

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.102	1 of 1	July 1, 2003 Revised 12/3/08
<b>Subject</b>	CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE REIMBURSEMENT FOR PDS COURSES		

1. In accordance with Section 8A.431 of the Code of Iowa, the Department of Administrative Services-Human Resource Enterprise (DAS-HRE) is authorized to establish and administer Professional Development Seminars (PDS) for the state.
2. Fees charged for PDS courses are set by the director of DAS-HRE to cover the cost of administration, course development, training materials and equipment and professional instructors.
3. DAS-HRE forwards the billing information each month to a member of the DAS-Finance billing team.
4. The DAS-Finance billing team processes the billing information and an electronic invoice is created for each department.
5. If a department is set up for auto-transfer the IET transfer takes place 5 working days after the eDAS bill closes. If the department is a manual customer, the department transfers the money directly into the eDAS clearing account on an IET document. This account is verified daily and money is transferred to proper accounts.
6. Any problems or questions concerning this billing should be directed to [DAS.Finance.Billing@iowa.gov](mailto:DAS.Finance.Billing@iowa.gov). Problems or questions concerning the payment process should be directed to the DAS-SAE-Daily Processing.