

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.200	1 of 2	July 1, 2003 Revised 6/1/04
Subject	PROCESSING REJECTION OF DOCUMENTS PRE-AUDITED BY DAS-SAE DAILY PROCESSING		

1. Documents that are pre-audited by DAS-SAE-Daily Processing may be rejected for further processing for a number of reasons. These include: all required supporting receipts are not attached, the document is not signed by claimant or appropriate departmental official, funding is not in the appropriate account, the document requires additional clarification or documentation, etc.
2. Per your department's preference the document may be returned to the department, the problem may be solved through an email message and departmental response, or a phone call.
 - a. The document will be returned to the department if the department does not want to use email, or if it is impossible to solve the reject through email, or a phone call.
 - (1) When the document is returned to the department for further processing, a "Reject Sheet" will be attached to the document. The reject sheet will specify the reason the document has been returned and will cite the corrective action necessary before the document may be paid or processed.
 - (2) After the appropriate action has been taken by the department, the document should be approved on I/3 by the department and resubmitted to the DAS-SAE-Daily Processing. **THE REJECT SHEET SHOULD REMAIN ATTACHED TO THE DOCUMENT AT ALL TIMES.**
 - (3) Explanations and documentation for expenditures of an unusual nature may be forwarded with the document and reject sheet to DAS-SAE-Daily Processing.
 - (4) For an example of the "Reject Sheet" used by DAS-SAE-Daily Processing, see page 2 of this procedure.
 - b. Certain rejects may be resolved through email.
 - (1) Departments must first notify DAS-SAE-Daily Processing of their interest in resolving rejects through email. An email name of the employee who will be receiving the email notes must be provided to DAS-SAE-Daily Processing.
 - (2) Once signed up, whenever possible, departments will be notified of problems on documents through email. Not all rejects will be able to be resolved through email.
 - (3) Daily Processing will send the department a note an email explaining the reason the document cannot be processed. The actual paper document will be kept in DAS-SAE-Daily Processing. When the department has the problem resolved, they will notify DAS-SAE-Daily Processing of this by replying to the email.

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- (4) Responses received by noon normally will be processed that day. Any responses received after noon may not be processed until the next day.

**DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE ACCOUNTING ENTERPRISE
DOCUMENT REJECT FORM**

PLEASE LEAVE ATTACHED TO DOCUMENT

Date: _____ Department _____ Dept. # _____

We are returning the following document(s) for the reasons indicated below:

Document Type	Document ID	Amount
_____	_____	_____

ALL CORRECTIONS MUST BE MADE ON THE DOCUMENT AND I/3

Document Not Signed By: Authorized Department Signature (203.100)
 Original Claimant Certification or Original Invoice required (203.200)

Receipt Not Attached Lodging
 Meals (210.102)
 Miscellaneous Expense (Please explain reason for expense)
 Registration Fee
 Transportation

Attach letter of prior approval (240.150, 240.155).
 Document dollar amount does not agree with I/3.
 Document does not have detailed explanation of item(s) purchased (201.000).
 Document should be a GAX TP JV1/CDE PRC IET.
 Expense budget line does not exist – contact your budget analyst.
 Fiscal year on document does not agree with I/3.
 Invoice total(s) differ from document total.
 Listing of state employees in attendance is missing for direct billing (210.115).
 Need copy of contract or reference to first document, including date paid (240.102).
 Out-of-state travel authority is missing (210.315).
 Per department's request.
 Reference to prior TA/TP's submitted for this trip (280.203).
 Supply "Special Cover Sheet".
 Supporting documentation not attached.
 Unable to locate document on I/3.
 Vendor code is missing or incorrect (270.450).
 Other (explain): _____

By: _____
SAE-Daily Processing

PLEASE LEAVE ATTACHED TO CLAIM

Note: The numbers in parenthesis correspond to procedures located in the Accounting Policy & Procedure Manual