

Warrant Fund Transfer Form Instructions (Escape version)

This form is used for reporting clearing fund activity for warrants created in the Escape Online system.

The form includes fields for entering starting and ending check range information, check date, clearing fund number. There is currently room for 24 lines on source fund information.

INSTRUCTIONS

Locate the form template file and double-click to launch a NEW form.

The template file is available on our support site:

<http://sites.yubacoe.info/y-e-s-escape-route/forms/y-e-s-warranttransfer.xlt>

Enter form data as follows:

Enter the form *Date* (*creation date – automatically is today – may be edited*).

Enter the appropriate Clearing Fund number (518 or 519 - only one clearing fund on a form) in the *TO Fund* field.

Generate and use the ReqPay94b report to collect and enter org/fund payment totals,

Once report is displayed, use the Find feature to locate Org Recap - should be one page for each organization with payments.

Use the yellow-shaded work area on the right of the main form to enter Starting and Ending check numbers and the Check Date. Select a payment type by entering "Y" to the left of the applicable type. Be sure all other types have "N" in the selector location. Information from the work area is used to create the Description information in the transfer letter.

Note that the column below *FROM Fund* allows entry of the Organization number, a hyphen, and the two-digit fund number (e.g. 10-12 for Org 10, Fund 12). This will automatically populate the adjacent Auditor Fund cell and the Description cell. The Org-FundNumber combination cells are set to white color and will not be visible on the printed form.

There is room for 24 entries in the *FROM Fund* section.

Once completed save the form according to local naming conventions and then print and sign a copy for transmittal.

If needed, a copy of needed ReqPay94b pages may be attached for backup with the submitted form and/or saved with the completed form file for future reference.