

Department of Administrative Services - State Accounting Enterprise

| Section | Procedure Number | Page Number | Effective Date |
|----------------|---------------------------------|-------------|--------------------------------|
| PRE-AUDIT | 270.250 | 1 of 1 | July 1, 2003 Revised 7/1/11 |
| Subject | PROCESSING INCORRECT WARRANT | | |

If a warrant is written and is incorrect in any way, several alternative methods of correction may be utilized depending upon the type of error that has been made.

- 1. Warrant is written on wrong account code.** If any part of the account code is incorrect, the warrant may be used and a JV1/CDE/CDR Corrective accounting transaction document should be initiated. For more information see Procedures 280.350, 280.351, 280.352. Department's with expenditures that are being increased, prepares, on-lines, pre-audits, approves on I/3 and forwards the JV1/CDE/CDR to DAS-SAE-Daily Processing. DAS-SAE-Daily Processing will approve the JV1/CDE/CDR to correct the accounting distribution of the warrant. The department receives a copy of the processed document in their Daily Accounting Packets- in the Data Warehouse. Appropriate supporting documentation must be submitted with the JV1/CDE/CDR. Departments may either attach a copy of the document including processed date, with the incorrect coding, or the document number and processed date of the incorrect document must be noted on the JV1/CDE/CDR.
- 2. Warrant is written to incorrect claimant.** If the warrant is written to an incorrect claimant or vendor, a new warrant must be issued.
 - a) Attach the incorrect warrant to a Request for Outstanding Warrant Action Form.
 - b) Write VOID or CANCEL on the face of the warrant.
 - c) Send to DAS-SAE-Daily Processing for cancellation. See Procedure 270.550.
 - d) Prepare and process a document to the correct vendor.
 - e) Write a note on the new document where the original documentation is attached.
 - f) This would include the document number, warrant number, and paid date of the original document.
 - g) Write a note that the incorrect warrant is being canceled or attach a copy of the cancellation form and add any additional explanatory remarks necessary.
 - h) Send to DAS-SAE-Daily Processing for final processing.
- 3. Warrant amount is incorrect.** Follow procedure as outlined in 2, above.
- 4. Document number is incorrect.** In most cases, this error is corrected by altering all documents to agree with the document number processed. If it is mandatory that the correct document number appear on the warrant, follow procedure as outlined in 2, above.
- 5. Warrant is illegible.** Return immediately to DAS-SAE-Daily Processing and request a duplicate warrant. See Procedure 270.600.