How to Post Warrants and Claims (Accounts Payable)

- 1. Log onto District Finance.
- 2. Click on the **W&C** tab.
- 3. Click on the *WC Browse/Journal/Post* button; the following screen will appear:

() District Finance - Warrants & Claims									-	
ACTIVE ACCT: GENERAL FUND CHECKING										
Status Date Recipient	Amount IncludeMemo In	ncludeExpMemo	F	Method of Payment	GLCode	AC1	Memo	ExpMemo	Invoice #	P0 #
Write 10-15 PROFESSIONAL INNO Write 10-15 PROFESSIONAL INNO	VATI \$2,000.00 M L			Lheck Check	400.003	General Fund Ch				20090001
Write 10-15 PROFESSIONAL INNO	VATI \$456.00 🗹 🗖			Check	418.003	General Fund Ch test				
										•
		<u>-</u>								
Write Hold Encumbent All	General Fund Checking							JPV	SR	C X
			_	-	_					
		-	11	-		-				

- 4. There are four tabs located in the bottom left corner of the screen select *"Write"* to view all the *Warrants* that are to be written.
- Select an *account* (in this example, there is only one *account*, "General Fund Checking," however there can be multiple *accounts* from multiple *Funds* that have associated *Warrants*, so please verify that you have selected the proper *account*).
- 6. Click on the *"J" (Journal)* tab to produce a *Journal* and *Abstract* for the Board of Commissioners to sign. The following menu will appear:

*** Please note that if you wish to produce a *Journal* and *Abstract* for all *Funds*, select the *"All"* tab. If you have an *account* selected, you can then run the reports by the selected *account* or by the *Fund* of that selected *account*. ***

ACTRE ACCT: GENERAL FUND CHECKING Account include/feedereo F Method of Pageneti GLCode AC() Acount State Total Acount State <th>(#) District Finance - Warrants & Claims</th> <th></th> <th></th> <th></th> <th>-</th> <th></th>	(#) District Finance - Warrants & Claims				-	
Write Date Becipiert Answar Includedemin Pathod of Pamerk Address Address 2093001 Write 1015 PROFESSIONAL NNOVATI \$500.000 Check Address Address 2093001 Write 1015 PROFESSIONAL NNOVATI \$500.000 Check Address 2093001 Write 1015 PROFESSIONAL NNOVATI \$500.000 Check Address 2093001 Write 1015 PROFESSIONAL NNOVATI \$500.000 Check Address 2093001 Write 1015 PROFESSIONAL NNOVATI \$450.000 Check Address 2093001 Unit Report [01-01-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09 [-] [2:31-09	ACTIVE ACCT: GENERAL FUND CHECKING					
Write 1015 PROFESSIONAL INNOVATI 1950 0019 Compared 400.001 General 400.001	Status Date Recipient Amount IncludeMemo IncludeExpMemo F Method	of Payment GLCode AC1	Memo	ExpMemo	Invoice #	P0 #
Imme	Write 1015 FIGURE SIGNAL INNOVATI \$2,000,00 P Write 1015 PROFESSIONAL INNOVATI \$50,00 P Write 1015 PROFESSIONAL INNOVATI \$50,00 P	Check 400.001 General Fund Ch				20090001
	Limit Report [01-01- Merge Prepaids Start Date 01-01-09 ♥ Include ← Al GL ← Report on All Account ← Highlighted Account ← Highl	OS S. [12-31-OS S. End Date 12-31-OS S. Above 110.893 Its in the GEHERAL FUND to Only Show All or WriteOnly de ONLY All WriteOnly Public Format ant # Coth Cyster No THEICATION OF ABSTRACT eXit		JPV	<u>, S, R,</u>	

A quick overview on this menu:

- a. *Limit Report:* This option will allow you to limit the date range for *posting Warrants* (i.e. if you have a *Warrant* from an earlier date, you can begin the date range after that date so that the *Warrant* is not included in the *posting*).
- b. Merge Prepaids: This option will allow you to include any pre-authorized expenditures (i.e. Utilities or Payroll) that have already been paid to appear on the Journal and Abstract. These transactions will be shown with the associated check number rather than the Warrants which will have "Write" next to them to indicate their status. It is also important to include a date range when merging Prepaids (the date range should begin as of the day after the last Journal and Abstract).
- c. *Payroll:* Click in this checkbox if you wish to include *Payroll* on the *Journal* and *Abstract*. If selected, you will have two options (as shown above): *All* and *Above 110.899*. The *All* selection will show all *Payroll* activity. The *Above 110.899* will show only the withholdings (contingent upon the *Chart of Accounts* being set as such if you wish to use this feature you must have the withholdings begin with the *sub-topic code* of .900, i.e. Federal Income Tax 110.901)
- d. *GL*: Select either the highlighted *account* or the entire *Fund* of the highlighted *account* (as explained in the note above).
- e. Other Report Options:
 - 1. *Order by:* you can order by either *Name* or *GL Code*.
 - 2. Show: you can show all Warrants or only those in "Write" status.
 - 3. *Columns:* you can include *Invoice number, Warrant number or both.*

- 4. *Public Format:* If you have *"Yes"* selected and you include *Payroll*, this function will not show the employees' names for privacy.
- f. *Change Certification of Abstract:* This button will allow you to alter the default language on the *Abstract*.
- 7. Select any of the above options as needed and then click on the **OK** button to produce the **Journal** and **Abstract**. Print as necessary.
- 8. Click on the *"S" (Save)* tab to save the *Warrants* prior to *posting*. The following menu will appear:

District Finance - Warrants & Claims				in and the	and Real					- • ×
ACTIVE ACCT: GENERAL FUND CHECKING										
Status Date Recipient	Amount IncludeMemo	IncludeExpMemo	F	Method of Paymen	t GLCode	AC1	Memo	ExpMemo	Invoice #	P0 #
Write 10-15 PROFESSIONAL INNOVAT	r \$2,000.00 ₩			Chec	k 400.003	General Fund Ch				20090001
Write 10-15 PROFESSIONAL INNOVAT	1 \$50.00 M			Chec	k 400.001	General Fund Ch	Inel			20090001
	1 0400.00 14				K 410.005	deneral rund cri	(Gat			
	Backup									
	De	scription		Date						
	Backup Before Write			07/21/2006						
	test			08/31/2007						
	W&C 3/11/0/			10/09/2007						
	W&C 080415 before write			04/15/2008						
	Backup Before Write			07/15/2008						
	W&C 9/6/08			09/06/2008						
	W&C 12/15/08			12/15/2008						
	W&C 1/13/09			02/11/2009						
	*			0231112000						
	Selected Account (Only Sav	e WC	1		Last	Exit			
Wite Hold Encumbent All	General Fund Checki		11					JP	VBB	c X
· · · · · · · · · · · · · · · · · · ·										v
					200)III			

*** Please note that Professional Innovative Programs highly recommends that you save the *Warrants* prior to *posting*. In the event that there is a printer malfunction, District Finance can restore the *Warrants* thereby saving you the work of re-entering all of the *Warrants*. ***

*** Please note that when saving a *Warrant* it is critical that the date be entered in the following format: *MM/DD/YYYY*. ***

A quick overview on this menu:

- a. *Description:* enter a description that you can easily relate to (i.e. June 09 Meeting).
- b. *Date:* enter the date (see above).
- c. *Selected Account Only:* Click in this checkbox if you only wish to save the *Warrants* in the highlighted *account*.
- d. *Save WC:* click on this button to save the *Warrants* after entering a description and date.

e. *Last:* click on this button to restore the last *Warrant* to re-save as another *Warrant* entry.

9.	Click on the "P"	' (Post) tab to	begin the	Posting process.	The following me	nu will appear:
----	------------------	------------------------	-----------	------------------	------------------	-----------------

ACTIVE ACCT: GENERAL FUND CHECKING Value Date Recipert Amount Includedeno Includedeno F Method of Payment BLCode Active Active ExpMemo Includedeno Includedeno F Method of Payment BLCode Active Active ExpMemo Includedeno Includedeno F Method of Payment BLCode Active Active ExpMemo Includedeno Includedeno F Method of Payment BLCode Active Active ExpMemo Includedeno Includedeno F Method of Payment BLCode Active	(🐮 Dis	trict Fina	ance - V	arrants & Claims													
Star Date Recipient Amount Include/Expletence	ACTI	ACTIVE ACCT: GENERAL FUND CHECKING															
Wete 10-15 PROFESSIONAL INVOVATIT \$2,000.00 //>2,000.00 // Check 400.003 General Fund Ch 200000 Wate 10-15 PROFESSIONAL INVOVATIT \$550.00 // Check 400.003 General Fund Ch 200000 Wate 10-15 PROFESSIONAL INVOVATIT \$455.00 // Check 400.003 General Fund Ch 200000 Wate 10-15 PROFESSIONAL INVOVATIT \$455.00 // Check 400.003 General Fund Ch 200000 Wate 10-15 PROFESSIONAL INVOVATIT \$455.00 // Check 400.003 General Fund Ch 200000 Wate 10-15 PROFESSIONAL INVOVATIT \$455.00 // Check 40.003 General Fund Ch 200000 Wate 10-15 PROFESSIONAL INVOVATIT \$455.00 // Check 40.003 General Fund Check 10/26/03 0 0 0 United Fund General Fund Check 40.003 General Fund Check 10/26/03 0 1		Status	Date	Recipient	Amount	IncludeMemo	IncludeExpMemo	F		Method	of Payment 0	GLCode	AC1	Memo	ExpMemo	Invoice #	P0 #
Wite 1013 PHOPESSIONAL INNOVATI 300000 Checks Noted 200000 Wite 1015 PHOPESSIONAL INNOVATI 445.001 Checks Needed 10728/03 Image: Phopessional innovation in the second in the seco		/rite /rite	10.15	PROFESSIONAL INNOVATI	\$2,000.00		<u> </u>		\square		Check 4	00.003	General Fund Ch				20090001
Post W & C Account: Starting Check Number Post Date Checks Needed 10468 10/26/09 • • • 1 Limit Posting To Start Date End Date 01-01 12-31 F Pause Print Post Cencel Backup Warning Before posting checks always create or update W&C backup file. Use lower right tab 'S' for this function. Last WC Recovery System automatically backups last WC before posting. To recover these records, do not post again until recovery task has been completed. Use lower right tab 'R'' LAST task.		/rite /rite	10-15	PROFESSIONAL INNOVATI	\$50.00	2 2		È.	\square		Check 4	18.003	General Fund Chites	ł			20030001
					(Fueld)	and End Charden					- Bacl Be rig - Bacl Be rig	C Acc Starting 1468 imit Po Pause Pause kup V efore p sht tab	a Check Number sting To Start C 01-01 Print Post Varning osting checks 'S' for this func- Recovery utomatically best ag "R" LAST task.	ar Po 10/26/09 Date always create or upo ction. ackups last WC befor jain until recovery ta	st Date	Checks Needed	
					uer	iorai n'una crieckini		91				_				يا گرگار	
💦 🔲 🕼 🥔 » 🖉 PIPS - Help - Win 🖉 hittp://www.distri 🗳 District Finance O 🗳 Help 2007.doc (Re 🖄 Document3 - Mic 🕼 District Finance - 🔐 😰 District Finance - 🔐 🧐 👰 🕼			s (2	» 🖉 PIPS - Help - Win		p://www.distri	District Fina	nce <u>0</u>		🖻 Hal	lp 2007.do <u>c (R</u>	te 1	Document3 - M	ic	District Einan	ce < 👰 🗩	🛃 🕪 5:06 PM

- 10. Verify that the *Starting Check Number* is correct.
- 11. Verify or change the *Post Date*.
- 12. Verify that you have enough checks according to the *Checks Needed* field.
- 13. Verify that *Posting* date range is correct.
- 14. If you wish to print one check at a time, click in the *Pause Print* checkbox.
- 15. Click on the *Post* button to print the checks and *post* the *Warrants* to the *General Ledger*.