

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.350	1 of 2	June 5, 2017
Subject	ACCOUNTING TRANSACTIONS CORRECTIVE JOURNAL VOUCHER (JV1)		

1. A Corrective Journal Voucher (JV1) document is used in the following situations:
 - a. When expenditure accounting codes are incorrectly used on a previous document in the same fiscal year, and the information needs to be corrected.
 - b. When expenditures are charged to one accounting code, but need to be distributed to additional codes.
 - c. Reimbursement for expenditures must be in accordance with GAAP. See Procedure 280.650.
 - d. When goods/services are received in one year, but paid for in a different year, and the initial year is still open. See page 2 for an example.
2. In all above-mentioned instances the following should be included on/with the JV1:
 - a. The document type (GAX, JV1, TP etc.), document number and processed date of the document to be corrected.

or
 - b. A copy of the document, including the document number and paid date.
3. The document should be completed, on-lined, pre-audited, with supporting documentation attached, and have the appropriate department approvals applied in I/3.
4. For further instructions, see the DAS-SAS ECM Manual at this link:
<https://sites.google.com/a/iowa.gov/i-3-integrated-information-for-iowa/?pli=1>
5. When a JV1 has been processed in I/3, the following day the report "Daily Accounting Packet - JV Journal Vouchers" is created in the Data Warehouse. It is located at this link:
<https://i3access.iowa.gov/BI4/BOE/BI>.
6. The processing of a JV1 is the identical to the process of IETs and PRCIs.

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JV1 Examples - Cash Debits MUST EQUAL Cash Credits								
Decreases Expenses in Fund 0999 Org 0789					EVENT TYPE = GA24			
Increases Expenses in Fund 0001 Org 0123								
Same Fiscal Year; Different Funds								
FY	Fund	Dept	Unit	Object	Bal Sheet Acct	Posting Code	Debit	Credit
05	0999	588	0789	2104		D014		25.00
05	0999	588			1101	A001	25.00	
05	0001	588	0123	2104		D014	25.00	
05	0001	588			1101	A001		25.00
Decreases Expenses in Fund 0001 Org 0789					EVENT TYPE = GA23			
Increases Expenses in Fund 0001 Org 0123								
Same Fiscal Year; Same Fund								
No Cash Entry Needed								
FY	Fund	Dept	Unit	Object	Bal Sheet Acct	Posting Code	Debit	Credit
05	0001	588	0789	2104		D014		25.00
05	0001	588	0123	2104		D014	25.00	
Decreases FY06 Expenses in Fund 0001 Org 0123					EVENT TYPE = GA24			
Increases FY05 Expenses in Fund 0001 Org 0123								
Different Fiscal Year; Same Fund (same entries required for different funds)								
FY	Fund	Dept	Unit	Object	Bal Sheet Acct	Posting Code	Debit	Credit
06	0001	588	0123	2104		D014		25.00
06	0001	588			1101	A001	25.00	
05	0001	588	0123	2104		D014	25.00	
05	0001	588			1101	A001		25.00
Increases Revenues in Fund 0001 Org 0123					EVENT TYPE = GA26			
Decreases Revenues in Fund 0999 Org 0789								
Same Fiscal Year; Different Funds								
FY	Fund	Dept	Unit	Rev Srce	Bal Sheet Acct	Posting Code	Debit	Credit
05	0001	588	0123	0301		R003		25.00
05	0001	588			1101	A001	25.00	
05	0999	588	0789	0301		R003	25.00	
05	0999	588			1101	A001		25.00
Increases Revenues in Fund 0001 Org 0123					EVENT TYPE = GA25			
Decreases Revenues in Fund 0001 Org 0789								
Same Fiscal Year; Same Fund								
No Cash Entry Needed								
FY	Fund	Agency	Org	Rev Srce	Bal Sheet Acct	Posting Code	Debit	Credit
05	0001	588	0123	0301		R003		25.00
05	0001	588	0789	0301		R003	25.00	
Increases FY06 Revenues in Fund 0001 Org 0123					EVENT TYPE = GA26			
Decreases FY05 Revenues in Fund 0001 Org 0123								
Different Fiscal Year; Same Fund (same entries required for different funds)								
FY	Fund	Dept	Unit	Rev Srce	Bal Sheet Acct	Posting Code	Debit	Credit
06	0001	588	0123	0301		R003		25.00
06	0001	588			1101	A001	25.00	
05	0001	588	0123	0301		R003	25.00	
05	0001	588			1101	A001		25.00