

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.550	1 of 1	June 6, 2019
<b>Subject</b>	ACCOUNTING TRANSACTIONS PROD INTERFACE		

1. There are certain instances when departments submit documents to DAS-SAE-Daily Processing by a process known as 'PROD' payments. This method may be used when a department makes a large number of payments for the same program, such as school aid payments, cities and counties payments, etc. A computer application creates a file instead of the transactions being manually entered into I/3.
2. Each department sets up a specific job within their computer system, and then transmits it through the GATEWAY.
  - a. The department will prepare the PROD document with supporting documentation.
  - b. Because there is no electronic approval which the department can apply, the PROD document must have the typed name and hand-signed initials by the Authorized Signator and Pre-Auditor Signator of the Department as specified on the Authorized Signator forms.
  - c. The department will scan and email the PROD document with the supporting documentation to [DASSAEDailyProcessingTeam@iowa.gov](mailto:DASSAEDailyProcessingTeam@iowa.gov). Enter on the email Subject line: "**PROD: PROD Name, and Submission Date**". Example: PROD-UNCP- 4/17/19.
  - d. If you have more than one daily PROD you may send the PRODs in one email, but each PROD must be a separate attachment.
  - e. SAE will perform a "Reply All" email within the hour of receipt. If you sent a PROD and you haven't received a "Reply", please contact (515) 281-6224 to ensure it was received.
  - f. The PROD document that was scanned to SAE becomes the "original", which SAE files electronically, and will retain for the current claims retention time period.
  - g. DAS-SAE approves PRODS throughout the day. The PROD must be received in SAE no later than 2:00 p.m. in order for the PROD to be approved that same day.
  - h. SAE will approve the PROD when the emailed PROD document is received *and* the PROD is located in the GATEWAY.
3. All documents are reflected in the I/3 Document Catalog.
4. PRODS submitted to DAS-SAE for processing shall use the [PROD document](#).
5. The warrants are created in the nightly accounting cycle and sent to DAS-SAE-Daily Processing the next working day for distribution to the proper department.
6. For information on the possibility of developing a PROD payment, contact the DAS-SAE-Daily Processing Program Manager.