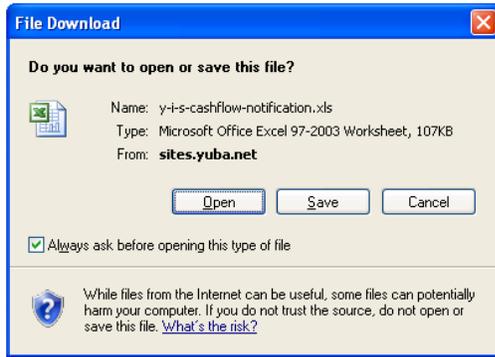# Large Warrant Notification / Cash Flow - Procedures

The *Large Warrant / Cash Flow Notification* form is available on the Escape Support site in the Documentation & Forms section. Locate the item and click the FORM link to download the form.
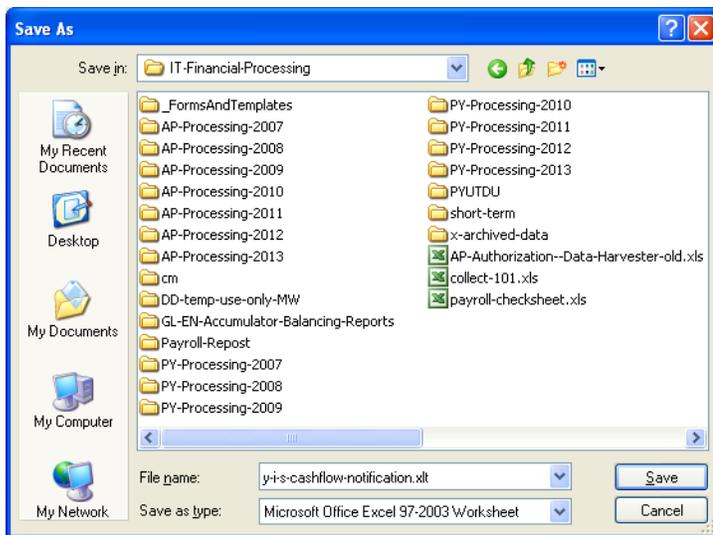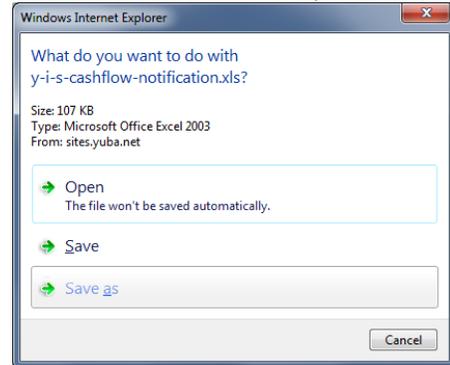
Choose the **SAVE AS** option from the **File Download** dialog.

File Download dialogs

Windows XP - Internet Explorer 8	Windows 7 - Internet Explorer 10

On the **Save As …** dialog, select a convenient location for the file on your own computer or an available network file server.

In the File name box, change the file extension from **XLS** to **XLT** (This identifies the file as a template instead of a regular workbook file).

> Normally, your computer will switch the **Save In** location to your default template folder when you change the file extension from a *standard* file to a *template* file type. Just click the Back arrow (located on the right side of the Save In field) to return to your original location.

Once the location and type are correct, click the **Save** button.

Instructions for using and submitting the Cash Flow Notification form template are also available by clicking the **INSTRUCTIONS** button next to the **FORM** button on the support site **FORMS** page.

Once the form has been downloaded, click on **LOGOUT** (top-right corner of the web page) and close your web browser.

Using the Cash Flow Notification form template

The Cash Flow Notification form template was created to provide district staff with a standardized form that could be electronically submitted to the Yuba County Treasurer in compliance with Treasurer reporting requirements. This form incorporates programming and automation components to improve handling and processing throughout the Cash Flow Notification process, including the ability to automatically save a copy with a structured file name, and prepare that copy for emailing to a predefined list of recipients. The form may also be printed and faxed if email is not available.

> NOTICE
>
> Many of this forms special features rely on Visual Basic for Applications (VBA) programming stored within the form file itself. The *y-i-s-cashflow-notification.xlt* file contains macros which may be blocked by security settings in Excel. Before using the form, you will need to review and possibly change those settings.

Once you have downloaded the Cash Flow Notification form template to a convenient location, you may begin to use it. To insure full functionality of this form, some changes to security settings may be needed within the Excel application on your computer. Make or confirm those settings as follows:
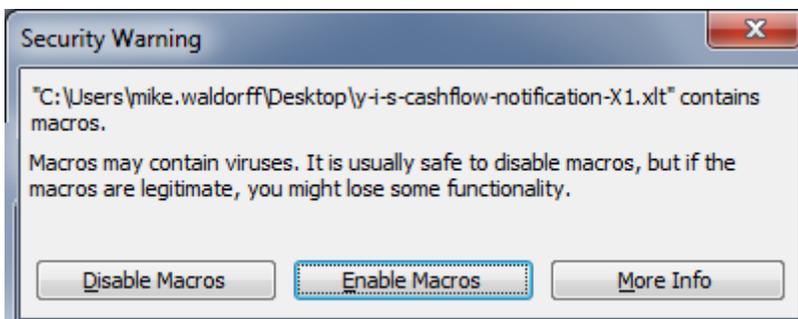
> Start Excel with an empty workbook or close any open workbooks if Excel is already running.

> Open the Tools menu and locate the Macro item, and open the Security dialog

> Select the **Medium** setting and click **OK** to close the *Security* dialog.

> The maximum Excel Security Level setting for the current version of this template is Medium. A Security Level setting of High or Very High will prevent this form from functioning properly. A Security Level setting of Low will allow the form to function but exposes your computer to unacceptable risk and is never recommended.

Once you have set or verified the Security setting, you may begin to use the Cash Flow Notification template.

Double-click the *y-i-s-cashflow-notification.xlt* file to create a New form.

A Security Warning dialog will be displayed.

Click the **Enable Macros** button to allow this form to function properly.

A new **Cash Flow Notification Form** will open in Excel.

YUBA COUNTY OFFICE OF EDUCATION

CASH FLOW / LARGE WARRANT NOTIFICATION

DATE: 03/26/2013

TO: YUBA COUNTY TREASURER
Attn:
Fax: 749-7844
CC: Rhonda Marquette, Mike Waldorff
FROM: Yuba County Office of Education
Phone:
Fax:

MULTIPLE CHECK RUN OVER $150,000 – or – SINGLE CHECK ISSUED FOR OVER $50,000

Start #	End #	Date	Amount	Fund	Name
Payee			Address		Release/Mail Date

single

single

single

single

single

single

single

EMAIL Notification to TREASURER

PRINT & FAX Notification to TREASURER

LEDGER
- CA Ledger
- CM Ledger
- CP Ledger
- PL Ledger
- WS Ledger
- WH Ledger
- YC Ledger

Begin by clicking your ledger from the dialog area on the right of the main form. The entire dialog area (Ledger selection options and the two submit buttons) does not print but are sent as part of the form's Excel file.

The form is automatically dated with the creation date. You may change the DATE if needed.

Enter the name of the person submitting the form, along with their telephone and fax numbers in the FROM section. The District name is updated based on the ledger selected in the dialog box.

For check runs where the daily total for all funds exceeds the notification threshold, enter the starting check number, the ending check number, the date of the checks, and the 3-digit fund number on a single line for each fund. The short ledger and fund description will automatically be entered.
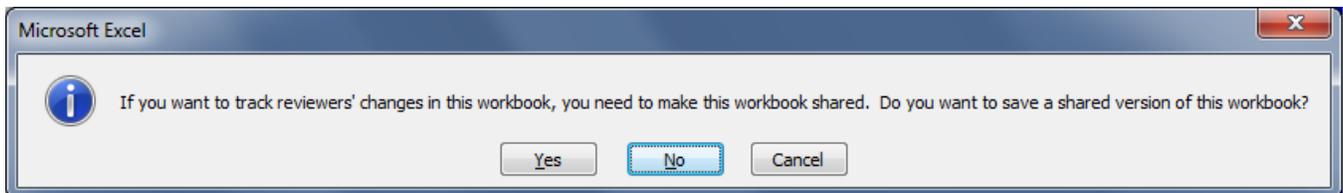
For a single check that exceeds the notification threshold, enter only the starting check number, leaving the ending check number field blank. This will change the "thru" field text to "single" On the next line under the single check entry, enter the Payee name, City and state, and the expected release or mail date.

If needed, the form can contain seven rows of either single or check run specific notices. Complete as many as are needed, using a new form if more than seven rows are required for a single notification period.

Once all information is entered, verify each line for accuracy before proceeding.

Click the **Email Notification to Treasurer** button to automatically save a copy and open an email message with the form attached.

An information dialog will display, asking if you want to save a Shared Version of the file – Click the **NO** button.

Microsoft Excel

If you want to track reviewers' changes in this workbook, you need to make this workbook shared. Do you want to save a shared version of this workbook?

Yes   No   Cancel

A new email message will display with the form file attached.

The email includes the designated recipients for the Treasurer. If these recipients change, districts will be notified and the correct email addresses must be manually entered until the form is updated.

If desired, additional comments may be added to the email body. Also, if required by local procedures, additional recipients may be added to either the CC or BCC fields in the email.

If the form's programming does not function as described above, manually complete any required fields on the form, save a copy, and then send an attachment to the Treasurer. Form programming may not work due to a different version of Excel being used at your site (the current form is developed to be compatible with Excel 2003), restrictive Excel security settings that you cannot change, or operating system settings that also prevent VBA code from functioning. The form should be completed to include all the required data for Treasurer processing using either the built-in programming or manually. The current Yuba County Treasurer recipients for Cash Flow / Large Warrant Notifications are:

jturk@co.yuba.ca.us

dmierzwa@co.yuba.ca.us

Send notifications to all of the above recipients.

If you encounter any problems with the form or require an update due to changes to accounts, please contact Fiscal Services - Technology Support.

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