

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.

Internal Account Number	Department Name	Vendor Name	Invoice Number	Invoice Date	Check Number	Check Date	Invoice Amount
001-005-05183-05205	TAX COLLECTOR	116 REEL INSURANCE AGENCY	792232199	07/14/2011 P	046829	07/20/2011 01	100.00
							100.00
	116 REEL INSURANCE AGENCY					100.00	0.00

Labels and arrows in the diagram point to the following fields in the table:

- Internal Account Number: 001-005-05183-05205
- Department Name: TAX COLLECTOR
- Vendor Name: 116 REEL INSURANCE AGENCY
- Invoice Number: 792232199
- Invoice Date: 07/14/2011 P
- Check Number: 046829
- Check Date: 07/20/2011 01
- Invoice Amount: 100.00
- Line Item Expenditure Name: BONDS
- 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/Assistant Administrator, Lynn Strom, at 803-637-4006 if you have any questions.