

# 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					Document Line Groups								
FY	Fund	Unit	Object	JV1	Line Group	Event Type	FY	Fund	Unit	Object	JV1		
				Debit	Credit						Debit	Credit	
09	0001	0000	2211	\$ 220									
09	0001	1100	2211		\$ 50	1	GA23	09	0001	0000	2211	\$ 50	
09	0123	0000	2211		\$ 125			09	0001	1100	2211		\$ 50
09	0751	1160	2211		\$ 30			09	0001	0000	2211	\$ 155	
10	0791	6212	2211		\$ 15			09	0123	0000	2211		\$ 125
								09	0751	1160	2211		\$ 30
								10	0791	6212	2211	\$ 15	
													\$ 15

### Example of INCORRECT use of event types on a CDE document

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

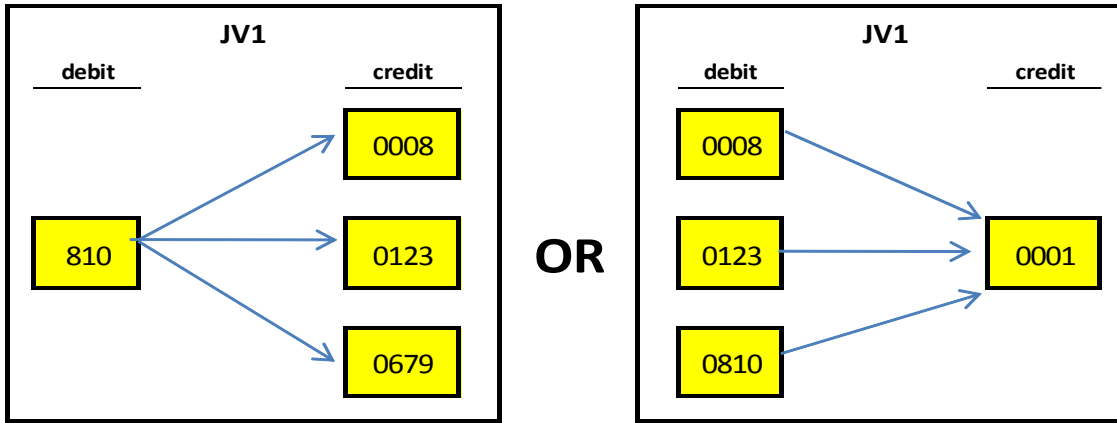
**Correct grouping for the above transaction**



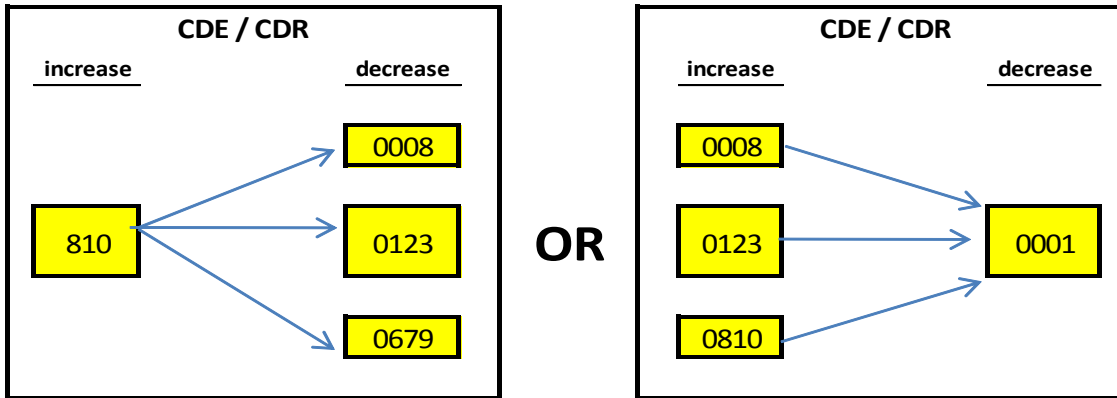
Vendor Line Group					Vendor Line Group								
Vendor Line	Event Type	FY	Fund	Unit	Object	CDE	Vendor Line	Event Type	FY	Fund	Unit	Object	CDE
						Increase							Increase
1	GA89	09	0659	0000	2211	\$ 75	1	GA89	09	0659	0000	2211	\$ 75
		09	0659	1100	2211				09	0659	1100	2211	\$ 75
2	GA88	09	0659	0000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