

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.351	1 of 2	January 1, 2019
Subject	ACCOUNTING TRANSACTIONS CORRECTION DOCUMENT EXPENDITURE (CDE)		

1. The Correction Document Expenditure (CDE) was created to serve as an alternative to the Journal Voucher (JV1) document. It may be used interchangeably with the JV1 document in most instances.
2. The CDE may be used to correct/redistribute expenditures that were coded to an incorrect accounting string.
3. To increase an expenditure accounting string, the line amount is a positive number.
4. To decrease an expenditure accounting string, the line amount is a negative number. -0.00.
5. The following information will be used to record travel and subsistence properly in the Salary Book. For the object codes noted on page 2, all corrections using these object codes must be made on a CDE. Corrections to the specified object codes cannot be made on JV1s.

The CDE will require:

- In the Vendor Section, include the vendor code in the Vendor Customer field for object codes on page 2. This will allow the vendor code of the employee which was paid to be captured in I/3 Financial.
 - In the Accounting Section / Reference tab - enter the document information that you are correcting using a Memo reference.
 - Reference the TDA for out-of-state travel
 - Reference the TP, TPR, or TPN for in-state travel
 - In the Accounting Section / Service Dates tab - enter the paid date of the document information that you are correcting. This will allow the date of the original claim which was paid to be captured in I/3 Financial.
6. Basic information, including document creation in I/3, is found in the ***Basics of I/3 Financial Manual*** on the [I/3 website](#).
 7. All CDEs must have the appropriate supporting documentation attached in I/3, must be pre-audited, and have the appropriate I/3 levels of approval.
 8. For additional instructions see the ***DAS-SAS ECM Manual*** on the [I/3 website](#).
 9. When a CDE has been processed in I/3, a report is created in the Data Warehouse 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>.

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Object Class	Object	Name	Object Class	Object	Name
202	2103	Current Pers Mileage Rate - In-State	202	2589	Trans Exp-Hhld Goods-Emp-With
202	2107	Trans Pers Mileage 20.5	202	2590	Trans Exp Mov Pd 3rd Pty-Whh
202	2110	State Vehicle Rental	202	2591	Tvl&Ldg-Old To New-Emp-Whhld
202	2112	Aircraft Rental	202	2593	Real Estate Commission
202	2113	Lease Of Auto	202	2594	Mortgage Interest Differential
202	2114	Legislative Constituency Allow	202	2595	Market Value Differential
202	2115	Travel Advance - In State	202	2596	Tax Assistance Payment
202	2117	Legislative Exp Of Off-Taxable	205	2104	Current Pers Mileage Rate - Out-State
202	2118	State Trooper Meal Allowance	205	2108	Passports
202	2119	Taxable Meals	205	2109	Car Rental- Out-Of-State
202	2120	Legislative Expense of Office IPERS	205	2111	Trans Out Of State
202	2121	Food - In State	205	2123	Food - Out Of State
202	2122	Lodging - In State	205	2124	Lodging - Out Of State
202	2125	Registration - In State	205	2126	Registration - Out Of State
202	2127	Travel Per Diem	205	2129	Misc Travel Exp Out Of State
202	2128	Misc Tvl Exp In State	205	2136	Laundry-Out Of State
202	2134	Taxable Lodging	205	2160	Air Fare-International Travel
202	2135	Taxable Mileage	205	2161	Food-International Travel
202	2138	Laundry- In State	205	2162	Lodging-International Travel
202	2141	State Trooper Clean Allowance	205	2163	Ground Trans-International Tra
202	2571	Trans Hsehld Gds- Emp- No Whhd	205	2164	Laundry-International Travel
202	2572	Trns Hhold Gds- 3rd Pty-No Whh	205	2165	Phone/Fax-International Travel
202	2573	\$.10 Lg&Ldg Old-New Emp No Wh	205	2166	Promotional Exp-International
202	2574	\$.10mlg&Ldg Old-New-3rd Pty No	205	2167	Registration-International Tra
202	2575	>\$.10 Mlg-Old-New-Emp-Whhold	205	2168	Car Rental-International Trave
202	2577	Pre-Move Tvl&Ldg Pd To Employe	205	2169	Misc Exp-International Travel
202	2579	Temp Living- Not Meals	205	2170	Currency Exchange Fees-Interna
202	2580	Exps Buying/Selling Home	205	2171	Travel Package - Out Of State
202	2581	Other Relocation Expenses Pd To Employee	205	2172	Travel Package - International
202	2583	Meals- Old To New-Employee			
202	2585	Pre-Move Meals- Employee			
202	2587	Meal Exps- Temp Living Exp			
202	2588	Storage Charges			