

TOPIC	JOURNAL ENTRIES	SUB-SECTION 18.10.10
SECTION	JOURNAL ENTRIES	ISSUANCE DATE May 5, 2009
SUB-SECTION	EXPENDITURE CORRECTIONS	REVISED - 2018

### **Expenditure Corrections**

When an agency discovers that an expenditure has been recorded incorrectly, they can correct the expenditure using a Journal Entry transaction in MAGIC.

Journal Entries in MAGIC are processed on four document types:

- YV – Journal Voucher Entry (requires DFA-OFA approval)
- ZE – Reclassifying GL Entries (requires only agency-level approval)
- ZK – Transaction Not Recorded on Other Documents (requires DFA-OFM approval)
- ZT – Intra-Agency Funds Transfer (requires only agency-level approval)

#### **YV DOCUMENT – JOURNAL VOUCHER ENTRY**

This document should be used for any entry not eligible for a ZE Document. This includes correcting errors and reclassifying funds not in the same functional area

YV documents must be approved by the DFA Office of Financial Affairs (OFA). A Journal Entry – Correction Request Form must be completed and attached with the other supporting documentation for the requested entry.

The Journal Entry – Correction Request Form can be found at:  
<http://www.dfa.ms.gov/media/4087/correction-request-form.pdf>

Instructions for this document can be found at:  
[http://uperform.magic.ms.gov/ucontent/ad0cd69491634f1a821d1bd7ebf51b89\\_en-US/index.pdf](http://uperform.magic.ms.gov/ucontent/ad0cd69491634f1a821d1bd7ebf51b89_en-US/index.pdf)

#### **ZE DOCUMENT – RECLASSIFYING GL ENTRIES**

This document should be used by an agency to reclassify either revenues or expenditures within a major expense code. Documentation supporting the reclassification must be attached to the document in MAGIC.

Approval is at the agency level and does not require approval by DFA.

Instructions for this document can be found at:  
[http://uperform.magic.ms.gov/ucontent/d2cadcde22f741afb75c1a787154f0f7\\_en-US/index.pdf](http://uperform.magic.ms.gov/ucontent/d2cadcde22f741afb75c1a787154f0f7_en-US/index.pdf)

#### **ZK DOCUMENT – CASH TRANSACTIONS NOT RECORDED ON OTHER DOCUMENTS**

This document should be used for cash transactions when other document types are not eligible. This includes returned EFTs, NSF checks, reducing expenditures for reimbursement by third parties, and other re-classifications not handled on a YV Document. It is also used for nonbudgeted transfers between agencies using the nonbudgeted transfer codes 49170000 for revenue and 68590000 for expenditure.

ZK Documents must be approved by DFA OFM. Sufficient documentation to support the entry must be attached to the document.

For questions about the ZK document, please contact OFM at (601) 359-3538.

**TATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

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**ZT DOCUMENT – INTRA-AGENCY FUNDS TRANSFER**

This document should be used by an agency to transfer cash between funds within the agency only. It is not used to transfer funds between agencies. This is a **budgeted transfer**, so the transfer codes of **49130000** for the revenue side and **68515000** for the expenditure side must be used. Budget is consumed when this document is used. Documentation supporting the transfer must be attached to the document.

Approval is at the agency level and does not require approval by DFA.

Instructions for this document can be found at:

[http://upperform.magic.ms.gov/ucontent/d9746bc8986d470aa1edce8b1f203c6a\\_en-US/index.pdf](http://upperform.magic.ms.gov/ucontent/d9746bc8986d470aa1edce8b1f203c6a_en-US/index.pdf)