Correction of a keying error

An Error is made while keying

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

			FOR ACCOUNTING OPERATIONS USE ONLY				
JMU	AGENCY TRANSACTION VOUCHER			Reference: Journal #: Source: Keyed By: Transaction Type: Date Keyed:		ournal #:	
JIVI						Keyed By:	
James Madison University						ate Keyed:	
SpeedType	Debit		Credit				Recovery
Department	Account	Amount	Account	Description	Ì		Department
900001	221300	300.00		To correct keying error on voucher #0000000N			
900021		300.00	221300				
900001	221300	500.00		To correct keying error on ATV # 000012345			
900001		500.00	223100				
				PREPARED BY: Jane Doe	AP	APPROVED BY:	
Number of Lines:	4		4	DATE: 10/24/2006	DA	ATE:	
Totals:		1,600.00		APPROVED BY:		APPROVED BY:	
			•	DATE:	DA	ATE:	
Documentation is held in departmental files. COMMENTS:							