

SECTION 672: WARRANT NUMBER LISTING BY DEPARTMENT, REPORT NO. 106

1. Purpose. The WARRANT NUMBER LISTING BY DEPARTMENT, REPORT NO. 106, is used primarily to identify the warrant number of warrants issued in payment of claims covered by a particular SUMMARY WARRANT VOUCHER (SWV). Other subsidiary purposes a department may have include using the REPORT NO. 106 as a reference document regarding vendor payments.
2. Description. REPORT NO. 106 relates warrant numbers to vendor payments as described in this section, for vendor payments made under manually processed SWVs. (Manually processed SWVs are those described in Sections 551 and 558 of this volume of the Accounting Manual.) REPORT NO. 106 should be distinguished from:  
  
REPORT 100 (PART II), which serves to identify warrant numbers for COMPUTER SUMMARY WARRANT VOUCHERS (as described in Sections 552 and 553 of this volume).  
  
REPORT NO. 100, which serves to identify warrant numbers in original SWVs retained by the Comptroller. (This report is not distributed to departments, but is identical to REPORT NO. 106, except for the title and report number, and except that computer-printing is sequenced according to the Comptroller's voucher number.)
3. Frequency. Daily, or as frequently as related SWVs are submitted for payment.
4. Prepared By. This is a computer listing prepared by the Electronic Data Processing Division, Department of Budget and Finance.
5. Distribution. Only one copy is printed and routed to the department, through DAGS Pre-Audit Branch, to support the department's copy of the SWV.
6. Organization of Report. A separate listing is prepared for each department SWV and in departmental sequence, as follows:
  - (a) WARRANTS are listed by WARRANT serial number sequence.
  - (b) Each page, has a total and the voucher total is printed on the last page.

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ITEM NO.	DATA AND DATA EXPLANATIONS
①	REPORT NO. 106 - The number assigned to the report for the departments.
②	WARRANT NUMBER LISTING BY DEPARTMENT - The title of the report for the departments.
③	DEPT. VOUCHER NUMBER - The department's SUMMARY WARRANT VOUCHER number.
④	COMPT VOUCHER NUMBER - The Comptroller's SWV number assigned by DAGS Accounting Division.
⑤	TRANSPORTATION - The name of the department for which the WARRANTS are listed on this report.
⑥	09/13/78 - The date of the WARRANTS.
⑦	LINE NO. - The sequential line numbers showing the number-order of the payees listed on the report.
⑧	PAYEE - The name of the payee.
⑨	AMOUNT - The amount of the WARRANT to be paid to the vendor.
⑩	WARRANT NUMBER - The number of the WARRANT (consists of the alpha fund code, and the sequential 6 or 7-digit WARRANT number).
⑪	PAGE TOTAL - The total amount of WARRANTS listed on the page.
⑫	VOUCHER FINAL TOTAL - The total amount to be paid to all vendors listed under this SWV.

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<b>①</b> REPORT NO. 106	STATE OF HAWAII		PAGE 1
<b>②</b> WARRANT NUMBER LISTING BY DEPARTMENT			
<b>③</b> DEPT VOUCHER NUMBER	D30292	<b>⑤</b> TRANSPORTATION	<b>⑥</b> 09/13/78
<b>④</b> COMPT VOUCHER NUMBER	003253		
<b>⑦</b> LINE NO.	<b>⑧</b> P A Y E E	<b>⑨</b> AMOUNT	<b>⑩</b> WARRANT NUMBER
00001	HOPACO	688.10	50020283
00002	ISLAND IMPORT CO INC	168.17	50020284
<b>⑪</b> PAGE TOTAL		856.27	
<b>⑫</b> VOUCHER FINAL TOTAL		856.27 **	