

**APPENDIX 6**  
**COMMON DOCUMENT PROCESSING ERRORS TO BE AVOIDED**

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**Imprest Fund (Section B):**

- 1) In the J2 section of the comment box "To transfer Imprest Fund from FY'09 to FY'10 agencies should put the name of the contact person, along with the agency full name and code.
- 1) On the JVs "To close out accountability invoices for FY'09", agency name and code, name and telephone number of contact person should be included.
- 1) Also on J2 in the comment field, name and telephone number is needed for the EXPENSE DEMAND rollovers for Banking.

**Revenue (Sections C, D and E):**

- 1) Revenue documents (CR's, UR's, IN's) without preparer's name and address in the comments field.
- 2) References to documents that did not exist in that year (FY'10 CR realizes FY'09 receivable in 13/09 posting).
- 3) Don't forget FY'09 item (INs, URs) cleared with FY'09 cash, will show as open in 13/09 reports.

**MY'S (Sections F, G and H):**

**Processing Payment Vouchers:**

- 1) Agencies must enter the 12/09 accounting period on the voucher during July 1-18 for payments of goods and services received on or before June 30, 2009. This will result in the charges being posted to FY'09.
- 2) Enter the correct *delivery period* for the receipt of goods/services on the PVE and PVM vouchers. A common mistake is that the invoice date or voucher date is entered in the field, which causes the improper allocation of expenditures across fiscal years.
- 3) Correct payment vouchers paid through August 28<sup>th</sup> that did not have an Automatic Two-Sided MY generated because the wrong delivery dates were entered. It is best to submit a manual two-sided MY by September 25<sup>th</sup>, 2009; which will enable the expenditures to be charged back to FY'09. Do not set up a one-sided accrual.

**When Processing MY entries:**

- 1) On manual two-sided MY: When preparing the document enter the current accounting period then click the buttons NEW--TWO-SIDED.
- 2) On one-sided accrual MY: When preparing the document, enter 12/09 in the accounting period field, then click the buttons NEW— ACCRUAL.
- 3) One-sided Clearing MY: When preparing the document click the buttons MODIFICATION, CLEARING, and INCREASE.
- 4) Do not set up accruals with MY IDs as OTPSM09---for expenditure incurred by June 30, 2009 and for which the contract amendment is awaiting approval. Instead use MY ID OPTS10---because PVE voucher IDs will eventually be used to pay these expenditures.
- 5) The agency must assign a unique LINE NUMBER when preparing a MYD document for a current year clearing.
- 6) Before preparing an MY or MYD clearing entry, refer to the MYOL screen for the most updated information on the accrual

**Intracity (Section K):**

If the PVI is a Month 13 transaction, **you must** enter 13/09 in accounting period field or else the entry will be processed in Fiscal Year 2010 and not in Fiscal Year 2009.

## **Other Processing Errors**

### 1) Expense Adjustment (EA) Documents

All EA documents must contain the initials and telephone number in the comments field of the person who can answer any questions regarding the entry. If the initials and telephone number are not entered in the comment field, the EA documents will not be approved by the Bureau of Accountancy. If a Level 3 approval has been applied to an EA document without initials and telephone number in the comment field, unapprove the Level 3 and enter the initial and phone number in the comments field; then re-apply the Level 3.

### 2) Month 13 EA

Accounting period must be entered as 13/09.

### 3) Journal Entries

Must contain the name and telephone number of the responsible individual in the comment field. Also, include a full description of the reason for the entry.