



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
Adam Steen, Director

TO: Financial Managers AC202303  
FROM: Nick Miller, Division Administrator, State Accounting Enterprise  
DATE: February 1, 2023  
SUBJECT: **Accounting Policy and Procedures Manual Update**

**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

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Below is a summary of a change to a procedure in the DAS-SAE Accounting Policy and Procedures Manual to reflect Workday. This policy clarification began on first day Workday was implemented, September 17, 2021. However, the revision date is today's date, February 1, 2023.

Because documents are audited according to the rules that were in effect **at the time the expense occurred**, you must retain your own copies of the present policy. You will use this when processing documents with dates occurring before February 1, 2023.

See the following for a description of the effected policy with noted changes.

PROCEDURE	CHANGE
210.130 - Travel; State Owned Vehicles; Used For Personal Reasons	This policy has been updated to reflect Workday. Effective 2/1/23.

If you have questions, please contact me.