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

Correcting documents are designed to allow departments to define their transactions to eliminate the need for GAAP coding during the hold open period and assist with 1099 reporting. Event types are based upon the mechanics of the correction:

- Is the transaction a revenue or expenditure?
- Does the correction have a 1099 reportable object code?
- Is the activity within the same fiscal year or between two fiscal years?
- Is the correction within the same fund or does it involve different funds?

EVENT TYPES BY DOCUMENT

JV1, JV1N and JV1R DOCUMENTS
- 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

1099 Reportable – ALL transactions with 1099 reportable object codes MUST use one of the two event types below (including changing a 1099 reportable object code to a non-reportable object code and vice versa). The CALENDAR year of the expenditure is defining factor.

- GA84 – 1099 Expenditures of the prior CALENDAR year
- GA85 – 1099 Expenditures of the current CALENDAR year

Non-1099 Reportable – Transactions without 1099 reportable object codes.

- 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
- 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**

IMPORTANT NOTES

The event types for different fiscal years will only be active during the hold open period. These event types should be used when a transaction is between two fiscal years, regardless of the funds involved. An exception is CDE documents with 1099 reportable object code transactions. All CDE documents with 1099 reportable object code transactions MUST use either event type GA84 or GA85.

Correcting 1099 reportable object codes on a CR document should follow guidelines, provided by Jay Cleveland (DAS) on December 6, 2010, in the memo ***Upcoming Changes***.

RULES FOR DOCUMENT PREPARATION

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.

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						
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		
		09 0123 0000 2211		$ 125	b
		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					
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					
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.
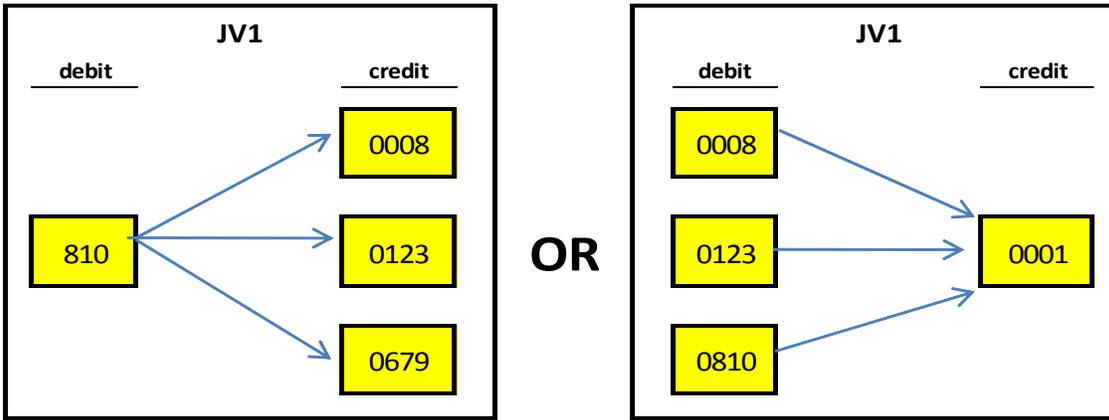
Each CDE/CDR vendor line must limit the positive or negative side to one fund.
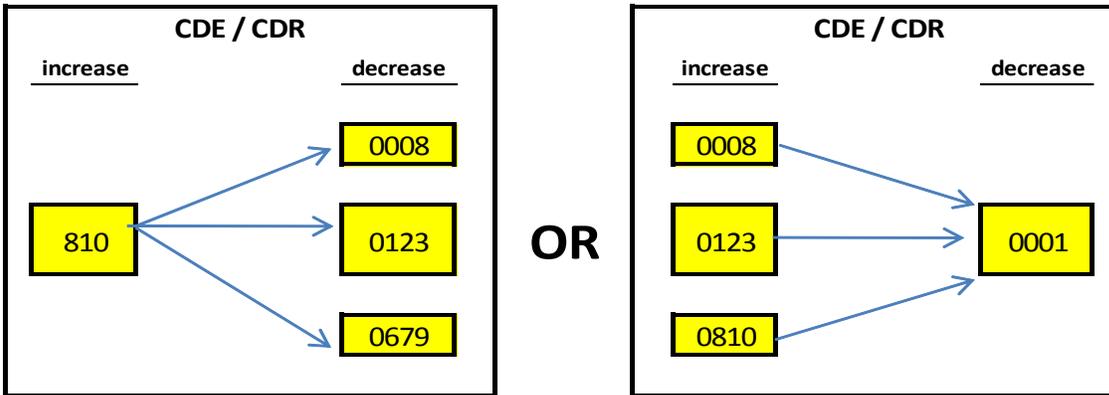
Example of formatting rules properly applied to a transaction to be entered on a JV1 document

		Transaction		JV1		
FY	Fund	Unit	Object	Debit	Credit	
09	0001	0000	1100	$ 85		
09	0123	0000	1100	$ 20		
09	0751	1160	1100		$ 50	
09	0792	5500	1100		$ 35	
09	0810	1100	1100		$ 20	

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