

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.302	1 of 1	July 1, 2003 Revised 2/4/09
<b>Subject</b>	ACCOUNTING TRANSACTIONS VOUCHER FOR INTERNAL SERVICES (IET) AUTOMATED BILLINGS		

1. There are two processes in which internal transfers are made. One, which is explained in procedure 280.301, is the more routine transfer. The other, which is explained below is what is known as an "automated billing."
2. The "INTERNAL EXCHANGE TRANSFER" (IET) transaction is used to transfer funds from one department (the buyer) to another department (the seller). All transfers between state departments must be processed on these forms.
3. An IET transaction serves the same purpose as writing a warrant, without actually having to write the warrant. Therefore, all rules and regulations that apply to document types that produce warrants are also applicable to IET.
4. When automated billings are used (these must have prior written approval from the DAS-SAE-Daily Processing Program Manager), the seller department records all transactions for each department via a computer program. Monthly, these are summarized and a printout/invoice containing a summary of the expenditures and the accounting codes to be charged is generated for each department. The printout/invoice is mailed/emailed to each department. Each department then has five working days to review the charges. The seller department also notifies all departments via email that the printouts/invoices are being mailed or emailed.
5. Five working days after DAS-SAE receives notification from the seller department the job is submitted to be run in the nightly accounting cycle. The next day, the expenses will show up as charged to the individual departments.
6. For more information concerning the types of expenses processed through the automated billing system, see the following procedures for eDAS billings: 260.151 pool vehicles; 260.152 departmental vehicles; 260.160 postage; 260.165 data processing; 260.171 printing-in house; 260.172 printing outside vendor; 260.175 office supplies; and 260.500 & 260.501 ICN.
7. Questions concerning charges should be addressed to the seller department. Questions relating to the actual accounting should be addressed to DAS-SAE-Daily Processing.