

AD17 – Warrant Fiscal Year End Processing

Friday – June 28, 2019

1. Run normal daily cycle of the Warrant Processing System.
2. Computer Operator to run first three month-end steps at beginning of day (Bloomberg Pricing, Update Pricing, IAEndofMonth).
3. Pass 2 – Do not run Month-End Processing. Will be done on Sat., June 29th
4. 1:00 – Call Comptroller’s Office (Carla Huffman) to verify all manual entries (i.e. Fund Transfers, Expenditure Transfers, Approp. Maintenance, etc.) have been received. Should have all manual entry documents by 12:30 pick-up or e-mailed by IOC staff. (Warrant manager has requested IOC e-mail all manual activity to STOWarrant.)
5. Click “Done for the Day” when daily cycle is complete.
6. IT Team to run InvestmentSystemDaily, then run INVEndofMonth. Then send Investments Done e-mail to Computer Operator.
7. IT Team to run TIS w/Weekly drafts in TIS Batch Operations. After this is complete, run the GLEndofMonth. Create F and O folder backups as normal.
8. IT Team to run Backup Prod, then run the “Year End Process”, which creates year-end balances for the GL Accounts.

Saturday – June 29, 2019

1. Warrant FAR staff to arrive at 8:00 to begin daily work.
2. Delete Suspense Files.
3. Run normal daily cycle of TPFAR. G/L is closed on Saturday – create/post G/L entries on Monday.
4. Will not be processing Paid Warrants.
5. Pass 2 – Uncheck “Paid”, “Stale Date Warrants > 12 mo” and “Paid Confirmation File” and Check “Create TPFAR File”, “Run Reports”, “Run Month End Processing” and “Voids Confirmation File (FY End/Turnover)”.
6. Balance Daily Roll-up.
7. Send Computer Operator e-mail before clicking “Done for the Day”. (IT staff will monitor the process as it occurs).
8. Click “Done for the Day” when Computer Operator gives the OK.
9. Computer Operator will verify that IOC receives all the 6/29 files.
10. Computer Operator will run WPSEndofMonth and then back-up the system for fiscal year end files (GL697, GL950 & GL960 are created with this process). Once completed, Computer Operator will then notify Warrant staff via e-mail to STOWarrant when completed.
11. Warrant staff to reset End of Day Status to “Still Processing”.

12. Manager to verify that the Annual Fund Report has been saved in Report Archive and to export report in Excel and pdf format and save to a share drive and name as Annual Fund Report FY19.
13. Manager to process FY End Final Balances of W/O and Available Balance letter to Comptroller (include WPS400-01 report) – IOC will respond w/agree or disagree.

Monday – July 1, 2019

1. Warrant staff to verify Warrant System Processing Date is 7/1/19.
2. Delete Suspense Files.
3. Run normal daily cycle of TPFAR – Will have bypass – manual issued Warrants to add to TIS and create G/L Entry. (Warrants need to be released in a.m. after verification of available approp and fund balances.)
4. Create G/L entries for Saturday's Warrants Issues and Voided Warrants.
5. Run normal daily cycle of Pairs (Remember to Check "Pairs Confirmation File", NOT "Voids Confirmation File (FY End/Turnover)").
6. Balance Daily Roll-up. Receipt Totals should be \$0.00. Page 2 and 3 of Roll-up should only list Bypass Warrants Issued and Paid Warrants.
7. Click "Done for the Day" when all is balanced and daily cycle is complete.
8. IT Team to run EOD process as normal.