

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 270.350	Page Number 1 of 2	Effective Date July 1, 2003 Revised 7/1/11
Subject PROCESSING WARRANT REGISTER			

The warrant register is supporting documentation for cash disbursements made by the department and should be retained by the department until the records have been audited. Disposition of warrant registers should be in accordance with schedules established in the Records Management Manual.

1. After the documents have gone through the warrant writing process, the warrants are returned to the department for the proper distribution. A printout, which is referred to as the "Warrant Register" is returned to the department with the warrants.
2. The warrant register is used for record keeping and posting verification purposes.
3. The warrant register is sorted by:
 - 1) Fiscal Year
 - 2) Appropriation Number
 - 3) Document number/id within the accounting codes

The warrant register lists the following: 1/3 warrant numbers begin with 6 and EFT remittance advice numbers begin with 8.

- a. Date the warrants were issued.
 - b. To whom the warrants are payable.
 - c. The document number/id.
 - d. The account code number as it appears in the fund accounting detail.
 - e. The reference number. (Vendor Customer number)
 - f. The warrant number.
 - g. The detail amount for each line item.
 - h. The total amount of the warrant.
4. The amount of warrants written should be deducted from the department's account balances.
 5. If the warrant register is not included with the warrants or if it should be lost, DAS-SAE-Daily Processing will reproduce any warrant register upon request.
 6. See page 2 of this procedure for an example of a warrant register.

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Example of a Warrant Register

RUN SORT: 625 REPORT ID J625I126-REG SYSTEM IFAS	S625I12600000008 (a) THE FOLLOWING REGULAR WARRANTS WERE ISSUED 02/19/1999	PAGE 8 DATE OF RUN 02/19/1999.050 TIME OF RUN 23.45.49			
(b) NAME	(c) DOCUMENT NUMBER	(d) ACCOUNT NUMBER	(e) REFERENCE NUMBER	(f) WARRANT NUMBER	(g) WARRANT AMOUNT
NEW ENGLAND LIFE	625XV048010 0877 99 625	0015 5116	2105 0	04282630	(g) 400.00*
JACKSON NATIONAL LIFE	625XV048050 0877 99 625	0015 5116	2105 3	04282631	605.00*
AMERICAN MUTUAL LIFE IN	625XV048085 0877 99 625	0015 5116	2105 4	04282632	540.00*
DEWAYNE H. HOFFMAN	625XX025001 0877 99 625	0015 5600	2105 0	04282633	(h) 58.94*
SUE COLLINS	625XX025002 0877 99 625	0015 5600	2105 0	04282634	483.14*
DONALD WHITSON	625XX025003 0877 99 625	0015 5600	2105 0	04282635	32.02*
WAYNE STEVENSON	625XX025004 0877 99 625	0015 5600	2105 0	04282636	3,999.97*
CAROL SWANSON	625XX025005 0877 99 625	0015 5600	2105 0	04282637	672.21*
CHARLES TIGHE	625XX025006 0877 99 625	0015 5600	2105 0	04282638	231.03*
JOHN D LARSON	625XX025007 0877 99 625	0015 5600	2105 0	04282639	10,805.11*
TOTAL FOR APPR					\$ 17,825.42
TOTAL FOR FUND FOR ADDB WARRANTS					\$ 17,825.42
TOTAL FOR FUND 0877					\$ 17,825.42
TOTAL FOR ADDB WARRANTS					\$ 17,825.42
TOTAL FOR AGENCY 625					\$ 17,825.42