



TO: All Financial Managers AC201610  
FROM: Trina Brietske, DAS-SAE Daily Processing Program Manager  
DATE: June 20, 2016  
SUBJECT: **GAAP Coding on Correction Documents During the Hold-Open Period**

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**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

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I/3 Financial has functionality allowing transactions to be classified based on the Event Type that is selected. During the hold-open period beginning July 1, use the Event Types established to accomplish GAAP coding requirements. The **Correcting Documents** guide, located at the link below, includes definitions for these Event Types and an explanation of this process and guidelines. If you need additional information about GAAP Event types, please contact [Kim Knight](#) by email or phone at (515) 281-6523.

All transfer code information for I/3, including **Transfers Quick Guide** and other referenced documents, are posted on the SAE website at:

<https://das.iowa.gov/state-accounting/manuals-forms-references/reference-materials>

If you have additional questions relating to coding of transfers, please contact [Rich Schoeppner](#) by email or phone at (515) 281-4064.