

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.102	1 of 1	July 1, 2003 Revised 2/10/09
<b>Subject</b>	ACCOUNTING TRANSACTIONS CASH RECEIPT MODIFICATION (CR VERSION 2)		

1. In certain instances, funds are deposited with incorrect account codes or incorrect dollar amounts. When this occurs the correction is accomplished by modifying the original Cash Receipt. This is called a Cash Receipt version 2 Modification (CR2).
2. The CR2 correcting incorrect account codes or redistributing the funds must have **ERRCORR** entered in the Reason field in **both** the vendor section and the accounting section **on each accounting line**.
3. The CR2 correcting an amount must have **AMTCORR** entered in the Reason field in **both** the vendor section and the accounting section **on each accounting line**.
4. The CR2 document is completed, on-lined, and the appropriate department approvals applied in I/3. The CR2 must include the appropriate supporting documentation.
  - a. The original and one copy of the CR2 for **ERRCORR is sent to DAS-SAE-Daily Processing** for final approval.
  - b. The CR2 for **AMTCORR** is sent to the **Treasurer of State** for final approval.
5. Once a CR2 has been processed in I/3, a report is created in the Data Warehouse on the following day. The report, **Daily Accounting Packet – CR Cash Receipts**, is located in the Data Warehouse at this link: <https://i3access.iowa.gov/XIR3/InfoViewApp/logon.jsp>