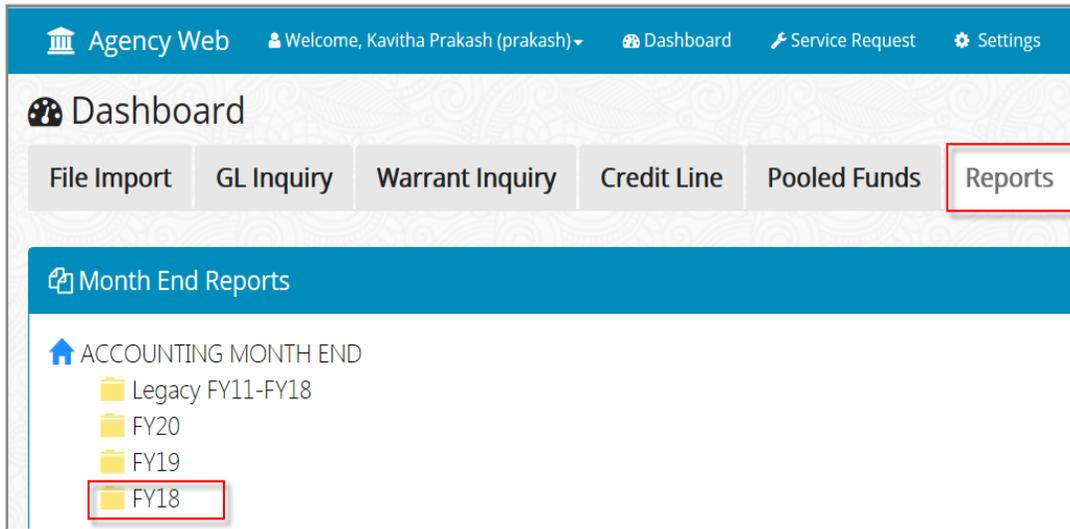
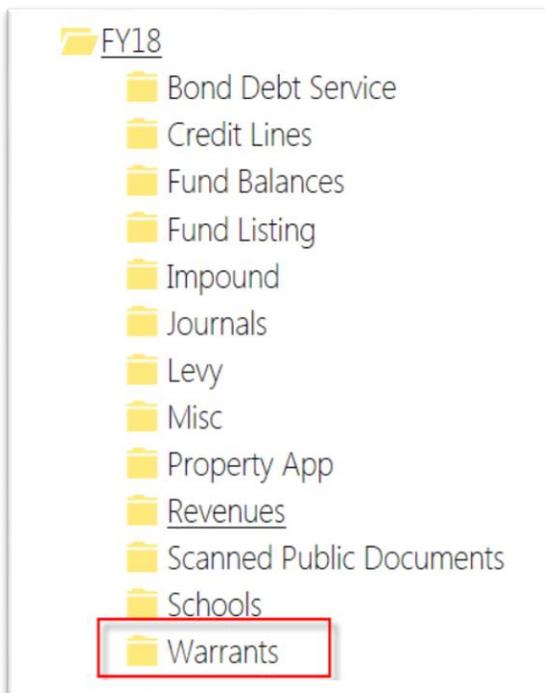


Agency Web –Outstanding warrants Report

1. Log on to Agency Web
2. Click on Reports Tab



3. Click on FY 18 folder to access the reports for fiscal year 2018.
4. Click on Warrants folder to access the warrant related reports.



- Click on Monthly Warrant Recon folder
- Open the Monthly Warrant recon report in Excel format
- Merge the columns H & I and J to S to see the Amount and Payee Name

AGENCY	TAF	TAF DESCRIPTION	WARRANT ID	ISSUED DATE	STATUS	PAID DATE	HOLDER	POS PAY SENT	IMPORT FILENAME	AMOUNT	PAYEE
	5040	CLEARING	2130000222	3/21/2018	Issued		MCTO000000107	3/22/2018		6,275.00	Accountable Healthcare Staffing, Inc.
2000	2768	WT CLEARING	570017828	3/1/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		5.60	DAWN REYNOLDS
2000	2768	WT CLEARING	570017915	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		140.00	WALMART
2000	2768	WT CLEARING	570017932	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		73.64	CAMRA
2000	2774	RECORDER FEES REFUNDING	671232602	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		5.00	Non-Client Super Account

- Select the **DATA** tab in the Excel and Keep the cursor at the body of Excel

AGENCY	TAF	TAF DESCRIPTION	WARRANT ID	ISSUED DATE	STATUS	PAID DATE	HOLDER	POS PAY SENT	IMPORT FILENAME	AMOUNT	PAYEE
	5040	CLEARING	2130000222	3/21/2018	Issued		MCTO000000107	3/22/2018		6,275.00	Accountable Healthcare Staffing, Inc.
2000	2768	WT CLEARING	570017828	3/1/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		5.60	DAWN REYNOLDS
2000	2768	WT CLEARING	570017915	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		140.00	WALMART
2000	2768	WT CLEARING	570017932	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		73.64	CAMRA
2000	2774	RECORDER FEES REFUNDING	671232602	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		5.00	Non-Client Super Account

- Click on **Filter** button

AGENCY	TAF	TAF DESCRIPTION	WARRANT ID	ISSUED DATE	STATUS	PAID DATE	HOLDER	POS PAY SENT	IMPORT FILENAME	AMOUNT	PAYEE
	5040	CLEARING	2130000222	3/21/2018	Issued		MCTO000000107	3/22/2018		6,275.00	Accountable Healthcare Staffing, Inc.
2000	2768	WT CLEARING	570017828	3/1/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		5.60	DAWN REYNOLDS
2000	2768	WT CLEARING	570017915	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		140.00	WALMART
2000	2768	WT CLEARING	570017932	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		73.64	CAMRA
2000	2774	RECORDER FEES REFUNDING	671232602	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		5.00	Non-Client Super Account

- Sort the Agency by Agency Number and the warrant status as Issued. The results will show the outstanding warrants for that particular month.

- If you want to sort by TAF, select the TAF numbers from the drop-down list in Column B.

AGENCY	TAF	TAF DESCRIPTION	WARRANT ID	ISSUED DATE	STATUS	PAID DATE	HOLDER	POS PAY SENT	IMPORT FILENAME	AMOUNT
			2130000222	3/21/2018	Issued		MCTO000000107	3/22/2018		6.00
			370017828	3/1/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
			370017915	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
			370017932	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232602	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232607	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232617	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232626	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232630	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232631	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232633	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		
		ENDING	671232635	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		

Ex: I ran March 2018 warrant recon report,

AGENCY	TAF	TAF DESCRIPTION	WARRANT ID	ISSUED DATE	STATUS	PAID DATE	HOLDER	POS PAY SENT	IMPORT FILENAME	AMOUNT
5069	2714	JURY PAYROLL CLEARING	301361002	3/13/2018	Issued		MCTO000000107	3/13/2018	AXPSYLVE_W T_AW_201803 13072144	38.67
5069	2714	JURY PAYROLL CLEARING	301361004	3/13/2018	Issued		MCTO000000107	3/13/2018	AXPSYLVE_W T_AW_201803 13072144	25.78
5069	2714	JURY PAYROLL CLEARING	301361006	3/13/2018	Issued		MCTO000000107	3/13/2018	AXPSYLVE_W T_AW_201803 13072144	46.68

For the Agency 5069, TAF 2714:

The warrants 301261002, 301361004, 301361006 were issued on 03/13/2018 which is outstanding for the month of March 2018.

To find out the no. of outstanding Warrants, Sum of the column B after filtering. For the Agency 5069, TAF 2714, there are 3 Outstanding warrants Shown at the bottom of the page when you do Summing.