WARRANT REGISTER, FTP FILE, TRANSMITTAL SHEET (ACC-W034)
Sacramento City Unified School District

1.0 SCOPE:

  1.1 This work instruction discusses the process that is used to electronically transmit a warrant file for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

  2.1 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

Approved signature on file

  3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

  4.1 Warrant Number: Number given to every check issued

  4.2 Warrant Register: Detailed list of all checks and amounts of check run

  4.3 ISET: Information Services Department

  4.4 FTP: File Transfer Program

  4.5 Transmittal Sheet: Form created to keep track of volume and amounts

  4.6 Issues: Number of warrants issued per check run

5.0 WORK INSTRUCTION:

  5.1 Go to County Warrant Program

    5.1.1 Enter correct Warrant Register number and bank account

    5.1.2 Indicate whether to assign newly cancelled checks

  5.2 Go to Command Prompt, after register is finished

  5.3 Type J: CD ESCAPE\AP

  5.4 Print copies of Warrant Register

    5.4.1 Type AP08-(Register #).RPT > LPT1

    5.4.2 Edit AP08-(Warrant Register #).OUT

    5.4.3 Give copy with all cancelled checks to Accounting Services Supervisor

    5.4.4 Place copy with checks for auditing

  5.5 Send email to ISET and ask for FTP to be sent to the County Office

  5.6 Create Transmittal Sheet

    5.6.1 Indicate number of issues and dollar amount

    5.6.2 Indicate number of cancellations and dollar amount

6.0 ASSOCIATED DOCUMENTS:

6.1 Warrant Register

6.2 Transmittal Sheet

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Warrant Register	File cabinet in office	Three years	Discard as desired	Access limited to staff

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/14/04	A	Initial release
3/31/08	B	Updated responsibility and work instructions

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