

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.102	1 of 1	May 8, 2017
Subject	PROCESSING – GENERAL PROCEDURE DAS-SAE-DAILY PROCESSING ACCOUNTING DOCUMENTS		

1. All internal documents (IET/PRCI/JV1/CDE/CDRs) are prepared, onlined, and approved in I/3 by departments, with final approval applied by DAS-SAE-Daily Processing.
2. Internals are approved under the same guidelines as GAXs/TPs, etc., with the only difference being that warrants are not created for internal documents.
3. IET/PRCI/JV1/CDE/CDRs require the department level of approvals on I/3. DAS-SAE-Daily Processing will apply the final level of approval.
4. Once the document is reviewed and meets the requirements of the Memorandum of Understanding - Statewide Pre-Audit Agreement (see Procedure 201.000), it is approved online and processed through the I/3 accounting system in the nightly accounting cycle. When the document is processed, the Data Warehouse is updated to reflect the activity of the document.
6. If you have any questions on the accounting portion of these documents, please contact DAS-SAE-Daily Processing.