# Warrant Maintenance Job Aid

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*Version date: 2/28/2018*

# 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

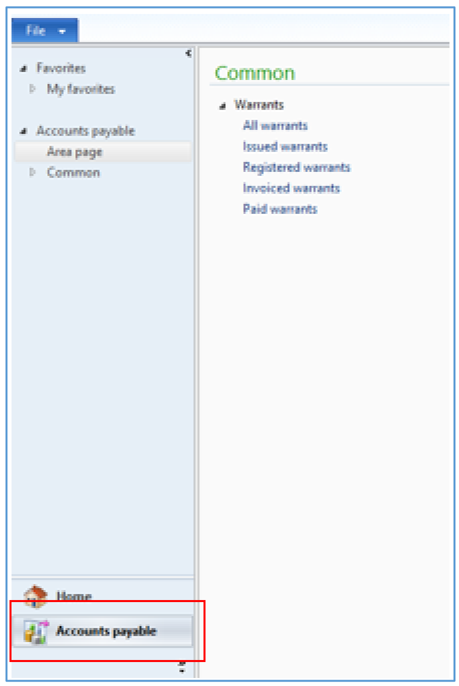
## Getting Started

### 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.

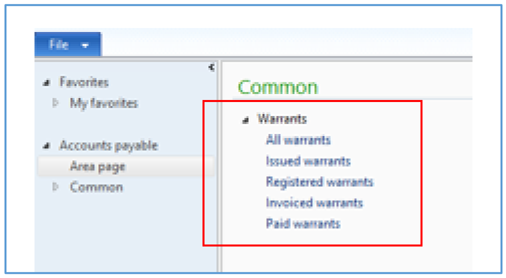



Your Home Page (called an "Area Page" in Microsoft Dynamics), shows that you are in the **Accounts Payable** module

# 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

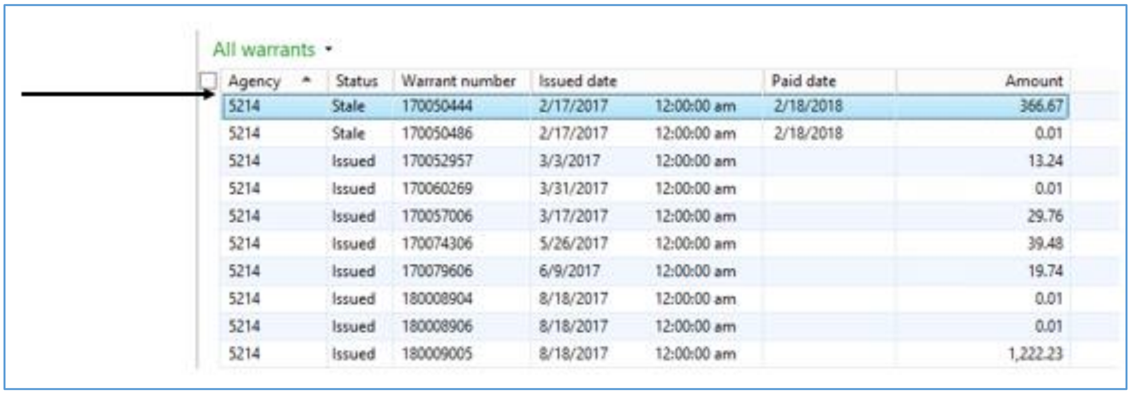
*Note: If you choose to view "All warrants", you will be able to filter the resulting display by status*

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

# Warrant Maintenance Job Aid

## Warrant Master

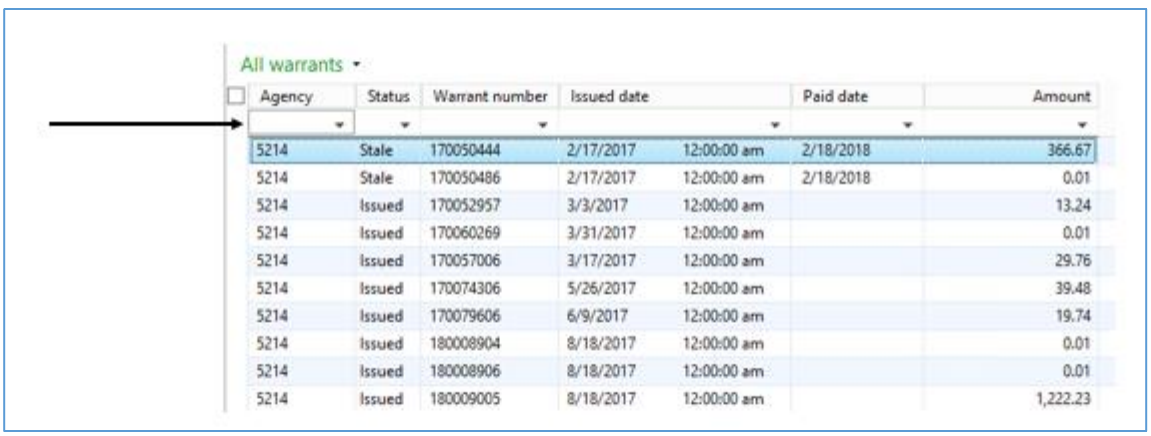
### Insert Filter Row



All warrants

| 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**



All warrants

| 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 |
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| 5214 | Issued | 170057006 | 3/17/2017 12:00:00 am | | 29.76 |
| 5214 | Issued | 170074306 | 5/26/2017 12:00:00 am | | 39.48 |
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| 5214 | Issued | 180008904 | 8/18/2017 12:00:00 am | | 0.01 |
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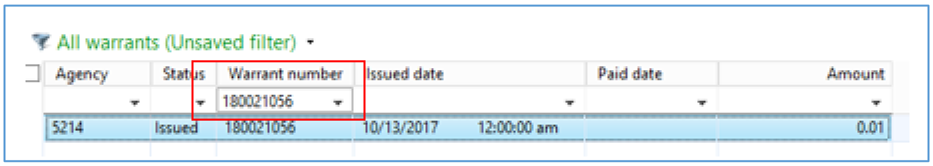
| 5214 | Issued | 180009005 | 8/18/2017 12:00:00 am | | 1,222.23 |

## Warrant Master

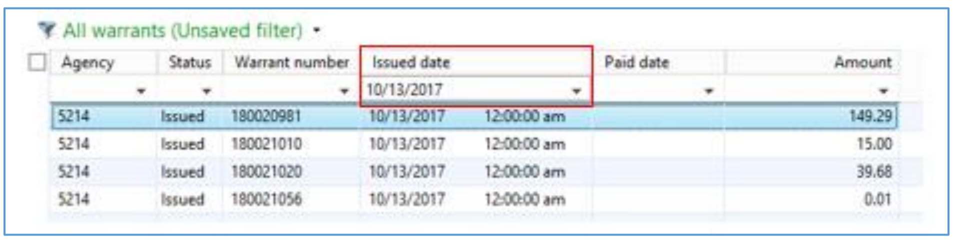
### Using the Filter Row

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

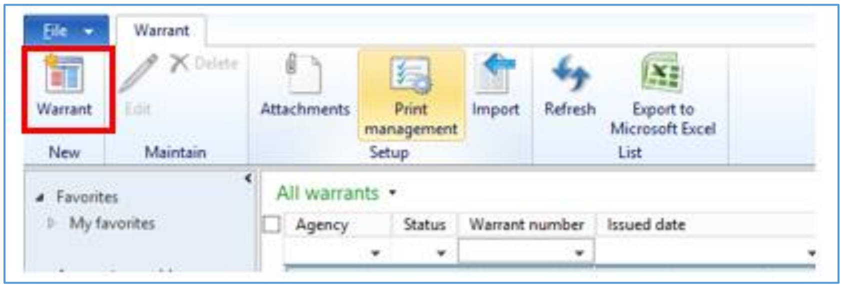



Example: Filtering for a specific Date



## Add a Warrant

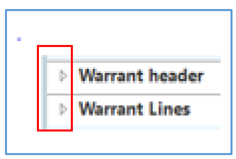
To add a warrant, click the **Warrant** button in the upper left of the screen




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)

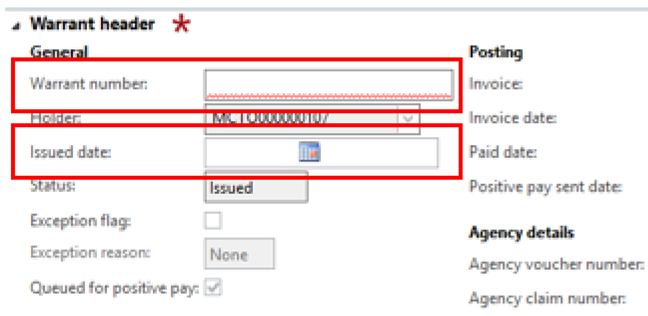
*Note: If either of these two sections does not display on your screen, click the symbol to open the input area*



# Warrant Maintenance Job Aid

## Add a Warrant

### Warrant Header

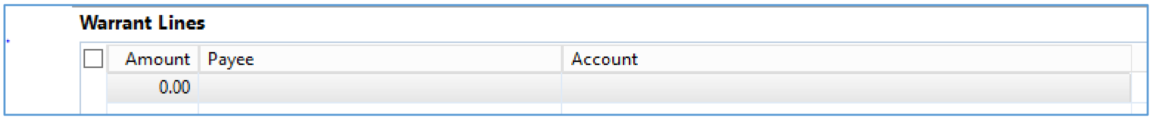



- Enter the ten-digit warrant number
- Enter the issued date (either manually or using the calendar function)
  - When you exit this field, a time stamp will appear in the right-hand area of the field (defaulting to 12:00:00 am)

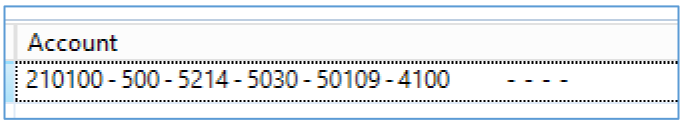
# Warrant Maintenance Job Aid

## Add a Warrant

### Warrant Lines



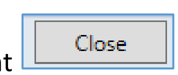

Click in each section to enter the Amount, Payee, and Account (coding)




Note for entering account coding:

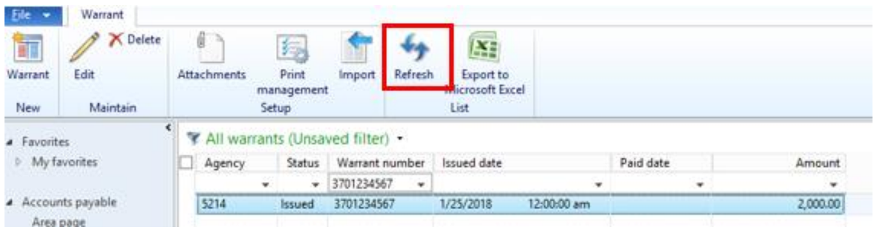
- When you type in the numbers, use the Tab key to move to the next segment area (it will insert a hyphen to separate them).
    - In the above example: enter 210100, press the Tab key, enter 500, press the Tab key, enter 5214, etc.
- As you move to a field, if you don't wish to type a number you can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


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 

## Add a Warrant

### View the added Warrant




Click the **Refresh** button

The added warrant will appear in the list

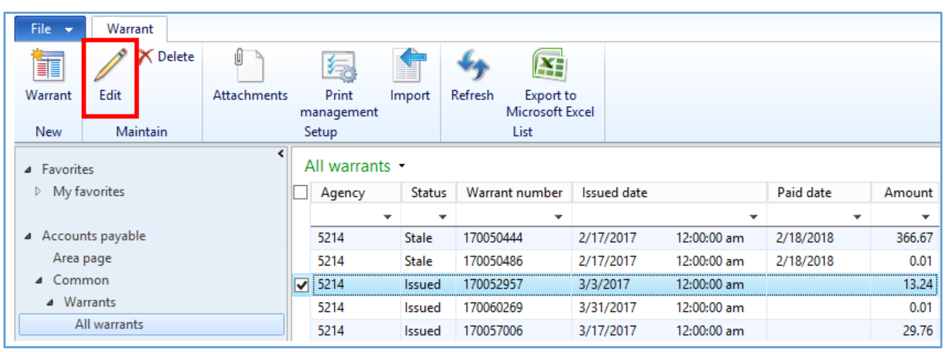
- *In this example, the warrant number was entered in the filter field to find the warrant (rather than scrolling through the complete listing of warrants)*

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

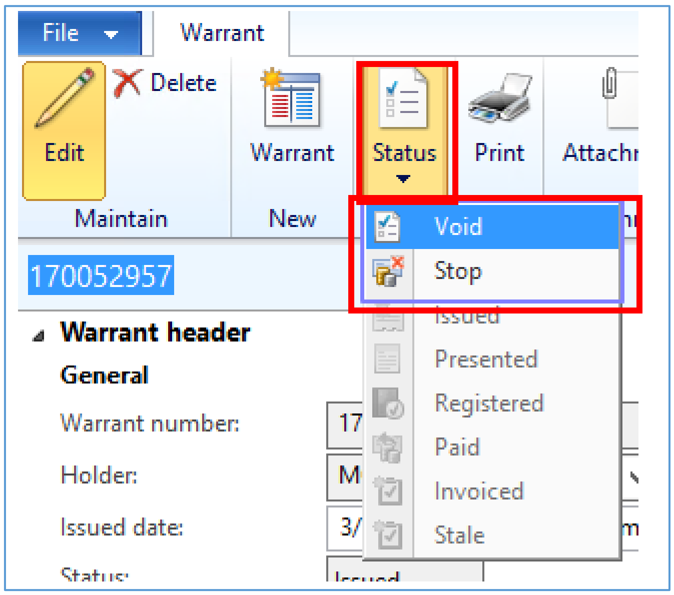


# Warrant Maintenance Job Aid

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

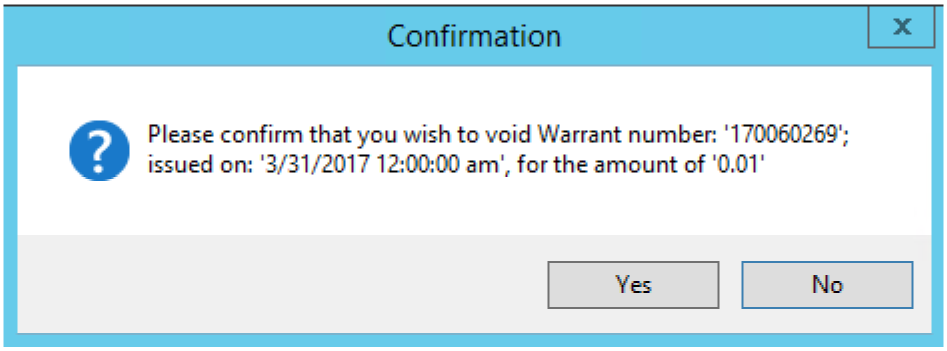
Click the Status button to bring up a drop-down list for additional selections.

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



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

Void message

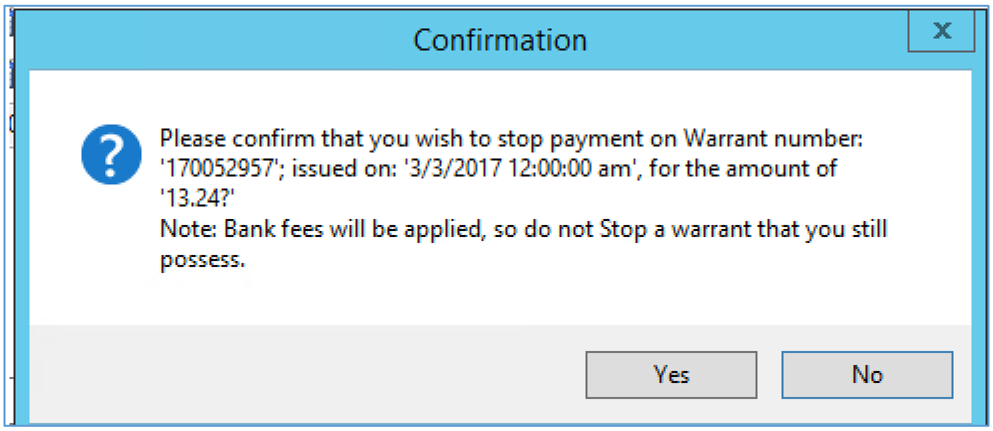



- Click **Yes** to confirm the Void
- Click **No** to discontinue the process

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

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

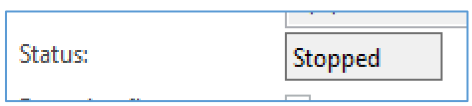
Stop message



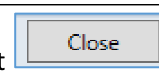

- Click **Yes** to confirm the Stop
- Click **No** to discontinue the process

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**

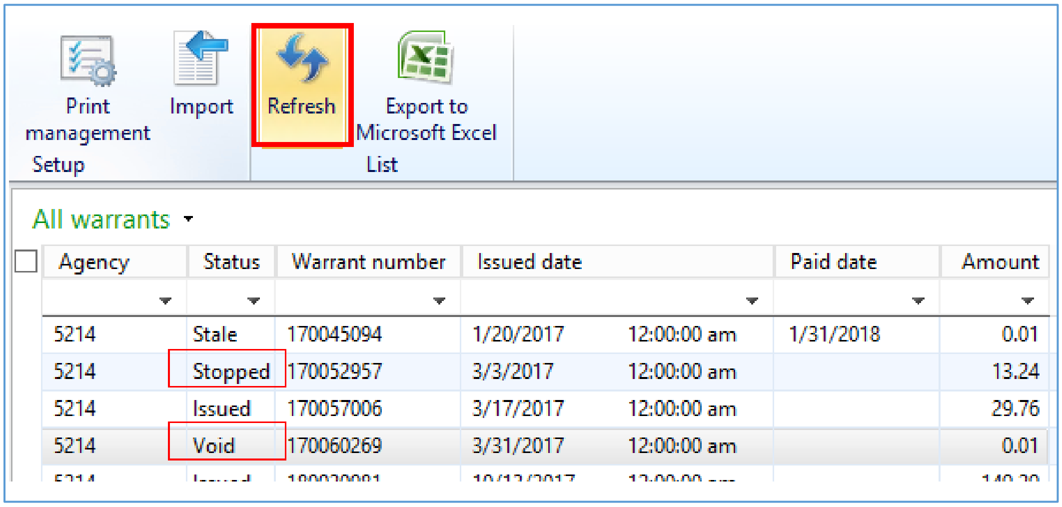



When you have processed the Void or Stop, click the Close button in the lower right



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

To view the Void or Stopped Warrant

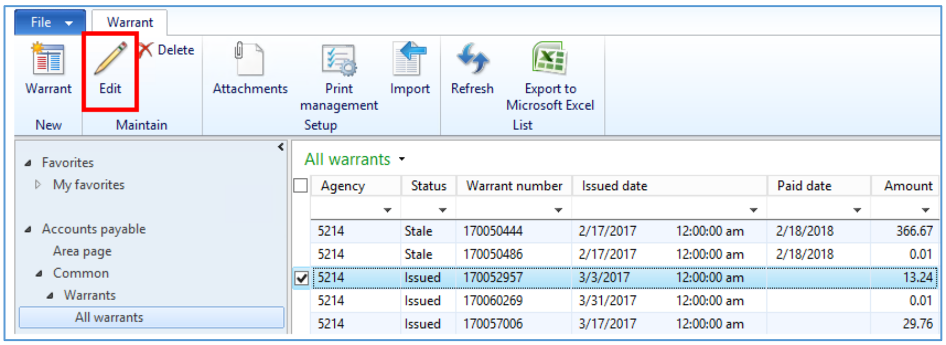



Click the **Refresh** button

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

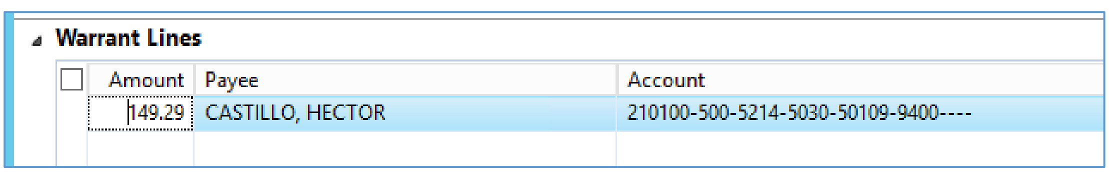
To edit a warrant,

- 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 filed in the Warrant Line

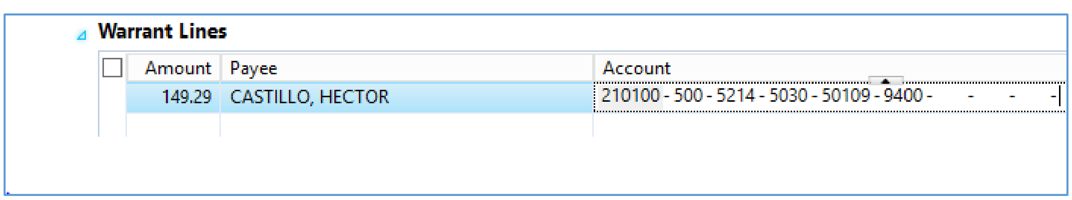
- Correct the amount




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

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

- Correct the account coding

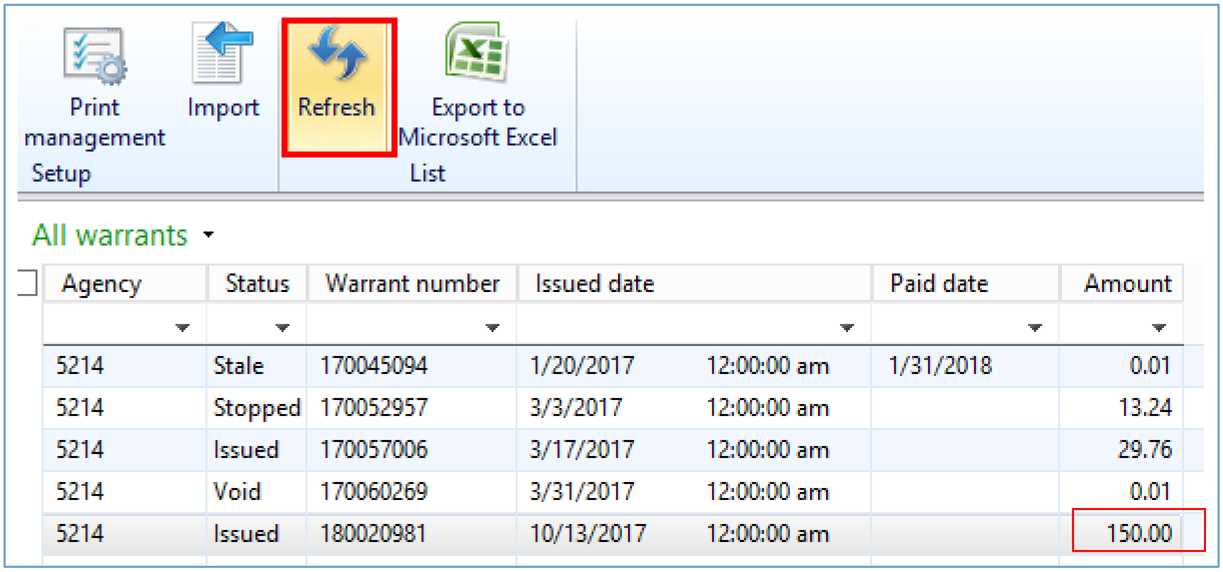



This can only be done for warrants in **Issued** status

# Warrant Maintenance Job Aid

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

To view the edited Warrant




Click the **Refresh** button

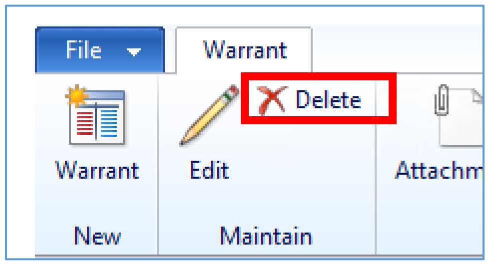
*Note that the account coding does not appear on the warrant master screen*

# Warrant Maintenance Job Aid

## Delete a Warrant

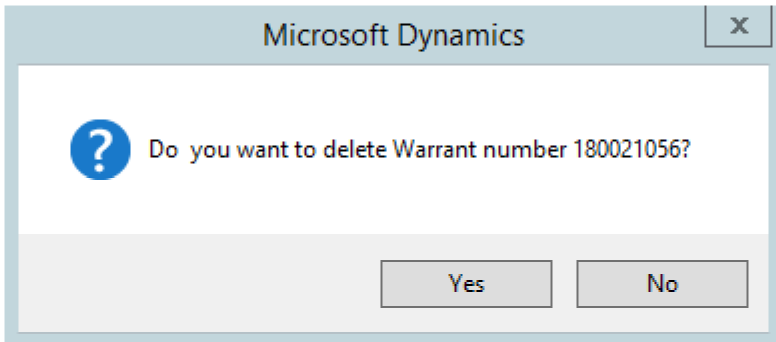
To delete a warrant,

- 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

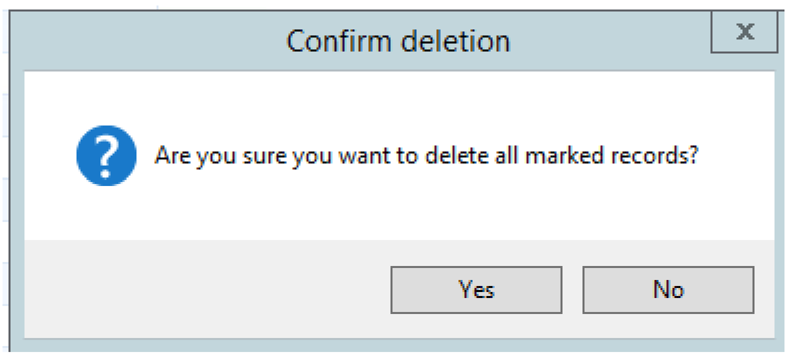


## Delete a Warrant

Delete message

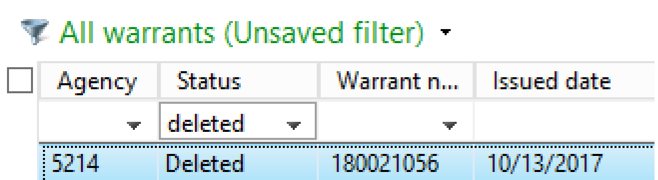



- Click **Yes** to confirm the Delete
- Click **No** to discontinue the process




Confirm the deletion

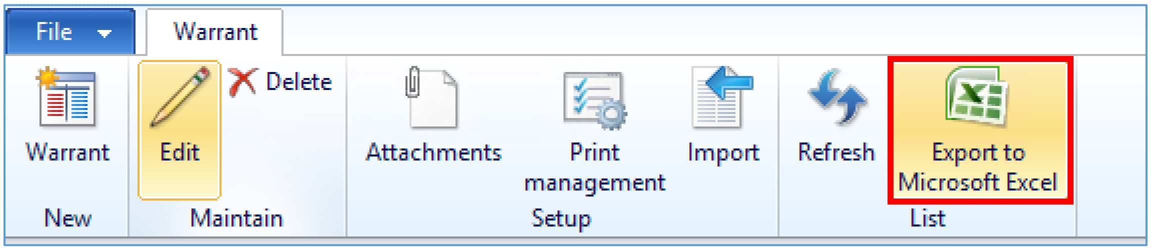
The warrant status will now show as **Deleted**



# 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

| Agency | Status | Warrant number | Issued date | Paid date | Amount |
|---|---|---|---|---|---|
| 5214 | Issued | 180032041 | 11/29/2017 0:00 | | 555.30 |
| 5214 | Issued | 180014423 | 9/15/2017 0:00 | | 601.57 |
| 5214 | Issued | 170074306 | 5/26/2017 0:00 | | 39.48 |
| 5214 | Issued | 170079606 | 6/9/2017 0:00 | | 19.74 |
| 5214 | Issued | 180000325 | 7/7/2017 0:00 | | 8.81 |
| 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