

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 08/05/26
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 transactions have gone through the warrant writing process, the warrants are returned to the department for the proper distribution. Departments are responsible for obtaining their own warrant registers from Iowa Advantage Reporting.
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: Iowa Advantage warrant numbers begin with 1 and EFT remittance advice numbers begin with 2.

- a. The warrant number
 - b. Date the warrants were issued
 - c. To whom the warrants are payable
 - d. Vendor customer number
 - e. The referenced transaction code used
 - f. The referenced transaction ID
 - g. The payment disbursement type
 - h. The issuing department
 - i. Unit code used
 - j. The total amount of the warrant
4. The amount of warrants written should be deducted from the department's account balances.
 5. See page 2 of this procedure for an example of a warrant register.

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 270.350	Page Number 2 of 2	Effective Date July 1, 2003 Revised 08/05/26
Subject PROCESSING WARRANT REGISTER			

Example of a Warrant Register

Report ID: FR100

Source: Iowa Advantage

Issue Date: 7/16/2026

STATE OF IOWA

WARRANT/EFT REGISTER - AD CHAIN PAYMENTS ONLY

Page 1 of 37

Run Date: 7/17/2026

Run Time: 1:26 PM

Warrant/EFT Summary	By Vendor	By Approp	By BFY	By Payment Type	By Bank Code	DAS-SAE Summary - Statewide
By Warrant/EFT	By Fund	By Unit/Sub Unit	By Doc Code	By Fund Type	Summary-Pymt Type	

A	B	C	D	E	F	G	H	I	J
Check Number	Issue Date	Vendor Name	Vendor #	Ref Trans Code	Ref Transaction ID	Disb Type	Dept	Unit	Amount
000001001041925	07/16/26	Reinders Inc	00003237833	GAX	HC00526187400	Check	005	566D	6,040.40
000001001041926	07/16/26	Lockridge Lumber	00002109922	GAX	HC005261974014	Check	005	566B	1,018.51
000001001041927	07/16/26	The Swan Farm LLC	00003229135	GAX	HC00526197409	Check	005	566B	121.96
000001001041928	07/16/26	Stoney Creek Hospitality Corp	00003237586	GAX	HC00526197413	Check	005	566C	137,651.15
000001001041929	07/16/26	Lockridge Lumber	00002109922	GAX	HC00527197412	Check	005	566B	702.32
000001001041930	07/16/26	Capital Sand Company Inc	00003237776	GAX	HC00527197415	Check	005	566D	1,651.55
000001001041931	07/16/26	AFTON HOLT	00003237061	GAX	HIST00526190508	Check	005	A14M	43,750.00
000001001041932	07/16/26	Iowa Public Radio Inc	00003011673	GAX	HIST00526197509	Check	005	8005	330.12
000001001041933	07/16/26	LT's Auto Body	00003239215	GAX	RISK0052719700	Check	005	5790	2,420.80
000001001041934	07/16/26	MIDWEST FENCE & GATE COMPANY	00002122529	PRC	0052615PA6914	Check	005	566A	16,026.33
000001001041935	07/16/26	DMT Solutions Global Corporation	V5000004823	PRC	00526457456	Check	005	A670	82,539.23
000001001041936	07/16/26	West Publishing Corporation	00002104517	PRC	HRE00526194002	Check	005	3910	897.93
000001001041936	07/16/26	West Publishing Corporation	00002104517	PRC	HRE00526194002	Check	005	5630	123.09
000001001041937	07/16/26	Matthew Goddard	00003228880	TP	LIB00527197407	Check	005	6135	27.00
000001001041938	07/16/26	Alison Ames Galstad	00003196485	TP	LIB00527197408	Check	005	6135	116.00
000002001120702	07/16/26	Exelon Corporation	00003053859	GAX	005264570410	EFT	005	UTIL	1,355.22
000002001120703	07/16/26	IOWA ASSOCIATION OF AREA EDUCATION AGENCIES	00003087256	GAX	28726190900	EFT	005	6514	128,134.24
000002001120704	07/16/26	Wright Outdoor Solutions	00002120272	PRC	00526457430A	EFT	005	P655	135.00
000002001120705	07/16/26	Agriland FS Inc	00003082347	PRC	HC00526194401	EFT	005	566B	1,678.06
000002001120706	07/16/26	Agriland FS Inc	00003082347	PRC	HC00526197410	EFT	005	566B	1,311.26
000002001120707	07/16/26	Agriland FS Inc	00003082347	PRC	HC00527197411	EFT	005	566B	4,395.84
000002001120708	07/16/26	US BANK CARDMEMBER SERV	00003018098	PRC	PRC005072610H002	EFT	005	2120	71.14
000002001120708	07/16/26	US BANK CARDMEMBER SERV	00003018098	PRC	PRC005072610H002	EFT	005	3120	8.99