

TOPIC	RECEIPTS	SUB-SECTION 13.30.10
SECTION	CONTROL PROCEDURES	ISSUANCE DATE APRIL 30, 2010
SUB-SECTION	RECEIPT CORRECTIONS	REVISED - 2018

RECEIPT CORRECTIONS

When an agency discovers that an account code or treasury fund number has been recorded incorrectly, the transaction may be corrected by submitting a Journal Voucher (YV) Transaction to the DFA Office of Financial Affairs (OFA).

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 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