

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 270.101	Page Number 1 of 1	Effective Date July 1, 2016
Subject PROCESSING – GENERAL PROCEDURE DAS-SAE-DAILY PROCESSING PRE-AUDIT DOCUMENTS			

1. All documents received by the Department of Administrative Services-State Accounting Enterprise-Daily Processing (DAS-SAE) are sorted and distributed for processing or pre-auditing.
2. Documents are processed in the sequence in which they are received. Exceptions to this procedure for special documents or unusual circumstances will be made only with approval of DAS-SAE-Daily Processing. Exceptions include:
 - a. Payments with mandatory deadlines (e.g. tax withholding payments). Payments of this nature received by 2:00 pm will be considered for same day processing. Those received after 2:00 pm may be considered for the next day's processing.
 - b. Payments with discounts. Payments which the State can realize a savings by meeting the prompt payment terms of the vendor should be submitted using the SPECIAL COVER SHEET attached to top of the document with the discount. The department is to include the date the warrant needs to be written in order to receive the discount.
3. When a document has met all requirements per the Memorandum of Understanding (MOU) Statewide Pre-audit Agreement, DAS-SAE-Daily Processing will apply the final level of approval in 1/3. See Procedure 201.000.
4. Once approved on-line with the department levels of approval and the final level of approval by DAS-SAE-Daily Processing, the document is scheduled for payment in the nightly accounting cycle. All accounting and warrant writing is processed during the evening with distribution of warrants the following day.
5. All warrants are delivered to DAS-SAE-Daily Processing for distribution to the departments. Generally, the warrants are sent back to the originating department for distribution. The department also receives a warrant register for verifying the posting of expenditures to the correct account. The claims are filed in DAS-SAE-Daily Processing by fiscal year and retained for five (5) years.