Issuance of Warrants Window

The Issuance of Warrants window will display both the line-item detail and a summary of one or more months' warrants (i.e., checks) issued by the Auditor's Accounts Payable Division for expenditures other than payroll incurred by the Auditor's Office.

To View Expenditure Details and Summary

1. In the dropdown box where current month is listed, select a specific month or select All Months to display that time period's expenditures.

2. Once the month is selected, the list of expenditures should appear. If not, click the Submit button.

3. Six columns of detailed data will appear at the bottom of the window. (Definitions of the column headings are available elsewhere in this Help & Information section.) A summary box will appear in the upper right of the window. This box lists totals of the detailed data summed by expenditure type.

4. Click any of the first five column headings to re-sort the data using the selected column's detail.

To View the Data in Excel

1. First follow the procedures above so that expenditure details are shown.
2. Click the Export to Excel button.
3. Select Save to download the file to your computer.
4. Designate the location in which to save the file, type the desired file name, and select Save.
5. A Download Complete message box will appear. Select Open. The spreadsheet is ready for you to perform Excel functions as desired.

The following is a brief description of the information listed in each column.

Column Heading	Information Contained in Column
Date	This is the date payment was made to the vendor.
Payment Amount	The County paid this amount to the vendor.
Vendor Name	This field names the individual or corporation to whom payment was made. If the vendor was a county employee, the vendor name has been changed to County Employee.

Expenditure Type   The three-digit number is the coding from the County's accounting system for a particular expenditure type. The corresponding description notes the type of payment indicated by the accounting code.

Departmental Description   This description, provided by the department originating the expenditure, gives a brief reason for the expenditure.

Document Number   The two letters beginning each document number represent the type of payment designated by the County Auditor's Accounts Payable department. The first six digits following the two letters are the unique document number the County's accounting system assigns to each vendor payment. The final digits reflect the payment's line number within the document.