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.
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

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

9. Click on Filter button

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.

Ex: I ran March 2018 warrant recon report,

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.