

Department of Administrative Services

State Accounting Enterprise

Welcome to the website of the Department of Administrative Services-State Accounting Enterprise-Daily Processing, Accounting Policy and Procedure Manual. This site was established to provide our customers easier access to information pertaining to claims processing, the statewide accounting system, and payroll.

DAS-SAE-Daily Processing provides you with the “Accounting Policy and Procedures Manual”. Use the Sections and Procedure Numbers to navigate throughout the manual.

NOTE REGARDING ACCOUNTING POLICY AND PROCEDURES MANUAL:

This manual may not address the policies for Unions, Authorities or Contracts. ***Your department may have established additional procedures or imposed dollar limitations or other requirements within the limits established by DAS-SAE.*** Please check with your department's central accounting for such policies that override those in the DAS-SAE Accounting Policy and Procedures Manual.

Your comments and/or suggestions regarding the information available are appreciated. Please direct them to Trina.Brietske@iowa.gov.