INFORMATIONAL CIRCULAR NO. 99-A-015

DATE:	June 7, 1999	
SUBJECT:	Journal Voucher Request Format and Journal Vouchers to Correct Expenditure and Receipt Documents	
EFFECTIVE DATE:	June 7, 1999	
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APPROVAL:		
SUMMARY:	Provide format for Journal Voucher Requests to adjust STARS payment and receipt documents (not including payroll). Provide information to prepare journal vouchers to accomplish corrections.	

Any element of a payment voucher or receipt voucher may be corrected (if appropriate) by preparing either a Journal Voucher Request (form DA-35R) or by preparing a DA-35A, journal voucher (one or the other, not both). The first attachment is the Journal Voucher Request. Journal Voucher Requests are used to request that the Audit Services Team make a correction to a previous payment voucher or receipt voucher. The Audit Services Team will then make a journal voucher correction in STARS based on the request.

The second attachment is a blank DA-35A journal voucher form. The DA-35A can be used by the agency to prepare the correction to a previous payment or receipt. The completed DA-35A should be submitted to the Audit Services Team for approval and processing.

The forms will be available, either for printing or download at our Internet site, http://www.da.ks.gov/ar/. The DA-35A will be in EXCEL format and the DA-35R in WORD format.

Rules that apply to DA-35Rs and DA-35As:

1. Prior fiscal year corrections to PCA, expenditure sub-object, or revenue sub-object will not be processed with one exception. Corrections for expenditure transactions that affect IRS 1099 reporting in the current calendar year will be processed.
2. No object code correction for less than $50.00 may be processed except when IRS 1099 reporting is affected.

The IRS 1099 reportable expenditure sub-object codes as of June 7, 1999 are:

2130	2440	2700	2790	5280	5523
2140	2620	2710	2791	5291	5525
2310	2632	2720	2950	5510	5526
2320	2633	2730	2980	5512	5591
2330	2640	2740	5204	5513	5920
2340	2650	2750	5205	5515	5940
2360	2670	2760	5206	5516	5950
2370	2680	2770	5241	5520	5980
2390	2690	2780	5270	5522	7150

3. Changes made that impact IRS 1099 reporting must be made during the calendar year of the payment. Transaction code 780 with a vendor number must be used. If the correction is not made in the same calendar year, then do not use transaction code 780 (use 783).
4. Clearly identify interfunds (if correcting the receipt portion, list the paying agency and paying voucher number (not necessary with the SOKI3 vouchers: State of Kansas Interactive Internet Interfunds)), interfund vouchers processed via the SOKI3 system, and vouchers processed under the agency's delegated audit authority. When submitting a listing of multiple vouchers they should be grouped by type of document (i.e. requests for adjustments to delegated audit authority vouchers should be submitted together rather than intermixed with other types of vouchers).
5. Encumbrance numbers should only be listed or used when a change needs to be made to the encumbrance (i.e. the encumbrance needs to be charged and was not).
6. a. Agencies should submit an original and a copy of each Journal Voucher Request DA-35R (please staple these together). The Audit Services Team will return the copy indicating the journal voucher number assigned and the date it was submitted for processing. *If a copy is not submitted with the original, then no copy will be returned to the agency.*

   b. The Audit Services Team *will not return copies of DA-35A journal vouchers* prepared by the agency (only the original should be submitted). The agency should be able to determine if the document processed in STARS using the document number the agency assigned. The Audit Services Team will notify the agency of any changes to the DA-35A.
7. The DA-35R or DA-35A should only list the funding line affected by the desired change.

The balance of this circular applies to preparation of DA-35A's only.

Preparing the DA-35A Journal Voucher (see attached blank DA-35A)

The left most column (labeled "c/n to") of the DA-35A should contain the document number being corrected.

The current document number format is J2NNNXXX. NNN represents the agency number and XXX is a number assigned by the agency preparing the journal voucher.

In the explanation at the bottom indicate the purpose for the corrections and note if it is a payment voucher processed under the agency's delegated audit authority, an interfund, or an interfund processed in the SOKI3 system.

The next step is to reverse the original transaction by selecting the proper transaction code. Use the chart on the following page to determine the transaction code to use. First look at the column labeled "Original T/C" and locate the transaction code used when the document was processed, then select the corresponding transaction code in the column labeled "Correction T/C". Use the funding from the original document on this line of the DA-35A.

A reversal code of "R" is used to reverse the original line of funding for transaction codes in the 7XX series and 6XX series. However, the opposite is true when adjusting an encumbrance. To apply an expenditure against an encumbrance, an "R" should be used with transaction code 804 or 814. To restore an encumbrance (i.e. it was charged in error), the "R" should **not** be used.

To make the correcting entry determine the transaction code that should have been used with the transaction in the "Original T/C" column and select the corresponding transaction code in the column "Correction T/C". Put the corrected funding on this line of the DA-35A.

When using T/C 804 or 814 all funding elements including PCA, sub-object, and vendor number/sfx must match exactly to the encumbrance being adjusted regardless of how the voucher was paid. It is acceptable if the original voucher paid with a different PCA, sub-object or vendor number suffix than the encumbrance as long as they were appropriate to the payment.

Original T/C	Correction T/C	Vendor Number	Comments
Receipts			
602	602	no	

Original T/C	Correction T/C	Vendor Number	Comments
603	603	no	
604	604	no	
605	605	no	
606	606	no	
631	631	no	
632	632	no	
633	633	no	
635	635	no	
636	636	no	
639	639	no	
Expenditures			
699	792	no	
700	793	no	
702	791	yes	
703	*783	no	
704	*783	no	
	and 804	yes	Use only if encumbrance needs to be adjusted
705	*783	no	
	and 814	yes	Use only if encumbrance needs to be adjusted
707	783	no	

Original T/C	Correction T/C	Vendor Number	Comments
717	781	yes	
718	782	yes	
723	784	yes	
731	783	no	
	and 814	yes	Use only if encumbrance needs to be adjusted
732	783	no	
	and 804	yes	Use only if encumbrance needs to be adjusted
733	783	no	
734	781	yes	
735	784	yes	
736	791	yes	

*use 780 when changes to 1099 reporting are needed (vendor number required)

The person completing the DA35A should affix their name in the appropriate block on the lower right of the DA-35A. There is also a second name block for another person at the agency to approve the DA-35A (optional). These names may be signed, printed or stamped.

Examples of DA-35A corrections (CY=current year, PY=prior year):

Correct funding and sub-object. The first line reverses the original expenditure and the second charges the correct funding. This format is also used *for correcting encumbered payments where no adjustment is needed to the encumbrance.*

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	783				999	1000	CY	0303	99000	4040		R	5,000.00		
02	783				999	2999	CY	9992	99000	3690			5,000.00		

Apply a current year payment against a prior year encumbrance. The first line charges the encumbrance, the second line restores the current year funding as if the transaction had not occurred, and the third line charges the prior fiscal year.

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	804	C0908001	01		999	1000	PY	0303	99000	4040		R	5,000.00		
02	783				999	1000	CY	0303	99000	4040		R	5,000.00		
03	783				999	1000	PY	0303	99000	4040			5,000.00		

Reduce an interfund, which processed in excess of the amount due. When another agency is involved both agencies must approve the reduction.

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	783				999	1000	CY	0303	99000	4040		R	5,000.00		
02	632				999	2122	CY	2222	99000		6211	R	5,000.00		

Apply a payment against an encumbrance when the original payment was made unencumbered against the same funding and fiscal year. Note that if the encumbrance has a vendor number it is required on the journal voucher.

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	804	A0035698	01		999	1000	CY	0303	99000	4040		R	5,000.00	123456789	00

Correct the encumbrance and funding for an encumbered payment. The first line restores the encumbrance balance that was charged in error. The second line charges the correct encumbrance. The third line reverses the original funding. The fourth line charges the correct funding.

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	804	A0035798	01		999	1000	CY	0303	99000	4040			5,000.00	123456789	00
02	804	A0035799	01		999	2122	CY	2222	99000	4040		R	5,000.00	987654321	00
03	783				999	1000	CY	0303	99000	4040		R	5,000.00		
04	783				999	2122	CY	2222	99000	4040			5,000.00		

Correct a payment voucher from an expenditure to a reduction of revenue.

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	780				999	3444	CY	4444	99000	2690		R	1.00	123456789	00
02	781				999	3555	CY	5555	99000		2050		1.00	123456789	00

Correct a receipt from a revenue to a reduction of expenditure. This should only be used for refunds or recovery of overpayments.

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	602				999	2555	CY	2999	99000		6211	R	50.00		
02	603				999	2555	CY	2999	99000	4040			50.00		

Correct funding on a prior year receipt. Corrections to prior year receipt funding are made in the current fiscal year using transfer sub-object codes. Sub-object code 6601 is always used regardless of the original sub-object code. The explanation on the DA-35A must state in which fiscal year the original receipt transaction processed.

Sfx	T/C	Ref. Doc.	Sfx	M	Agy	Fund	BFY	Index	PCA	Exp Obj	Rev Obj	R	Amount	Vendor No.	Sfx
01	602				999	3444	CY	4444	99000		6601	R	1.00		
02	602				999	3555	CY	5555	99000		6601		1.00		