

CORRECTING DOCUMENTS (JV1, JV1N, JV1R, CDE and CDR)

Correcting documents have been modified to allow departments to define their transactions and eliminates the need for GAAP coding during the hold open period. The modifications include revisions to existing event types and the addition of new event types. These event types are based upon the mechanics of the correction:

- Is the transaction a revenue or expenditure?
- Is the correction within the same fund or does it involve different funds?
- Is the activity within the same fiscal year or between two fiscal years?

EVENT TYPES BY DOCUMENT

JV1, JV1N and JV1R DOCUMENTS

Six event types:

- GA23 – Expenditures in the same fund and same fiscal year
- GA24 – Expenditures between different funds within the same fiscal year
- GA86 – Expenditures between different fiscal years, regardless of fund – **HOLD OPEN ONLY**
- GA25 – Revenues in the same fund and same fiscal year
- GA26 – Revenues between different funds within the same fiscal year
- GA96 – Revenues between different fiscal years, regardless of fund – **HOLD OPEN ONLY**

CDE Document

Three event types:

- GA89 – Expenditures in the same fund and same fiscal year
- GA88 – Expenditures between different funds within the same fiscal year
- GA87 – Expenditures between different fiscal years, regardless of fund – **HOLD OPEN ONLY**

CDR Document

Three event types:

- GA99 – Revenues in the same fund and same fiscal year
- GA98 – Revenues between different funds within the same fiscal year
- GA97 – Revenues between different fiscal years, regardless of fund – **HOLD OPEN ONLY**

The event types for different fiscal years (GA86, GA96, GA87 and GA97) will only be active during the hold open period. These event types should be used if a transaction is between two fiscal years, regardless of the funds involved.

Documents must be prepared using the correct event type. This may require multiple line groups or vendor lines to properly classify the activity to the proper event type.

RULES FOR DOCUMENT PREPARATION

1. Transactions must be separated to allow for the use of appropriate event type(s):
 - a) Within the same fund and fiscal year
 - b) Between different funds within the same fiscal year
 - c) Between different fiscal years (does not matter if between same fund or different funds)

Example of event type rules properly applied to a transaction to be entered on a JV1 document

Transaction					JV1	
FY	Fund	Unit	Object		Debit	Credit
09	0001	0000	2211	\$	220	
09	0001	1100	2211			\$ 50
09	0123	0000	2211			\$ 125
09	0751	1160	2211			\$ 30
10	0791	6212	2211			\$ 15

Document Line Groups							JV1		
Line Group	Event Type	FY	Fund	Unit	Object		Debit	Credit	
1	GA23	09	0001	0000	2211	\$	50		a
		09	0001	1100	2211			\$ 50	
2	GA24	09	0001	0000	2211	\$	155		b
		09	0123	0000	2211			\$ 125	
		09	0751	1160	2211			\$ 30	
3	GA86	09	0001	0000	2211	\$	15		c
		10	0791	6212	2211			\$ 15	

Example of INCORRECT use of event types on a CDE document

Transaction					CDE	
FY	Fund	Unit	Object		Increase	Decrease
09	0659	0000	2211	\$	250	
09	0659	1100	2211			\$ 75
09	0001	0000	2211			\$ 150
09	0791	6212	2211			\$ 25

NO

Vendor Line Group							CDE	
Vendor Line	Event Type	FY	Fund	Unit	Object		Increase	Decrease
1	GA88	09	0659	0000	2211	\$	250	
		09	0659	1100	2211			\$ 75
		09	0001	0000	2211			\$ 150
		09	0791	6212	2211			\$ 25

The transaction above includes \$75 of correcting activity within fund 0659 AND \$175 of activity between 0659 and other funds. It is NOT acceptable to include the entire transaction under the event type above as it is for activity between different funds and a portion of this transaction is for activity within the same fund.

Correct grouping for the above transaction

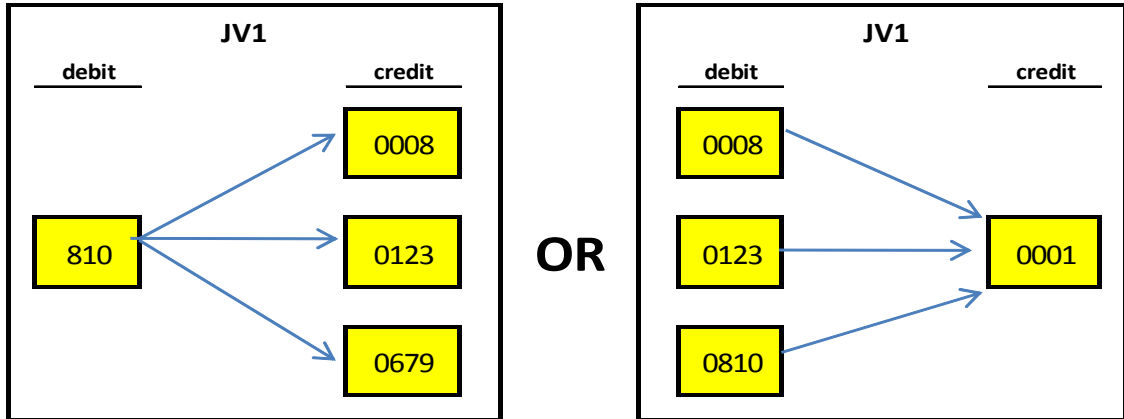


Vendor Line Group							CDE	
Vendor Line	Event Type	FY	Fund	Unit	Object		Increase	Decrease
1	GA89	09	0659	0000	2211	\$	75	
		09	0659	1100	2211			\$ 75
2	GA88	09	0659	0000	2211	\$	175	
		09	0001	0000	2211			\$ 150
		09	0791	6212	2211			\$ 25

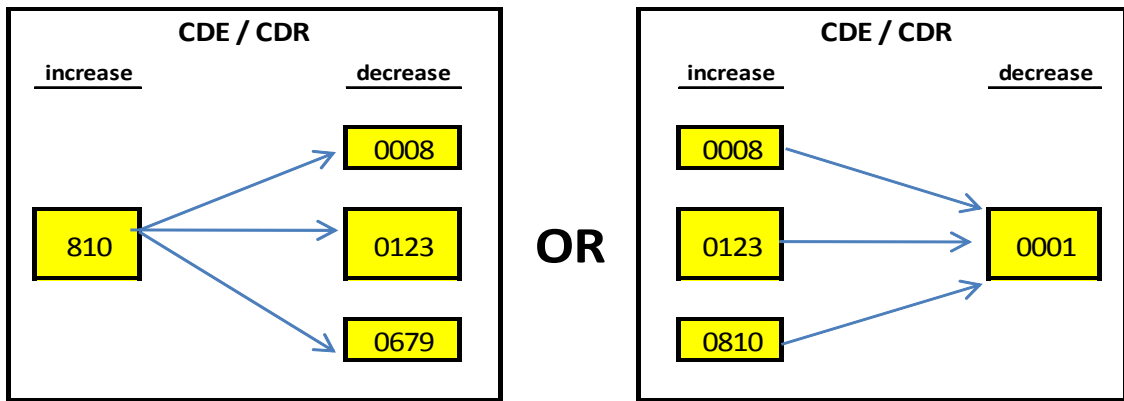
2. Activity between funds within the same fiscal year (event types GA24, GA26, GA88 or GA98)

MUST follow certain formatting rules:

- a) It is acceptable to have multiple line groups or vendor lines in a document.
- b) Each JV1 line group must limit either the debit or credit side to one fund.



Each CDE/CDR vendor line must limit the positive or negative side to one fund.



Example of formatting rules properly applied to a transaction to be entered on a JV1 document

Transaction				Document Line Groups									
FY	Fund	Unit	Object	JV1		Line Group	Event Type	Fund	Unit	Object	JV1		
				Debit	Credit						Debit	Credit	
09	0001	0000	1100	\$ 85		1	GA24	0001	0000	1100	\$ 85		
09	0123	0000	1100	\$ 20				0751	1160	1100		\$ 50	
09	0751	1160	1100		\$ 50			0792	5500	1100		\$ 35	
09	0792	5500	1100		\$ 35	2	GA24	0123	0000	1100	\$ 20		
09	0810	1100	1100		\$ 20			0810	1100	1100		\$ 20	