# Correction of a keying error

An Error is made while keying

The incorrect department is charged for the expense. An ATV is prepared to move the expense to the proper department.
This is an example of an expenditure credit. The voucher number or journal number must be noted in the description on the ATV.

**JMU**
James Madison University

## AGENCY TRANSACTION VOUCHER

| FOR ACCOUNTING OPERATIONS USE ONLY | |
|---|---|
| **Reference:** | **Journal #:** |
| **Source:** | **Keyed By:** |
| **Transaction Type:** | **Date Keyed:** |

| SpeedType Department | Debit Account | Amount | Credit Account | Description | Recovery Department |
|---|---|---|---|---|---|
| 900001 | 221300 | 300.00 | | To correct keying error on voucher #0000000N | 900002 |
| 900021 | | 300.00 | 221300 | | |
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| | | | | **PREPARED BY:** Jane Doe | **APPROVED BY:** |
| **Number of Lines:** | 2 | | 2 | **DATE:** 10/24/2006 | **DATE:** |
| **Totals:** | | 600.00 | | **APPROVED BY:** | **APPROVED BY:** |
| | | | | **DATE:** | **DATE:** |

☐ **Documentation is held in departmental files.**

**COMMENTS:**

**Send completed form to Financial Reporting, MSC 5715**

Revised 9/21/06