

 <p>Warrant File Process</p>	Tracking Number	ASKIT-P1200
	Effective Date	03/26/2014
	Revision Date	08/07/2014
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	Approval Authority	James Lalonde

1.0 Purpose

Pay-run releases Warrants, Direct Deposit and held status list from the Comptroller's Office. This process lists and sends the voucher numbers used by payrun to program for verification.

2.0 Policy

Program has requested that App-Dev run the Warrant File on a daily basis.

3.0 Persons Affected

All current and future App Dev and KHC Users will be impacted.

4.0 Responsibilities

All current and future App Dev are expected to comply with policy unless authorized revisions are made.

5.0 Procedures

- 5.1. Notify Helpdesk to open a Fogbugz ticket for the Warrant File.
- 5.2. Go to <\\Kidneyprod\INTRAAGY\WARRANTS> , there should be a file mmddy.wrr inside the appropriate monthly folder.

NOTE: DO NOT SEND DATA for Warrant file of the current date (outside of the monthly folder. ONLY warrant files for yesterday and/or any other previous dates as needed.

- 5.3. Open the file (will open in notepad) copy/paste the first voucher number (EX: KW10245) and last voucher number (EX: KW10281) into an email body, unless there are numbers out of sequence. This is not common and sequence jump will occur at the beginning of the document. Example below of how to frame a message to include a sequence jump.

Example of the confirmation email body to be sent to the Program.

Voucher range FIRST - LAST was received in a warrant file dated DATEHERE.

If voucher range is broken up or a voucher is out of sequence, send message as below:

Voucher NUMBERHERE and Voucher range FIRST - LAST was received in a warrant file dated DATEHERE.

If there is no warrant file for that date. Send message as below:

No warrant file listed for dated for DATEHERE

- 5.4. Send email to Maria De La Cruz, Darrell Willey and Stephen Preece.
Maria.DeLaCruz@dshs.state.tx.us; Darrell.Wiley@dshs.state.tx.us;
Stephen.Preece@dshs.state.tx.us
- 5.5. Enter Helpdesk Task into FogBugz

6.0 Revision History

Date	Action	Section
03/26/2014	Original Creation	All
05/14/2014	Edit and Formatting	All
08/07/2014	Add wording to indicate monthly folder and current date warning	5.2
08/07/2014	Repair link.	5.2
08/07/2014	Add no warrant file msg	5.4
08/14/2014	General language clean up, adjust numbering	