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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



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.

De .	
 Favorites 	Common
My favorites	Common
	 Warrants
 Accounts payable 	All warrants
Area page	Issued warrants
Common	Registered warrants
	Invoiced warrants
	Paid warrants
A	
- Bome	1
Accounts payable	
-	
1	

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



Warrant Master Access the Warrant Master File + Favorites Common My favorites ⊿ Warrants All warrants Accounts payable Issued warrants Area page Registered warrants Common Invoiced warrants Paid warrants The only task you can perform when you <u>first</u> 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 Master

Insert 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

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

1	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



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 warran	ts (Uns	aved filter) 🔹				
Agency	Status	Warrant number	Issued date		Paid date	Amount
-	-	180021056 -]	*	+	-
5214	Issued	180021056	10/13/2017	12:00:00 am		0.01

Example: Filtering for a specific Date

Agenc	У	Status	Warrant number	Issued date		Paid date	Amount
		-	-	10/13/2017	-		-
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



Add a Warrant To add a warrant, click the Warrant button in the upper left of the screen Ele + Warrant X Delete 0 13 Warrant Attachments Print Refresh Export to Import management Microsoft Excel New Maintain Setup List All warrants . Favorites D My favorites Agency Status Warrant number Issued date ~ . A "New Record" window will open There are two sections to the "New Record" screen: • • Warrant Header Warrant number Issued date Warrant Lines 0 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 header Warrant Lines



Add a Warrant				
Warrant Header				
	🖌 Warrant header 🔸			
	General		Posting	
	Warrant number:		Invoice:	
	Holder:	MC1000000107 V	Invoice date:	
	Issued date:		Paid date:	
	Status:	Issued	Positive pay sent date:	
	Exception flag:		Agency details	
	Exception reason:	None	Agency voucher number:	
	Queued for positive pay:	¥	Agency claim number:	
. Futerable ten disitio				
 Enter the ten-digit w 	arrant number			
 Enter the issued date 	e (either manual	ly or using the calend	ar 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)



Add a Warrant	
Warrant Lines	
Warrant Lines	Account
0.00	Account
Click in each section to enter the Amount, Payee,	and Account (coding)
Account	
210100 - 500 - 5214 - 5030 - 5	i0109-4100
Note for entering account coding:	
• When you type in the numbers, use the Tab k	ey to move to the next segment area (it will insert a
hyphen to separate them).	areas the Teb lies, outer 500, proceethe Teb lies.
 In the above example: enter 210100, enter 5214, etc. 	press the Tab key, enter 500, press the Tab key,
 As you move to a field, if you don't wish to ty which you may choose a value by clicking on it 	pe a number you can expose a drop-down list from t
Accesuted 210100-500-5214	MONES IDOM SITE FUND LL CLEARING
Remember to enter at least the six required segment Agency Optional Dimensions if you use them	ents. Of course, you may enter one or more of the
When you have entered the above information, c	lick the Close button in the lower right



Add a	a Warrant
View the add	ded Warrant
	Warrant Warrant Warrant Edit Hattachments Pint Import Refresh Export to
	New Maintain Setup List
	Favorites All warrants (Unsaved filter) My favorites Agency Status Warrant number Issued date Paid date Amount 3701724547
	Accounts payable S214 Issued 3701234567 1/25/2018 12:00:00 am 2,000.00
Click the Refr The added wa	r esh button arrant will appear in the list
 In this execution than scro 	ample, the warrant number was entered in the filter field to find the warrant (rather Illing through the complete listing of warrants)
The warrant i	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

1	Delete	0		1	ŕ	✓ ▲					
Warrant	Edit	Attachments	m	Print anagement	Import	Refresh Export t Microsoft I	to Excel				
New	Maintain		S	etup		List					
P Myt	avorites			Agency	Status	Warrant number	Issued date		Paid date		Amou
⊵ My†	avorites			Agency	Status	Warrant number	Issued date		Paid date		Amou
▷ Mytical Account	avorites			Agency	Status	Warrant number	Issued date	12.00.00	Paid date	Ŧ	Amou
Accou	avorites nts payable			Agency 5214	Status Stale	Warrant number v 170050444	2/17/2017	▼ 12:00:00 am	Paid date 2/18/2018	•	Amou 366
▷ My f Accou Area	avorites nts payable page			Agency 5214 5214	Status Stale Stale	Warrant number • 170050444 170050486	2/17/2017 2/17/2017	▼ 12:00:00 am 12:00:00 am	Paid date 2/18/2018 2/18/2018	•	Amou 366 0
▷ My f. Accou Area A Com	avorites nts payable page mon			Agency 5214 5214 5214	Status Stale Stale Issued	Warrant number 170050444 170050486 170052957	2/17/2017 2/17/2017 3/3/2017	12:00:00 am 12:00:00 am 12:00:00 am	Paid date 2/18/2018 2/18/2018	•	Amou 366. 0.
 ▷ My f Accou Area △ Com △ Wa 	avorites nts payable page mon ırrants			Agency 5214 5214 5214 5214	Status Stale Stale Issued Issued	Warrant number • 170050444 170050486 170052957 170060269	lssued date 2/17/2017 2/17/2017 3/3/2017 3/31/2017	▼ 12:00:00 am 12:00:00 am 12:00:00 am 12:00:00 am	Paid date 2/18/2018 2/18/2018	•	Amou 366. 0. 13.



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

File	- Warr	ant			
P	🗙 Delete	氠	i=		Ú
Edit		Warrant	Stat	us Print	Attachr
Ma	aintain	New		Void	ו
17005	2957		* *	Stop	
⊿ Wai	rant head	er	1	issued	
Gen	eral			Presented	
War	rant number	. 1	7 0	Registered	
Hal	dam		- 1	Paid	=
Hold	Jer:			Invoiced	È
lssu	ed date:	3	1	Stale	m
Ctat	10	L.	ened		



Edit	a Warrant for Void or Stop Payment (Issued status only)		
Void messag	ge		
	Confirmation	×	
	Please confirm that you wish to void Warrant number: '170060269'; issued on: '3/31/2017 12:00:00 am', for the amount of '0.01'		
	Yes No		
 Click Ye Click No 	s to confirm the Void to discontinue the process		
The warrant	status will now show as Void		
	Status: Void		



Edit a Warra	nt for Void or Stop Payment (Issued status only)
Stop message	
	Confirmation
?	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?' Note: Bank fees will be applied, so do not Stop a warrant that you still possess.
	Yes No
 Click Yes to confi Click No to discort 	rm the Stop ntinue the process
Note the message that	at "bank fees will be applied, so do not Stop a warrant that you still possess"
The warrant status w	ill now show as Stopped
	Status: Stopped
When you have proce	essed the Void or Stop, click the Close button in the lower right



m	Print aanagemen eetup	lr t	nport F	Refresh List	o ixcel				
4	All warrar	nts	•						
	Agency		Status	Warrant number	Issued date		Paid date		Amount
	Agency	•	Status •	Warrant number	Issued date	•	Paid date	•	Amount
	Agency 5214	Ŧ	Status * Stale	Warrant number •	Issued date	▼ 12:00:00 am	Paid date 1/31/2018	•	Amount
	Agency 5214 5214	•	Status The state stopped state stopped stoppe	Warrant number • 170045094 170052957	Issued date 1/20/2017 3/3/2017	+ 12:00:00 am 12:00:00 am	Paid date 1/31/2018	•	Amount 0.01 13.24
	Agency 5214 5214 5214	•	Status The state	Warrant number 70045094 170052957 170057006	Issued date 1/20/2017 3/3/2017 3/17/2017	▼ 12:00:00 am 12:00:00 am 12:00:00 am	Paid date 1/31/2018	•	Amount 0.01 13.24 29.76
	Agency 5214 5214 5214 5214 5214	•	Status Stale Stopped Issued Void	Warrant number 170045094 170052957 170057006 170060269	Issued date 1/20/2017 3/3/2017 3/17/2017 3/31/2017	▼ 12:00:00 am 12:00:00 am 12:00:00 am 12:00:00 am	Paid date 1/31/2018	•	Amount 0.01 13.24 29.76 0.01

Click the **Refresh** button



Edit a Warrant for	Amount or Account	Coding (Issued status	onlv)
			1000000000000000	

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

File Varrant								
Warrant Edit Collecte	Print In management	mport Ref	resh Export t Microsoft	o xcel				
New Maintain	Setup		List					
Favorites	All warrants	•						
b My favorites	Agency	Status \	Warrant number	Issued date		Paid date	Amount	
		•	•		•		• •	
Accounts payable Area page	5214	Stale 1	70050444	2/17/2017	12:00:00 am	2/18/2018	366.67	
Common	5214	State 1	70050480	2/17/2017	12:00:00 am	2/18/2018	13.24	
▲ Warrants	5214	Issued 1	70052557	3/3/2017	12:00:00 am		0.01	
All warrants	5214	Issued 1	70057006	3/17/2017	12:00:00 am		29.76	
 o edit the Amount, click in the Am Correct the amount Warrant Lines Amount Payee 	ount filec	d in the	e Warrar	it Line				
			210100-9	00-5214-5	020-50100-0	0/00		
149.29 CASTILLO, HECTOR			210100	00-3214-3	030-30109-	9400		
This can only be done for warrants	in Issued	status	o Warrar	at Lino				
 Correct the account coding 	ount met		e vvarrai	it Line				
Warrant Lines								
Amount Pavee			Account					
149.29 CASTILLO HECTOR			210100 - 500	- 5214 - 503	0 - 50109 - 94	400		
145.25 CASTILLO, FILCTOR				5214-505				
This can only be done for warrants	in Issued	status	i					

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Edit a view the e	a w edite	ed Warra	nt	count coung		511197		
Print managemen	lr t	nport F	Refresh Export	to Excel				
Setup			List					
Setup All warrar	nts	•	List					
Setup All warrar Agency	nts	• Status	List Warrant number	Issued date		Paid date		Amount
Setup All warrar Agency	nts •	- Status	List Warrant number	Issued date		Paid date	•	Amount •
Setup All warrar Agency 5214	nts •	Status Stale	List Warrant number • 170045094	Issued date	▼ 12:00:00 am	Paid date 1/31/2018	•	Amount • 0.01
Setup All warrar Agency 5214 5214	nts •	Status Stale Stopped	List Warrant number 7170045094 170052957	Issued date 1/20/2017 3/3/2017	▼ 12:00:00 am 12:00:00 am	Paid date 1/31/2018	• • • • • • • • • • • • • • • • • • •	Amount 0.01 13.24
Setup All warrar Agency 5214 5214 5214	nts •	Status Stale Stopped Issued	List Warrant number 170045094 170052957 170057006	Issued date 1/20/2017 3/3/2017 3/17/2017	12:00:00 am 12:00:00 am 12:00:00 am	Paid date 1/31/2018	· · · · · · · · · · · · · · · · · · ·	Amount 0.01 13.24 29.76
Setup All warrar Agency 5214 5214 5214 5214 5214	nts •	Status Stale Stopped Issued Void	List Warrant number * 170045094 170052957 170057006 170060269	Issued date 1/20/2017 3/3/2017 3/17/2017 3/31/2017	▼ 12:00:00 am 12:00:00 am 12:00:00 am 12:00:00 am	Paid date 1/31/2018	· · · · · · · · · · · · · · · · · · ·	Amount 0.01 13.24 29.76 0.01

Click the Refresh button

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



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 <u>a</u> W	Varrant								
Delete message									
	Microsoft Dynamics 🛛 🗶								
	? Do you want to delete Warrant number 180021056?								
	Yes No								
 Click Yes to coll Click No to dise 	nfirm the Delete continue the process								
	Confirm deletion X								
	Are you sure you want to delete all marked records?								
	Yes No								
Confirm the deletion	on								
The warrant status will now show as Deleted									
	😵 All warrants (Unsaved filter) 👻								
	Agency Status Warrant n Issued date								
	✓ deleted ✓ ✓								
	5214 Deleted 180021056 10/13/2017								



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

	Α	В	С	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