

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.352	1 of 1	June 5, 2017
Subject	ACCOUNTING TRANSACTIONS CORRECTION DOCUMENT REVENUE (CDR)		

1. The Correction Document Revenue (CDR) was created to serve as alternatives to the JV1 Document. It can be used interchangeably with the JV1 document in most instances.
2. The CDR can be used only to correct/redistribute revenues that were coded to an incorrect accounting string.
3. To increase a revenue accounting string, the line amount is a positive number.
4. To decrease a revenue accounting string, the line amount is a negative number, -X.XX.
5. Basic information, including document creation in I/3 can be found in the Basics of I/3 Financial manual which is available on the [I/3 website](#).
6. All CDRs must have the appropriate supporting documentation attached in I/3, must be pre-audited, and have the appropriate I/3 levels of approval.
7. For further instructions see the **DAS-SAS ECM Manual** on the [I/3 website](#).
8. Once a CDR has been processed in I/3, a report is created in the Data Warehouse on the following day. The report, **Daily Accounting Packet – CDE-CDR Receipts**, is located in the Data Warehouse at this link: <https://i3access.iowa.gov/BI4/BOE/BI>.