# WARRANT ADJUSTMENT TEMPLATE USE INSTRUCTIONS

## **PURPOSE:**

The Warrant Adjustment Template is designed to be used for any warrant requests, including generating new warrants and modifying existing warrants.

#### **ENABLING THE FORM:**

In order to use this template properly, macros must be enabled in Excel.

#### ENABLING MACROS:

	Security Warning Macros have	ve been disabled.	Options
	SOURCE 🔹 💿	$f_{x}$	
	А	В	C D E F
1	Warrant Adju	stment	Microsoft Office Security Options
2 3 4	Date Preparer	9/15/11	Security Alert - Macro
5	Side System Short Name		Macros have been disabled. Macros might contain viruses or other security hazards. Do
6	Phone		not enable this content unless you trust the source of this file.
7	WAO		Warning: It is not possible to determine that this content came from a
8 9	Please note: rows without a Tran	saction Type will not	trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.
13	TRANSACTION TYPE	FUI	File Path: C:\Users\williamm\Desktop\WATemplate_v2.94.xls DATE
14			Help protect me from unknown content (recommended)
15			Enable this content
16			
17			
18			
19			
20			
21			
22			Open the Trust Center OK Cancel
23			
24			
25			
26			

If the Security Warning regarding macros is encountered upon opening the form, the user must select "Enable this content" from the Security Alert Window. In Excel versions 2007 and above, the message may appear in a notification bar between the worksheet and the menu Ribbon. If macros are not enabled, the form will be locked from all interaction.

# LAYOUT:

There are two areas of the template that should be filled out for any request: the ID Box and the Data Area.

ID	BOX:							
	SOURCE 🔹 💿	$f_x$						
	A	В	С	D	E	F	G	Н
1	Warrant Adjus	tment						
2								
2 3 4	Date 9/	/15/11			Expo	rt Files		
4	Preparer			Required Conditionally Required	Ехро	L FIIES		
5 6 7 8	Side System Short Name			Optional	Rese	t Form		
6	Phone		_ /					
0	WAO							
	Please note: rows without a Transa	ction Type will not be included in th	e upload file					
							WARRANT	
13	TRANSACTION TYPE	FUND	BANK ID	MICR	AMOUNT	ISSUE DATE	PREFIX	WARRANT NUMBER
14								
15								
16								
17								
18								

The ID Box is located at the top of the form, which includes the following fields:

- Date (auto-filled)
- Preparer
- Side System Short Name
- Phone
- WAO Number

The Preparer name, Phone, and Side System Short Name are required. The WAO Number is optional, and is provided for those districts that use it. The Side System Short Name and date are used to create the file name of the output file.

DATA AREA:

	SOURCE 🔻 💿	f <sub>x</sub>												
	А	В	C	:	D	E	F	G	Н	1	J	К	L	М
1	Warrant Adju	stment												
2														
2		9/15/11			Required	Expo	t Files							
4	Preparer				Conditionally Required									
5	Side System Short Name Phone				Optional	Reset	t Form							
7	WAO													
8														
9	Please note: rows without a Trans	saction Type will not be in	cluded in the upload	file										
13	TRANSACTION TYPE	FUND	BAN	K ID	MICR	AMOUNT	ISSUE DATE	WARRANT	WARRANT NUMBER	WARRANT SUFFIX	DUPLICATE	PAYEE	REASON	MICR2
14														
15														
16														
17														
18														

The main section of the form is the Data Area, where the actual request is entered.

#### HEADER ROW:

SOURCE 🔻 💿	f_x											
A	В	С	D	E	F	G	Н	1	J	K	L	M
Warrant Adju	ustment											
		_										
Date Preparet	9/15/11	4	Required	Expo	rt Files							
Side System Short Name			Conditionally Required	0	t Form							
Phone	e		Optional		croini							
Phone WAC		-	Optional									
WAC	0		Ciptional									
WAC		upload file										
VAC	0 Insection Type will not be included in the					WARRANT		WARRANT			55.000	
WAC Please note: rows without a Tran TRANSACTION TYPE	0	upload file BANK ID		AMOUNT	ISSUE DATE	WARRANT	WARRANT NUMBER		DUPLICATE	PAYEE	REASON	MICR2
WAC Please note: rows without a Tran TRANSACTION TYPE	0 Insection Type will not be included in the						WARRANT NUMBER		DUPLICATE	PAYEE	REASON	MICR2
WAC Please note: rows without a Tran TRANSACTION TYPE	0 Insection Type will not be included in the						WARRANT NUMBER		DUPLICATE	PAYEE	REASON	MICR2
WAC	0 Insection Type will not be included in the						WARRANT NUMBER		DUPLICATE	PAYEE	REASON	MICR2

The Header row is color coded to identify whether the field is Required, Conditionally Required, or Optional.

## USAGE:

TRANSACTION TYPE PULL DOWN MENU:

	A14 🗸 💿	$f_{x}$						
	А		B C	D	E	F	G	Н
1	Warrant Adju	stment						
2								
2 3 4		9/15/11		Required	Expo	rt Files		
4	Preparer			Conditionally Required				
5	Side System Short Name			Optional	Rese	t Form		
6	Phone							
7	WAO							
8								
9	Please note: rows without a Tran	saction Type will no	of he included in the unload file					
		outlion Type min ne	se de menadoa in the apreda me					
13	TRANSACTION TYPE		UND BANK ID	MICR	AMOUNT	ISSUE DATE	WARRANT PREFIX	WARRANT NUMBER
13 14				MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER
	TRANSACTION TYPE	F		MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER
14 15	TRANSACTION TYPE	F		MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER
14 15 16	TRANSACTION TYPE	F		MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER
14 15 16 17	TRANSACTION TYPE ISSUE CANCEL VOID STOP DELETE	F		MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER
14 15 16 17 18	TRANSACTION TYPE	F		MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER
14 15 16 17 18 19	TRANSACTION TYPE	F		MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER
14 15 16 17 18	TRANSACTION TYPE	F		MICR	AMOUNT	ISSUE DATE		WARRANT NUMBER

The first step in entering a new request is to use the pull-down menu in the top unused field of the Transaction Type column. Although it is possible to fill in other data without choosing a Transaction Type, any rows that are missing that field will be skipped when generating the Upload File.

Choosing a Transaction Type will change the row from gray to white, indicating that it is now an active row. The data for the rest of the fields may be entered in any order, as long as all the required fields are populated.

POP UP SUMMARY:

/		1						
B14 🔻 🤇	f <sub>x</sub>							
А		В	С	D	E	F	G	Н
Warrant Ad	iustme	ent				, 		
Wallanc Au	Jasenna							
[	Date 9/15/11			<b>—</b>	Even	et Filos		
Prepa	arer				Expo	it riles		
Side System Short Na	ame				Rese	t Form		
Ph	one							
V	VAO							
Please note: rows without a	Transaction Ty	pe will not be included in the	upload file					
							WARRANT	
TRANSACTION TYPE		FUND	BANK ID	MICR	AMOUNT	ISSUE DATE	PREFIX	WARRANT NUMBER
		Fund	ï					
		Must be						
		numeric, 8						
		digits.						
	A Warrant Ad Prep Side System Short N Ph V Please note: rows without a t	A Warrant Adjustme Date 9/15/11 Preparer Side System Short Name Phone WAO Please note: rows without a Transaction Ty	A B Warrant Adjustment Date 9/15/11 Preparer Side System Short Name Phone WAO Please note: rows without a Transaction Type will not be included in the TRANSACTION TYPE FUND FUND Fund Must be Fund Must be Fund Fund Fund Fund Fund Fund Fund Fund	A B C Warrant Adjustment Date 9/15/11 Preparer Side System Short Name Phone WAO Please note: rows without a Transaction Type will not be included in the upload file TRANSACTION TYPE FUND BANK ID Fund Must be mmeric, 8	A     B     C     D       Warrant Adjustment     Image: Constraint of the second	A     B     C     D     E       Warrant Adjustment       Date     9/15/11	A     B     C     D     E     F       Warrant Adjustment     Export Files     Export Files       Preparer     Conditionally Required     Export Files       Side System Short Name     Prone     Reset Form       WAD     Please note: rows without a Transaction Type will not be included in the upload file	A     B     C     D     E     F     G       Warrant Adjustment       Date 9/15/11 Preparer Side System Short Name Phone WAO       WAO     Export Files Conditionally Required Optional     Export Files Reset Form       Please note: rows without a Transaction Type will not be included in the upload file     MICR     AMOUNT     ISSUE DATE     WARRANT PREFIX       TRANSACTION TYPE     FUND     BANK ID     MICR     AMOUNT     ISSUE DATE     WARRANT PREFIX

When a field is selected, a small explanatory note will be displayed summarizing the requirements of the data to be entered in that field. For example, selecting the Fund field will display a note indicating that the data for that field must be numeric, and must be 8 digits in length.

DATA VALIDATION:

	• ()	<i>f</i> ∞ k						
	A	В	С	D	E	F	G	Н
1	Warrant Adju	stment						
2 3 4 5	Date Preparer Side System Short Name	9/15/11		Required Conditionally Required		rt Files		
6 7	Phone WAO		-	Optional	Rese	t Form		
8		saction Type will not be included in the o	upload file					
13	TRANSACTION TYPE	FUND	BANK ID	MICR	AMOUNT	ISSUE DATE	WARRANT PREFIX	WARRANT NUMBER
14		k	-					
15		Fund	Fu	and		×		
16 17		Must be numeric, 8				_		
18		digits.		Invalid entry. Must be	numeric, 8 digits.			
19				Retry Cancel	Help			
20								
21 22								

If the data entered in a field does not meet the requirements for that field, an error message will be displayed and the field must be corrected before moving on.

# DATA FIELDS:

Below is a description for each of the 12 fields. Fields marked with an asterisk (\*) are required fields.

- **\*TRANSACTION TYPE:** Choose the appropriate Transaction Type from the pull-down menu.
- \*FUND: The Fund number for the warrant in question. Must be numeric, and 8 digits in length.
- BANK ID: Leave blank (default) to indicate that this is a US Bank warrant, or enter "1" to indicate that it is a Key Bank warrant.
- \*MICR: The MICR number for this warrant. Must be numeric, 8 digits in length, and unique from all other MICRs on the sheet. When entering Mass Delete requests, this represents the starting MICR of the range being worked on.
- \*AMOUNT: The amount of the warrant, in dollars and cents.
- \*ISSUE DATE: This is the original Issue Date for an existing warrant, or the needed Issue Date for a future warrant. Should be entered in the MM/DD/YY" date format, such as "05-13-97".
- WARRANT PREFIX: This is a conditionally required alphanumeric field that is used by some agencies for specific cases.
- \*WARRANT NUMBER: The number of the warrant in question. Must be numeric, and 6 digits in length.
- WARRANT SUFFIX: This field must be populated for split reissues of voided warrants. Must be a single letter, and should increment for each split being issued for the same void. The sum of the value of all the split reissues must match the value of the warrant being voided. If this field is being used, the DUPLICATE field must be left blank.
- DUPLICATE: This field is required when creating a single reissue for a voided warrant. Enter a "D" in the field to indicate the replacement warrant. This field should not be used if there are to be multiple reissues for a voided warrant.
- PAYEE: This is an optional field that should be filled out for recordkeeping purposes. It will not be included in the Upload File, but it will be retained in the Summary File.
- REASON: Like the PAYEE field, this is an optional field that should be filled out for recordkeeping purposes. It will not be included in the Upload File, but it will be retained in the Summary File.
- MICR2: This field is used only when entering Mass Delete transactions, and represents the ending MICR of the range being worked on.

The form will accept pasted data from other sources; for example, a user can copy lists of Transactions from another spreadsheet and paste them into the form. It should be noted, however, that that any data entered in a row before entering a Transaction Type will be validated once a Transaction Type is chosen, and any invalid data will be automatically cleared. For this reason, it is recommended that for each row the Transaction Type be entered before any other data.

# **UPLOAD FILE CREATION & ERROR CHECK:**

EXPORT FILES BUTTON:

	SOURCE -	fx TEST USER											
	А	В	С	D	E	F	G	Н	1	J	К	L	M
1	Warrant Adju	stment											
2						_							
2		9/15/11	1	Required	Expor	t Files							
4		TEST USER	4	Conditionally Required									
5	Side System Short Name Phone		-	Optional	Reset	Form							
0	WAO		-										
7	WAO												
9	Please note: rows without a Tran	saction Type will not be included in the	upload file										
13	TRANSACTION TYPE	FUND	BANK ID	MICR	AMOUNT	ISSUE DATE	WARRANT PREFIX	WARRANT NUMBER	WARRANT SUFFIX	DUPLICATE	PAYEE	REASON	MICR2
14	ISSUE	06414610		99031110	1,234.56	04/20/11		009123					
15	ISSUE	06414610		99031111	1,569.87	04/20/11	G	009124					
16	VOID	06414610		00073150	90.00	04/18/11		001024					
	ISSUE	06414610		03373145	90.00	04/18/11		001024		D			
18	STOP	06414610		00073151	14.22	04/18/11		001025					
19													
19 20													
21													

Once the form is completely filled out, the user can click on the "Export Files" command button to begin the file generation process. The first thing this will do is cause the form to check for errors in the data.

	B5 - (*	f <sub>x</sub> TEST										
							-	_				
	A	В	С	D	E		F	G	Н			J
1	Warrant Adju	istment										
2												
2	Date	15/15/11	1			<b>F</b>	et Files					
4	Prepare		D	Required		Ехро	rt Files					
5	Side System Short Name	1:31	1	Conditionally Required Optional		Rese	t Form					
6		(206) 555-1234	Ĩ		_							
5 6 7 8	WAC											
9	Please note: rows without a Trar	nsaction Type will not be included in the u	pload file									
								WARRANT			WARRANT	
13	TRANSACTION TYPE	FUND	BANK ID	MICR	AMOU	-	soft Excel	DREEW	×	SER	SUFFIX	DUPLICATE
14	ISSUE	06414610		99031110	1	WICTOS	SOILEXCEI			123		
15	ISSUE	06414610		99031111	1					124		
16	VOID		D	00073150		The	following problems were fo	und. Resolve,	then retry.	.024		
17	ISSUE	06414610		99031111		Mice	sing required values.			.024		D
18	STOP	06414610		00073151			ds have been highlighted in	red.		.025		
19												
20							licate MICR numbers found Is have been highlighted in					
21						Field	as nave been nighlighted in	purple.				
22												
23									ОК			
24									UK			
25												
26												

## ERROR CHECK RESULTS:

During the error checking process the user will be alerted to one or both of two possible error conditions: missing required fields, and duplicate MICR numbers.

Missing fields that are required will be highlighted in red, and duplicated MICR numbers will be highlighted in purple. An alert will identify which errors need to be corrected.

#### MASS DELETE TRANSACTION:

SOURCE -	fx TEST USER											
4 A	В	С	D	E	F	G	Н	1	J	К	L	M
Warrant Adju	ustment											
Dat	9/15/11		<b>— •</b> • • •	5	t Files							
Prepare	TEST USER	1	Required Conditionally Required	Expor	triles							
Side System Short Nam			Optional	Reset	t Form							
	e (206) 555-1234		optional									
	0											
3		the unless file										
3	O	the upload file										
Please note: rows without a Tra		the upload file	MICR	AMOUNT	ISSUE DATE	WARRANT	WARRANT NUMBER	WARRANT	DUPLICATE	PAYEE	REASON	MICR2
Please note: rows without a Tra     TRANSACTION TYPE	Insection Type will not be included in t FUND					PREFIX		SUFFIX	DUPLICATE	PAYEE	REASON	MICR2
Please note: rows without a Tra     TRANSACTION TYPE     ISSUE	insaction Type will not be included in t		MICR 99031110 99031111		04/20/11	PREFIX	WARRANT NUMBER 009123 009124	SUFFIX	DUPLICATE	PAYEE	REASON	MICR2
3 Please note: rows without a Tra	nsection Type will not be included in t FUND 06414610		99031110	1,234.56	04/20/11 04/20/11	G	009123	SUFFIX	DUPLICATE	PAYEE	REASON	MICR2
Please note: rows without a Tra     TRANSACTION TYPE     ISSUE     ISSUE	FUND 06414610 06414610		99031110 99031111	1,234.56 1,569.87 90.00	04/20/11 04/20/11 04/18/11	G	009123 009124	SUFFIX	DUPLICATE	PAYEE	REASON	MICR2
Please note: rows without a Transaction type     ISSUE     ISSUE     VOID	Insection Type will not be included in t FUND 06414610 06414610		99031110 99031111 00073150	1,234.56 1,569.87 90.00	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024	SUFFIX		PAYEE	REASON	MICR2
A     Please note: rows without a Tra     TRANSACTION TYPE     ISSUE     S ISSUE     G VOID     ISSUE	Insaction Type will not be included in t FUND 06414610 06414610 06414610 06414610 06414610		99031110 99031111 00073150 03373145	1,234.56 1,569.87 90.00 90.00 14.22	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024 001024	SUFFIX		PAYEE	REASON	MICR2
Please note: rows without a Tra     TRANSACTION TYPE     ISSUE     ISSUE     ISSUE     ISSUE     VID     TISSUE     STOP	Insaction Type will not be included in t FUND 06414610 06414610 06414610 06414610 06414610 06414610		99031110 99031111 00073150 03373145 00073151	1,234.56 1,569.87 90.00 90.00 14.22	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024 001024	SUFFIX		PAYEE	REASON	

The only case where some of the required fields may be left blank is when entering a Mass Delete transaction. In that situation, the Amount, Issue Date, and Warrant Number fields are left blank, and the MICR2 field is populated.

#### DUPLICATE WARRANT NUMBERS ALERT:

	B4 🗸 💿	fx TEST USER								
	А	В	С	D	E	F	G	Н	I.	J
1	Warrant Adju	istment								
2										
3		9/15/11	]	Required	Expo	rt Files				
4		TEST USER	-0	Conditionally Required	· · ·					
5	Side System Short Name		-	Optional	Rese	t Form				
6 7	WAC	(206) 555-1234	-							
8	WAC	/								
	Please note: rows without a Trai	nsaction Type will not be included in the	unload file							
	rouse note, rows minout a rrai		apiodo me							
13	TRANSACTION TYPE	FUND	BANK ID	MICR	AMOUNT	ISSUE DATE	WARRANT	WARRANT NUMBER	WARRANT SUFFIX	DUPLICATE
			DAIIK ID							DUPLICATE
_	ISSUE	06414610	_	99031110	1,234.56			009123		
	ISSUE	06414610	-	99031111	1,569.87			009124		<u> </u>
_	VOID	06414610		00073150	90.00			001024		
	ISSUE	06414610		03373145	90.00			001024		D
	STOP	06414610	_	00073151	14.22	04/18/11		001025		
19					Microsoft	Fueel	-	x		
20					wicrosore	Excel				
21										
22						e records have the same warr				
23						ave been highlighted in yello				
24					Please e	ensure that any Voids equal t	neir Keissues.			
25						tinue press "OK".				
26					To retu	rn to the sheet press "Cancel"				
27										
28										
29						OK	Cance	el 👘		
30										
31										

Also during the error checking process, any duplicate warrant numbers will be highlighted in yellow, and the user will be reminded that any void/reissue sets must have balancing amounts. The user will have the option to either continue with the file generation, or to go back to the data sheet to double check its accuracy.

# UPLOAD FILE GENERATION NOTIFICATION:

	B4 🔫 🕐	<i>f</i> ∗ TEST USE	ER								
	А	В		С	D	E	F	G	Н	1	J
1	Warrant Adju	stment									
2											
3		9/15/11			Required	Expo	rt Files				
4		TEST USER			Conditionally Required						
5	Side System Short Name				Optional	Rese	t Form				
6		(206) 555-1234									
6 7 8	WAO										
9	Please note: rows without a Tran	saction Type will not be	e included in the up	load file							
								WARRANT		WARRANT	
13	TRANSACTION TYPE	FUND	,	BANK ID	MICR	AMOUNT	ISSUE DATE	WARRANT PREFIX	WARRANT NUMBER	WARRANT SUFFIX	DUPLICATE
	TRANSACTION TYPE	FUND 06414610	C	_				PREFIX	WARRANT NUMBER		DUPLICATE
14	ISSUE	-	Microsoft Excel	_			04/20/11	PREFIX			DUPLICATE
14 15	ISSUE	06414610	C	_	× 9031110	1,234.56 1,569.87	04/20/11 04/20/11	<b>PREFIX</b> G	009123		DUPLICATE
14 15 16	ISSUE ISSUE	06414610 06414610	C		9031110 031111 073150	1,234.56 1,569.87 90.00	04/20/11 04/20/11 04/18/11	G	009123 009124		DUPLICATE
14 15 16 17	ISSUE ISSUE VOID ISSUE	06414610 06414610 06414610	Microsoft Excel		9031110 031111 073150	1,234.56 1,569.87 90.00 90.00	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024		
14 15 16 17	ISSUE ISSUE VOID ISSUE	06414610 06414610 06414610 06414610	Microsoft Excel		9031110 031111 073150 373145	1,234.56 1,569.87 90.00 90.00	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024 001024		
14 15 16 17 18	ISSUE ISSUE VOID ISSUE	06414610 06414610 06414610 06414610	Microsoft Excel		9031110 031111 073150 373145	1,234.56 1,569.87 90.00 90.00	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024 001024		
14 15 16 17 18 19 20	ISSUE ISSUE VOID ISSUE	06414610 06414610 06414610 06414610	Microsoft Excel		031111 031111 073150 07Upload File 073151	1,234.56 1,569.87 90.00 90.00	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024 001024		
14 15 16 17 18 19 20 21	ISSUE ISSUE VOID ISSUE	06414610 06414610 06414610 06414610	Microsoft Excel		031111 031111 073150 07Upload File 073151	1,234.56 1,569.87 90.00 90.00	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024 001024		
14 15 16 17 18 19 20	ISSUE ISSUE VOID ISSUE	06414610 06414610 06414610 06414610	Microsoft Excel		031111 031111 073150 07Upload File 073151	1,234.56 1,569.87 90.00 90.00	04/20/11 04/20/11 04/18/11 04/18/11	G	009123 009124 001024 001024		

If the no errors are found, the form will continue to the file generation steps.

## OUTPUT FOLDER REQUEST:

A	В	C	D	E	F G	H		1	1	K	L	M
Warrant Adju	istment											
Prepare Side System Short Nam			Required Conditionally Required Optional		Export Files							
WA	Sentence - scores - surg				Browse for Folder	×	1					
TRANSACTION TYPE	nsaction Type will not be included FUND	BANK ID	MCR	AMOUN	Select an Export Folder		MBER	WARRANT SUFFIX	DUPLICATE	PAYLE	REASON	MIC
ISUE	06414610		99031110	1,2	Computer		009123					-
SUE	06414610		99031111	1.5	> 🚰 Local Disk (C:)		09124					
010	06414610		00073150		DyD RW Drive (D:) Audio CD		01024					
SUE	06414610		03373145		b 💭 data (\\fbod-main) (F:)	- 1	001024		D			
OP	06414610		00073151		projects (\/bod-main) (G:)		01025					
				1	> Lexar (1:)							
				_	<ul> <li>Removable Disk (3:)</li> <li>Local Disk (K:)</li> </ul>	-						
					ABT_HCM_Finance (\\abt-fs) (P:)							
					> 🖙 williamm (\\ses-file\Users\FBOD) (U:)							
						100						
					OK Car							
					0x ) (	ice:						
				1								

The form will prompt the user to select an output folder for the Upload File.

# NAMING CONVENTION:

Once the folder is chosen, the form will automatically format and output the Upload File, which will be named using the following convention:

CM\_{SIDESYS}\_CMWNT\_{date}.txt

The Side System portion is taken from the matching field on the form. The Date portion is filled in based on the time that the Upload File is created, in the format YYYYMMDDHHMMSS.

Thus, for the information below:

Side System Short Name: KCDIST1

Date: May 24, 2011 at 2:25 and 15 seconds PM

The output file name would be:

CM\_KCDIST1\_CMWNT\_20110524142515.txt

## SUMMARY FILE CREATION:

EXPORT SUMMARY FILE BUTTON:

	B4 • (* 125T USER												
	А		В	С	D		E	F	G	Н	1	J	
1	Warrant Adju	stmen	t										
2													
2	Date 9/15/11			1	Required Export Files								
4	Preparer TEST USER			1			Expor	trines -					
5	Side System Short Name TEST				Conditionally Required Optional Reset Form								
6	Phone (206) 555-1234 WAO												
7 8													
	8												
9 Please note: rows without a Transaction Type will not be included in the upload file													
									WARRANT		WARRANT		
13	TRANSACTION TYPE	TRANSACTION TYPE FUND			BANK ID MICR		AMOUNT	ISSUE DATE	PREFIX	WARRANT NUMBER	SUFFIX	DUPLICATE	
14	SSUE	06414610	_		9903111		1,234.56	04/20/11		009123			
15	SSUE	UE 06414610 Microsoft Excel		×		99031111	1,569.87	04/20/11	G	009124			
16	VOID         06414610           ISSUE         06414610           STOP         06414610		1			00073150	90.00	04/18/11		001024			
17						03373145	90.00	04/18/11		001024	<mark>د</mark> ا	D	
18 3			er for Sum	r for Summary File 00073151		14.22	04/18/11		001025				
19													
20				ОК									
20					ОК								
21													
_				_									

Since the form itself is not a savable document, once the Upload File has been generated the user will be prompted to save a Summary File to record what has been done.

#### OUTPUT FOLDER REQUEST:

A	В	с	D	E	F G	(H)		- 1	1	К	L	M
Warrant Adju	Istment											
De	9/15/11	_	_	-	1							
Prepare	TESTUSER		Required Conditionally Required		xport Files							
Side System Short Nam			Optional Optional	F	teset Form							
	(206) 555-1234	_										
WA	P			(	Browse for Folder	*	1					
and other man without a Tra	nsaction Type will not be included in	the units of Sile		_	browse for holder	-						
ogge more. Toma manour e 176	interior type initial de mendee in	and opticated mill		_	Select an Export Folder						1	
TRANSACTION TYPE	FUND	BANK ID	MCR	AMOUN				ARRANT	DUPLICATE	PAYEE	REASON	MIC
UE	06414610	Contract and	99031110	1,2	> 🤮 Williams, Morgan	•	09123	JUILIN	DOPERCHIC	PALL	HLA JON	- sare
SUE	06414610		99031110	1.0	Computer     Eacol Disk (C:)		09125	-				-
ND	05414510	_	00073150	- 11	Cocar Disk (c.:)		001024	-				-
SUE	06414610		03373145		> 🖵 data (\\fbod-main) (F:)		01024		D		-	
DP .	05414610		00073151	- 1	projects (\/bod-main) (G:)		01025					-
-					> 👝 Lexar (I:)				-			
					Removable Disk (J:)							
					<ul> <li>Local Disk (K:)</li> <li>Get AST_HCM_Finance (\\abt-fs) (P:)</li> </ul>							
					<ul> <li>Williamm (\\des-file\Users\PBOD) (U:)</li> </ul>							
					The second part and be a second part of the second							
					Construction of the second							
					OK Ca	ncel						
					house of the second sec	Contraction of the local data						
					in the second se							

The user will then be asked for an output folder for the Summary File. The form will create a nonfunctional copy (i.e., no command buttons or macros) of the Entry Form as it currently exists, and save it in the specified folder. The naming convention is the same as that of the Upload file, but with an "xml" (Excel XML) file extension rather than a "txt" (text) extension.

## **RESETTING THE FORM:**

RESET FORM BUTTON:

	B4 • EST USER											
	A	В	С	D	E	F	G	н	1	J		
1	Warrant Adju	stment						1				
2 3			,									
3	Date 9/15/11 Preparer TEST USER		1	Required	Expor	t Files						
5	Side System Short Name		ř.	Conditionally Required	-	Course 1						
6	Phone (206) 555-1234		1	Optional	Reset	Form						
7 8	WAO		1									
			-									
9	9 Please note: rows without a Transaction Type will not be included in the upload file											
							WARRANT		WARRANT			
13	TRANSACTION TYPE	FUND	BANK ID	MICR	AMOUNT	ISSUE DATE	PREFIX	WARRANT NUMBER	SUFFIX	DUPLICATE		
14	ISSUE	06414610		99031110	1,234.56	04/20/11		009123				
15	ISSUE	06414610		99031111	1,569.87	87 04/20/11 G		009124				
16	VOID	06414610		00073150	90.00	Microsoft Excel	_	× 001024				
17	ISSUE	06414610		03373145	90.00			001024		D		
18	STOP	06414610		00073151	14.22			001025				
19						Reset this form? All changes will be lost						
20						All changes will be lost						
21												
22						ОК	Cancel					
23							cuncer					
24						6						
25												
26												

The "Reset Form" command button is used to completely clear the form of all entries. Because this action cannot be undone, the user is warned and given the option to cancel and return to the form.