
5	5214	Issued	170079606	6/9/2017 0:00		19.74
6	5214	Issued	180000325	7/7/2017 0:00		8.81
7	5214	Issued	180000376	7/7/2017 0:00		32.72

Important Note

The values in the **Agency** and **Warrant number** columns are not formatted as numbers