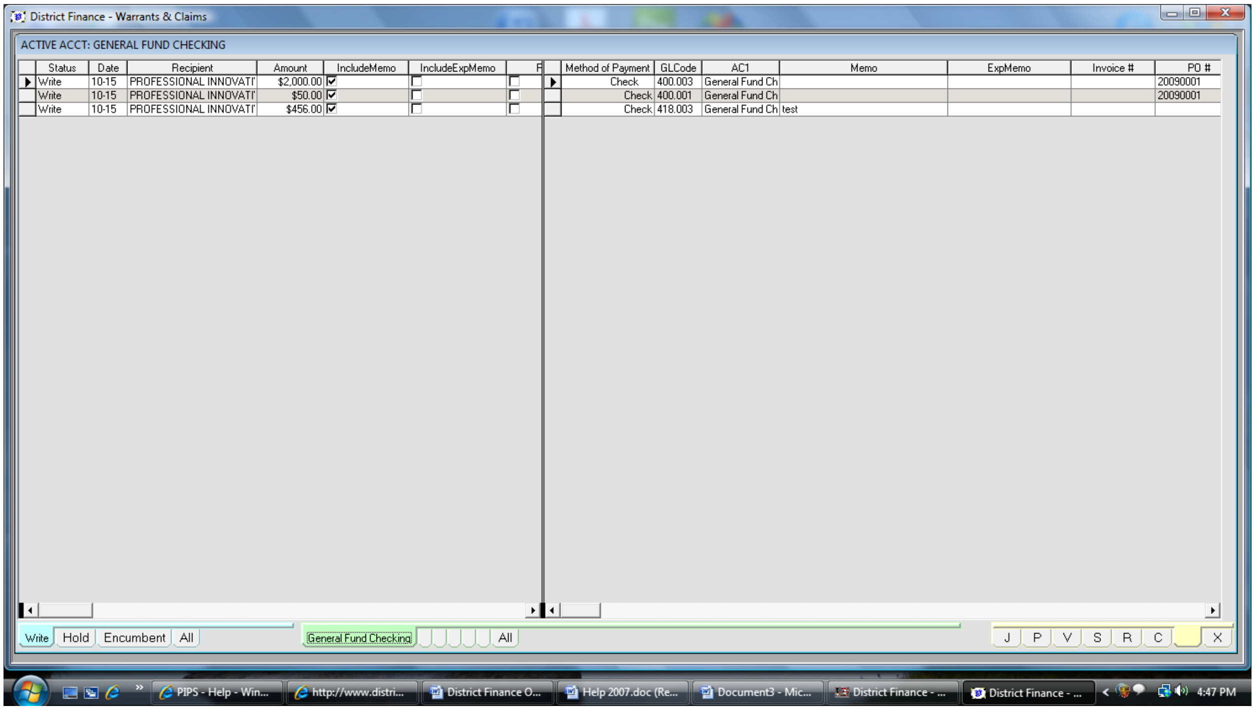
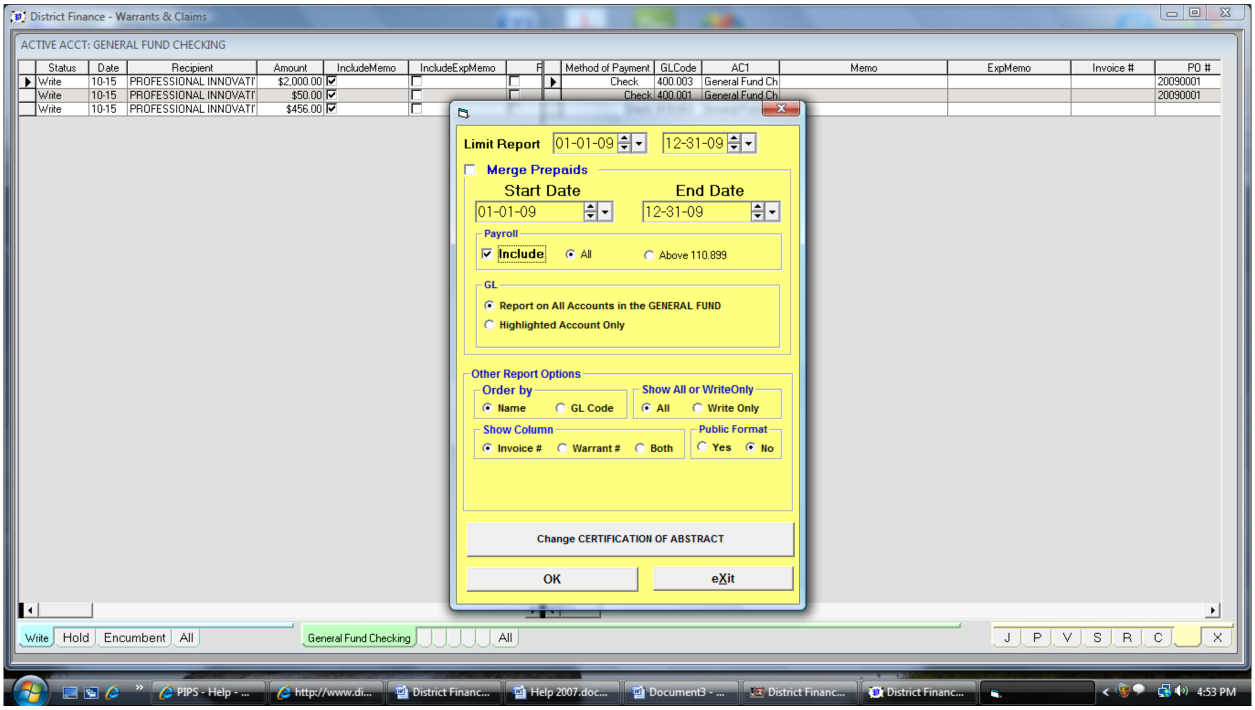
How to Post Warrants and Claims (Accounts Payable)

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:



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.
5. 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***. ***



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).

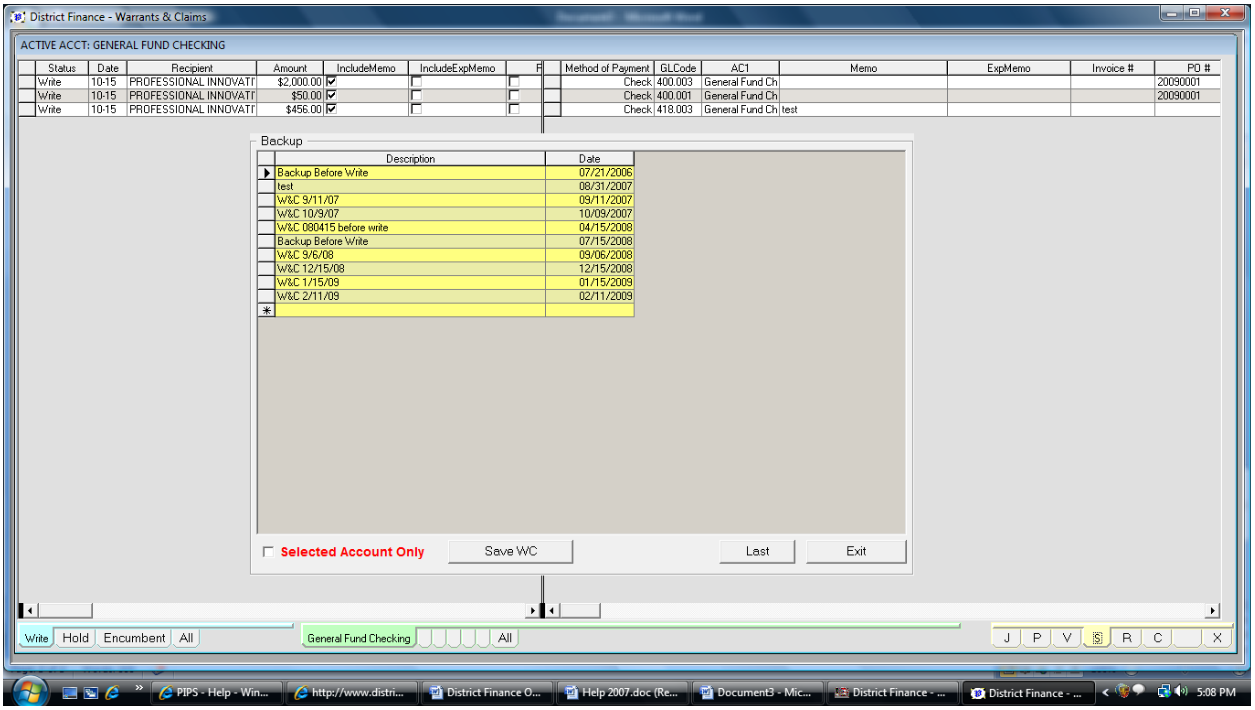
e. Other Report Options:

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:



*** 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***. ***

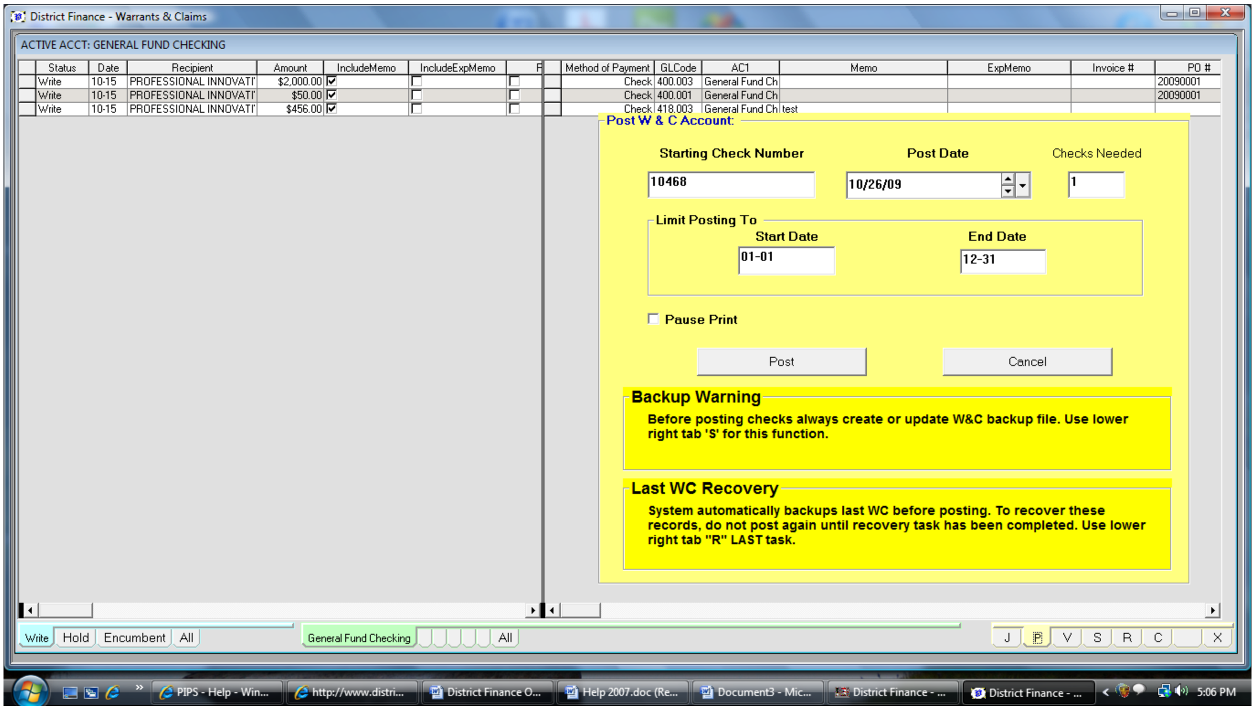
*** Please note that when saving a ***Warrant*** it is critical that the date be entered in the following format: ***MM/DD/YYYY***. ***

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 menu will appear:



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***.