



December 30, 2019

MEMORANDUM

AC202003

TO: All Financial Managers
FR: Nick Miller, SAE Division Administrator
Trina Brietske, Daily Processing Program Manager
RE: Accounting Policy & Procedure Manual Changes Effective 1/1/20

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

Effective January 1, 2020, two new Appeal Board documents will be available for processing outdated warrants; OUTDN and OUTDR.

In addition, effective 1/1/20, Duplicate Warrants will no longer be processed, due to working with the TOS on implementing better fraud detection processes. The new process to reissue a payment will require cancelling the original warrant issued to the vendor and to issue a new payment document to the vendor. See Procedure 270.550. As in the past, requests to cancel warrants will be sent to [DAS SAE Daily Processing](#), and requests to reissue a payroll warrant will be sent to [Centralized Payroll](#). Note: Procedure 270.600 will be eliminated from the manual on January 1, 2020.

The updated policies are **temporarily** located on the SAE website, [001 Updated Documents](#). The effective dates of the policy changes are January 1, 2020. The policies presently located in the manual will be *replaced* with the updated versions.

PROCEDURE	CHANGE
235.500 Year-End Procedures-Credits Received in a Year Different Than Goods/Services Received	Added use of JV1N for cancelled or outdated warrants for previous BFY. Effective 1/1/20
260.250 Central Services-Appeal Board -Outdated Invoices	Added the use of OUTDN and OUTDR documents. Effective 1/1/20
270.500 Processing-Outdated Warrants	Added OUTDN and OUTR documents. Effective 1/1/20
270.550 Processing-Cancelled Warrants	Added 2.b) new process to cancel a warrant without the warrant. Effective 1/1/20
270.600 Processing-Duplicate Warrants	Remove policy. Duplicate warrants will no longer be processed. Cancel warrant and issue new payment to vendor. Effective 1/1/20
Request for Issuance of Duplicate Warrant Form	Discontinue/Remove Duplicate Warrants Form. Follow new process to cancel warrants. See Procedure 270.550. Effective 1/1/20
Request for Outstanding Warrant Action Form	Discontinue/Remove Outstanding Warrant Action Form. <i>Replaced with new Request for Warrant Action Form.</i> Effective 1/1/20
Request for Warrant Action Form (New Form)	New form to process a warrant cancellation, stops, and rescinds. Effective 1/1/20

If you have questions, please call Nick Miller at (515) 281-4877 or email Nick.Miller@iowa.gov.