Agency Web –Outstanding warrants Report

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

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- 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.



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

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7	2000	2768	WT CLEARING	370017932	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		73.64	CAMRA				
8	2000	2774	RECORDER FEES REFUNDING	671232602	3/2/2017	Stale	3/30/2018	MCTO000000107	3/30/2018		5.00	Non-Client Super Account				

8. Select the DATA tab in the Excel and Keep the cursor at the body of Excel

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9. Click on Filter button

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10. 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.

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For the Agency 5069, TAF 2714:

The warrants 301261002, 3013610004,301361006 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.