

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.600	1 of 1	June 6, 2019
<b>Subject</b>	ACCOUNTING TRANSACTIONS TAPE INTERFACE		

1. A 'TAPE' is a method of submitting accounting transactions to the Department of Administrative Services-State Accounting Enterprise (DAS-SAE) without manually inputting each document into I/3. TAPES are used for high-volume type payments such as income tax refunds, assistance payments, and IPERS payments. With prior approval from the DAS-SAE-Daily Processing Program Manager, departments may submit documents for payment to DAS-SAE in a computer readable format as specified by DAS-SAE. There are basically two types of TAPE's; external and internal.
  - a. External TAPES, which are accounting documents, are submitted by departments that do not use the same mainframe computer system as I/3 to create the data. The TAPE, with the proper accounting codes, authorized and pre-auditor signators, and a certification, are submitted to DAS-SAE-Daily Processing, which in turn submits the TAPE to the Office of the Chief Information Officer (OCIO).
  - b. Internal data is submitted by departments which use the same mainframe computer facilities as I/3. To submit this data for payment, an accounting TAPE document is submitted to DAS-SAE-Daily Processing.
2. Each department sets up the TAPE interface and transmits through the mainframe system.
  - a. The department will prepare the TAPE document with supporting documentation.
  - b. Because there is no electronic approval which the department can apply, the TAPE 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 TAPE document with the supporting documentation to: [DASSAEDailyProcessingTeam@iowa.gov](mailto:DASSAEDailyProcessingTeam@iowa.gov). Enter in the email Subject line: "**TAPE, TAPE Name, and Submission Date**". Example: TAPE- ICAR CLEARING H-4/17/19.
  - d. If you have more than one daily TAPE, you may send the TAPES in one email, but each TAPE must be a separate attachment.
  - e. SAE will perform a "Reply All" email within the hour of receipt. If you sent a TAPE and you haven't received a "Reply", please contact (515) 281-6224 to ensure it was received.
  - f. The TAPE document that was scanned to SAE becomes the "original", which SAE files electronically and will retain for the current claims retention time period.
  - g. The TAPE must be received in SAE no later than 3:00 p.m. in order to be approved that day.
  - h. SAE will submit TAPES to OCIO for processing in the nightly accounting cycle.
3. All documents are reflected in the I/3 Document Catalog.
4. TAPES submitted to DAS-SAE for processing shall use the [TAPE 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 TAPE payment, contact the DAS-SAE-Daily Processing Program Manager.