

How to Understand Edgefield County's Check Registers

This report shows all of the accounts payable payments made by Edgefield County during the month. Each payment is entered by the Accounts Payable Clerk, reviewed and approved for payment by the Finance Director, and finally the check is signed by the County Treasurer. This listing shows all of the detail of all of those payments.

The detail includes the vendor to which the payment was sent, the date of the invoice, invoice number, date of the check, check number, and the department and line item to which the expense was charged. I have included an illustration below showing where you can find each of these items.

001-005-05183-05205	116 REEL INSURANCE AGENCY	79223	2199	07/14/2011	P	046829	07/20/2011	01	07/20/2011	100.00
	TAX COLLECTOR		BONDS						07/18/2011	100.00
	116 REEL INSURANCE AGENCY								100.00	0.00

Callouts in the diagram include: Internal Account Number (001-005-05183-05205), Vendor Name (116 REEL INSURANCE AGENCY), Department Name (TAX COLLECTOR), Invoice Number (79223), Invoice Date (07/14/2011), Line Item Expenditure Name (BONDS), Check Number (046829), Check Date (07/20/2011), and Check Amount (100.00).

Special Note: If the department name says "payroll deduction", then that expenditure is a benefit that is deducted from employees' payroll checks and submitted by the County on behalf of the employee. If the department name is "Nondepartmental", then the expenditure applies to many different departments within the County and is therefore not broken out.

Please contact the Finance Director, Crystal Coleman, at 803-637-4006 if you have any questions.