

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.102	1 of 1	May 8, 2017
Subject	ACCOUNTING TRANSACTIONS CASH RECEIPT MODIFICATION (CR VERSION 2)		

1. In certain instances, receipts are recorded in I/3 with incorrect dollar amounts. When this occurs, the correction is accomplished by modifying the original Cash Receipt. A Cash Receipt Modification Version 2 (CRv2) document is used for this correction.
2. The CRv2 must have **AMTCORR** entered in the Reason field in **both** the vendor section and the accounting section **on each accounting line**.
3. The CRv2 document is completed, on-lined, including attachments of the supporting documentation in I/3, pre-audited, and the appropriate department approvals applied in I/3.
4. The CRv2 for AMTCORR is work flowed in I/3 to the Treasurer of State for final approval.
5. After a CRv2 has been processed in I/3, the report [Daily Accounting Packet – CR Cash Receipts](#) is created the following day.
6. See *Appendix C* of the Electronic Content Management Manual, located on the [I/3 website](#), for more information.