



THE UNIVERSITY OF IOWA

*Accounting Services*

# **WebCV**

**(Revenue and Non-Payroll Expense Corrections)**

## **Online Application**

### **User Guide**

Accounting Services, Last update: 12/17/2008

Direct questions or problems to [Accounting Services \(accounting-services@uiowa.edu\)](mailto:accounting-services@uiowa.edu) or refer to this [contact list \(http://www.uiowa.edu/~fusas/contact.html\)](http://www.uiowa.edu/~fusas/contact.html) for your Org Unit contact person.

**WebCV is an online application used to correct Master File Keys (MFKs) on revenue and non-salary/fringe expense entries that have already posted to the General Ledger. Years ago the process of correcting an already-posted entry was done via a “change voucher” and the abbreviation “CV” is still used today. The “Web” in WebCV was used in the name because this was one of the first web-based transactional applications developed for Accounting Services.**

### When to use WebCV

The WebCV web application should be used when non-payroll expense records or revenue records have already posted to the general ledger and need to be reflected in a different MFK. To the extent possible, WebCV is the preferred method over the GL Journal Entry application to transfer posted non-payroll expense or revenue records. This is because WebCV carries the original journal information which is important for audit purposes. There are some restrictions on both expenses and revenues that can be corrected. These restrictions will be detailed in a later section in this document.

### WebCV Security

Access to use the WebCV application is requested via the Accounting Services’ e-form titled “Web and Pay Change Voucher Access Request Form.” [http://www.uiowa.edu/~eforms/bo/WebCV\\_Request.pdf](http://www.uiowa.edu/~eforms/bo/WebCV_Request.pdf)

***Besides security access to WebCV, access to one of the 2 interfaces to WebCV must also be in place. One interface is through General Ledger Decision Support System (GL DSS) and one is through AP/PO PeopleSoft Web Applications (AP-PO). In both instances, security access is granted at the organizational unit (ORG) or department (DEPT) level through Secondary Security.***

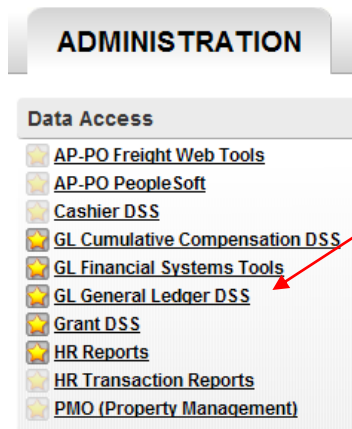
## WebCV Correcting Entry Process

Once the proper security to use WebCV has been granted, there are two ways to enter the WebCV correction mode. Both methods involve going through a report – the **SA3** or the **Voucher** reports. It is not in the scope of this document to explain either of these reports in detail; the intent is only to show how either serves as an interface to WebCV.

### SA3 Report:

The SA3 is a Statement of Account report found in the online reporting application General Ledger Decision Support System (GL DSS). From the Transaction Detail section of this report, individual journal lines can be selected for correction.

GL DSS is entered via a link in Self Service on the Administration tab.



From the Reports menu, Transaction detail reports, select ‘SA3’. Enter the WhoKey and select the accounting period and fiscal year of the entry you would like to correct: **050-05-0305-11000-50501800-60, acctg prd 05, FY 2009 / NOVEMBER, 2008.**

# WebCV User Guide

## SA3 Report

Disable AutoTab  
**Fund**  **Org**  **Dept**  **SubDept**  **Grant/Program**  **Func**  **BRF**

Note: BRF may be left blank. Other blank fields will be converted to zeros.  
[Financial Systems Tools](#)

**As of:**

**Sections:**


- all report sections
- select sections
  - Free Balance Recap - Summary
  - Free Balance Recap - Detail of Ending Balance
  - Transaction Detail
  - Revenue Recap by Account Element
  - Expense Recap by Account Element
  - Balance Sheet
  - Statement of Revenue and Expense

**Get Data as:**

- report (HTML)
- excel spreadsheet (transactions only)

Look at the General Expense area under report section III Transaction Details. Select the hyperlink in the Description field on the last entry.

GENERAL EXPENSE												
INST	ORG	DEPT	CCTR	DESCRIPTION	JOURNAL ID	EFF DATE	VOUCHR	PO	CHECK UNIV ID	SUB-LEDGER	AMOUNT	
5925	000	00000	0000	<a href="#">BWK-WAGES M</a>	5BWPAYROLL	11 25 2008	M10818				208.00	
5965	000	00000	0000	<a href="#">PCT-FRINGE</a>	1PAYBFRIN2	11 25 2008					19.55	
6026	000	00000	0000	<a href="#">AMERICAN AI</a>	1WEBPCARD1	11 06 2008					452.48	
6026	000	00000	0000	<a href="#">AMERICAN AI</a>	1WEBPCARD1	11 06 2008					452.48	
6026	000	00000	0000	<a href="#">MEACHAM TRA</a>	1WEBPCARD1	11 06 2008					35.00	
6026	000	00000	0000	<a href="#">MEACHAM TRA</a>	1WEBPCARD1	11 06 2008					35.00	
6200	000	00000	0000	<a href="#">Oracle Corp</a>	9PURCHENC	05 13 2008		1000626556			36,800.00	E
6200	000	00000	0000	<a href="#">Oxford Glob</a>	9PURCHENC	05 02 2008		1000625131			1,650.00	E
6245	000	00000	0000	<a href="#">Iowa Prison</a>	9PURCHENC	05 02 2007		1000560156			11.07	E
6275	000	00000	0000	<a href="#">TNS DOMESTI</a>	15063TOLL1	11 30 2008					3.35	
6405	000	00000	0000	<a href="#">NACUBO</a>	1WEBPCARD1	11 06 2008					1,300.00	

This screen in the SA3 report presents this journal line item in a different format. If you have security access to use WebCV, you will see the  button. If you do not have WebCV security, this button will not be displayed.

### SA3 - Entry Detail

<b>JRNL ID</b> 1WEBPCARD1	<b>DESCRIPTION</b> NACUBO										<b>EFF DT</b> 11/06/2008	
<b>DIC</b> DEBIT	<b>FND</b> 050	<b>ORG</b> 05	<b>DPT</b> 0305	<b>SDPT</b> 20000	<b>GRANT/PRGM</b> 50501800	<b>IACT</b> 6405	<b>DACT</b> 000	<b>FN</b> 00000	<b>CCTR</b> 60	<b>BRF</b> 0000	<b>SLID/SLAC</b> /	<b>AMT</b> \$1300.00
<b>PO</b> none	<b>VOUCHER</b> P0134049			<b>CHECK NBR</b> none				<b>UNIVID</b> none				

At this point, a correction can be made in WebCV, or the user can return to the SA3 report.

Select  to enter the WebCV application.

**Note: Once the CV process is started, it is important to use the navigation buttons provided on the various screens (e.g. "Go to Review" or "Cancel New MFK") rather than the Internet browser "back" button or the "X" to just close the WebCV window. Any of these non-WebCV actions can cause errors and can result in the CV transaction in process being locked. Locks are automatically cleared in the evening processing and any locked CV will be available for continued editing the following morning.**

The resulting screen shows the upper part with the original entry MFK, journal ID and effective date and the dollar amount that can be transferred to another MFK. The amount fields will automatically change during the CV process. None of these fields can be directly changed by the user.

The lower part of the screen is an input form for the new MFK. It has been populated with the original MFK elements and the entire amount of available dollars on the original MFK. At least one of the values of the new MFK must be changed and any or all of these fields can be updated with the exception of BRF, the Budget Reference Field. If that field is required (when the GRANT/PGM begins with a "1", "2" or "3"), the proper value will be automatically retrieved by WebCV.

**Accounting Services**  
WebCV

**Original Entry**

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
1WEBPCARD1	050	05	0305	20000	50501800	6405	000	00000	60	0000		/	11/06/2008
<b>Initial Entry Amt</b>			<b>Current Cv Amt</b>				<b>Difference Remaining</b>						
\$1300.00 D			\$0.00 C				\$1300.00						

**New MFK (1)** (Note: Any MFK fields left blank will be converted to zeros.)

FUND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	Debit
050	05	0305	20000	50501800	6405	000	00000	60	0000		1300.00
SLID / SLAC		UNIVID									
ENTRY DESCRIPTION						CV PURPOSE					
NACUBO											

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation and Justification form. See Cost Transfer Policy and Guidelines for more information.

Enter Next MFK      Go to Review      Cancel New MFK

On a correction for a revenue IACT, the amount field is labeled “Credit.” On an expense correction, it is “Debit.” A zero or negative dollar amount is not allowed.

The ENTRY DESCRIPTION field will display in GL DSS as the journal description. It is a required field and if left blank, it will default to the description of the original entry. SLID/SLAC and UNIVID will also display in GL DSS, but they are optional.

The CV PURPOSE field is optional and will not display in GL DSS, though it can be seen in the Financial Systems Tools journal search. This tool is discussed later in this document.

This expense can be transferred to one or multiple MFKs. In the example shown below – the SDEPT has changed for the 1<sup>st</sup> new MFK. This example is moving only \$1000, not the full \$1300.00 available.

**New MFK (1)** (Note: Any MFK fields left blank will be converted to zeros.)

FUND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	Debit
050	05	0305	30000	50501800	6405	000	00000	60	0000		1000
SLID / SLAC		UNIVID									
ENTRY DESCRIPTION						CV PURPOSE					
NACUBO						split out NACUBO expense					

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation and Justification form. See Cost Transfer Policy and Guidelines for more information.

Enter Next MFK      Go to Review      Cancel New MFK

Select **Enter Next MFK** to split this expense with an additional MFK.

Note: the Current CV Amt is shown as \$1000 and only \$300 of the original \$1300 remains to be transferred.

# WebCV User Guide

## Original Entry

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
1WEBPCARD1	050	05	0305	20000	50501800	6405	000	00000	60	0000	/		11/06/2008
<b>Initial Entry Amt</b>				<b>Current Cv Amt</b>				<b>Difference Remaining</b>					
\$1300.00 D				\$1000.00 C				\$300.00					

**New MFK (2)** (Note: Any MFK fields left blank will be converted to zeros.)

FUND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	Debit
050	05	0305	20000	50501800	6405	000	00000	60	0000		300.00
SLID / SLAC		UNIVID									
/											
ENTRY DESCRIPTION						CV PURPOSE					
NACUBO						split out NACUBO expense					

*If this expenditure is moved to a sponsored project (fund 500/510) you will be required to complete a Cost Transfer Application and Transfer Form.*

Go to Review

The input form now applies to the 2<sup>nd</sup> MFK. Change the SDEPT to 1400 and select

The original entry information is only partly shown. The Difference Remaining is now 0, the entire amount possible is being transferred. The MFKs this expense is being transferred to are shown below. Each can be edited or deleted. If a new MFK is deleted, it can be retrieved before submitting the CV without re-entering the data.

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
1WEBPCARD1	050	05	0305	20000	50501800	6405	000	00000	60	0000	/		11/06/2008
<b>Initial Entry Amt</b>				<b>Current Cv Amt</b>				<b>Difference Remaining</b>					
\$1300.00 D				\$1300.00 C				\$0.00					

## New MFK(s)

**New MFK (1) -- active**

JRNL ID	DESCRIPTION	EFF DT
1WEBCORR1	NACUBO	12/11/2008
D/C	FUND ORG DPT SDPT GRANT/PRGM IACT OACT DACT FN CCTR BRF SLID/SLAC	AMT
DEBIT	050 05 0305 30000 50501800 6405 000 00000 60 0000 /	\$1000.00
UNIVID	CV PURPOSE split out NACUBO expense	
Edit Entry		Delete Entry

**New MFK (2) -- active**

JRNL ID	DESCRIPTION	EFF DT
1WEBCORR1	NACUBO	12/11/2008
D/C	FUND ORG DPT SDPT GRANT/PRGM IACT OACT DACT FN CCTR BRF SLID/SLAC	AMT
DEBIT	050 05 0305 14000 50501800 6405 000 00000 60 0000 /	\$300.00
UNIVID	CV PURPOSE split out NACUBO expense	
Edit Entry		Delete Entry

Submit Correction    Enter Additional MFK(s)    Cancel Correction

In this example, edit MFK (2) by selecting **Edit Entry** and change the DPT to 0315. Then

Commit Change

select

This results in an "Invalid MFK-Dept/Subdept does not exist" error. It is when the "Commit Change" or "Go to Review" option is selected that the MFK is validated.

**Error: Invalid MFK - DEPT/SUBDEPT DOES NOT EXIST**

New MFK (3) (Note: Any MFK fields left blank will be converted to zeros.)											
FUND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	Debit
050	05	0315	14000	50501800	6405	000	00000	60	0000		300.00
		SLID / SLAC		UNIVID							
		/									
ENTRY DESCRIPTION						CV PURPOSE					
NACUBO						split out NACUBO expense					

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation. See Cost Transfer Policy and Guidelines for more information.

Cancel New MFK

Use the Cancel New MFK button to cancel the new MFK in error and to return to the review screen.

**New MFK(s)**

New MFK (1) -- active													
JRNL ID	DESCRIPTION										EFF DT		
1WEBCORR1	NACUBO										12/11/2008		
D/C	FUND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	AMT
DEBIT	050	05	0305	30000	50501800	6405	000	00000	60	0000	/		\$1000.00
		CV PURPOSE											
		split out NACUBO expense											
		UNIVID											
		<input type="button" value="Edit Entry"/>		<input type="button" value="Delete Entry"/>									

New MFK (2) -- active													
JRNL ID	DESCRIPTION										EFF DT		
1WEBCORR1	NACUBO										12/11/2008		
D/C	FUND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	AMT
DEBIT	050	05	0305	14000	50501800	6405	000	00000	60	0000	/		\$300.00
		CV PURPOSE											
		split out NACUBO expense											
		UNIVID											
		<input type="button" value="Edit Entry"/>		<input type="button" value="Delete Entry"/>									

Submit the correction.

A confirmation screen is presented. At this point the CV can be confirmed and will be created, the CV in progress can be returned to review screen for additional editing or the CV can be cancelled entirely with a return to the SA3 report.

**Confirm CV Submission**

\$ 1300.00 to be credited to the Original Entry  
 \$ 0.00 remaining from Original Entry

Confirm submission.

## WebCV User Guide

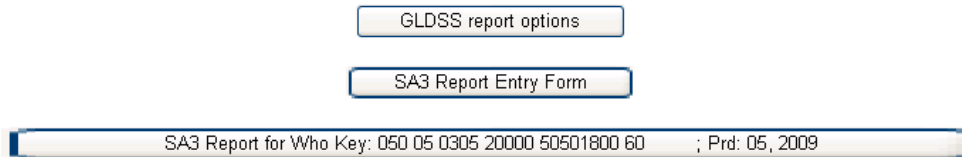
Once the CV is confirmed for submission, the “CV completed” notification will be presented along with options to return to the specific SA3 report which led to this journal entry correction, to return to the SA3 input form to request a different report or to the GL DSS report menu.

### CV successfully completed.

If it is before 5:30 p.m., the CV you just created will be sent to PeopleSoft General Ledger tonight and audited on the following business day by Accounting Services. It will have today as an effective date.

If it is after 5:30 p.m., the CV will be sent to PS GL tomorrow with an effective date of tomorrow's date.

Note: If you are creating a CV at the end of an accounting period, the CV will still post to GL as part of the current accounting period.



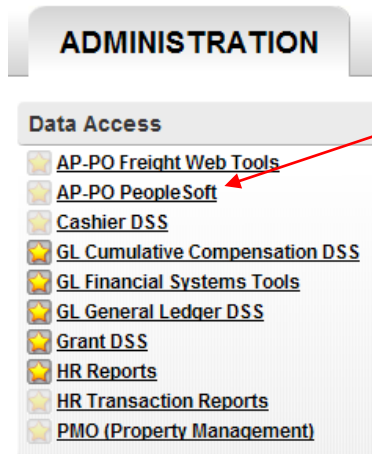
As the message on the screen above indicates, the CV just created will be reflected immediately in the WebCV tables – this means you can view it right away in Financial Systems Tools. However it will not be loaded to the online General Ledger Decision Support System (GL DSS) and thus will not be reflected in the SA3 report until general ledger processes run that evening. If there are no errors in the evening processes, the CV will be reflected in the SA3 the next morning. The GL journal which contains these CV corrections will be part of a journal with an ID of **1WEBCORR1** or **1WEBEQUIP1**. **1WEBEQUIP1** is used in corrections that involve capital equipment (institutional accounts of 6730, 6731, 6740, 6741, or 6083); **1WEBCORR1** is used for all other corrections.

# WebCV User Guide

## Voucher Report:

The Voucher Report, part of the Accounts Payable/Purchasing Office PeopleSoft application, is the other method of entering WebCV to make a non-salary/fringe correction.

If you have security access to AP-PO PeopleSoft, you will have a link in Self Service on the Administration tab.



Select the Voucher Report from the AP/PO main menu and then “Search By” and “Voucher Number.”

### AP/PO PeopleSoft Web Applications

Your path: [Home](#) [User options](#) | [Help](#)

**Vendor Search:**  
Use this application to find information on Vendors listed in the AP-PO system. Search is by Vendor Name, City, State or Zip.

**Purchase Order Report:**  
Use this application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.

**Invoices Applied to a Purchase Order:**  
Use this application to check what invoices have been applied to a purchase order. Search is by Purchase Order, Voucher Number or Invoice.

**Payment Status:**  
Use this application to check the status of payments by the AP-PO system. Search is by Voucher Number, Invoice, Vendor ID or Vendor Name.

**Voucher Report:**  
Use this application to view a Web version of the standard Voucher Report. Search is by Voucher Number, Department Number, Requestor ID or Purchase Order.

**PeopleSoft Decisions Support System:**  
Use this link to obtain access to PeopleSoft tables through MS Access."

**Data entry is currently entering:**  
Non-PO voucher and invoices received on: **12/04/2008**

PO invoices received on: **12/03/2008**

All data prior to 01/01/06 has been archived and may not be accessed through these links. A specific request can be emailed to [acntpay@uiowa.edu](mailto:acntpay@uiowa.edu). To access the PeopleSoft data directly you may use MS Access. To learn how, click on the PeopleSoft Decisions Support System link to the left.

# WebCV User Guide

## Voucher Report

Search By

Voucher **V0398449** was valid for correction when this document was created.

### AP/PO PeopleSoft Web Applications

Your path: [Home](#) > [Voucher Report](#)

#### Voucher Report: Search by Voucher Number

Voucher Number:

A  shows this partial screen:

The University of Iowa  
Accounts Payable, 202 Plaza Centre One  
**Capital Equipment and/or > \$10,000**  
Voucher Report

11/03/2008

*Special Instructions:* Please provide Receipt and Equipment information and RETURN to Accounts Payable for payment. If for some reason this voucher should be held before payment is created, please notify Accounts Payable ([acnipay@uiowa.edu](mailto:acnipay@uiowa.edu) or phone # listed at right) with reason. A negative Gross Amount reflects a credit memo which will be applied to the next payment.

Vendor Name	Alpha	Split
A - C	335-0407	
D - J	333-2504	
K - R	335-0410	
S - Z	335-0415	

State Of Iowa Board Of Regents Board Of Regents State Of Iowa 11260 Aurora Ave Urbandale IA 50322-7905 USA	Requester(vouchers) <b>Not Available</b>	Contact(eVouchers) Kathleen McDonald <a href="mailto:kathy-mcdonald@uiowa.edu">kathy-mcdonald@uiowa.edu</a> 335-0187	Voucher Number V0398449
			Remit Vendor ID Address 0000122616 3

Invoice Number	Inv Date	Terms	Dscnt	Due Date	Scheduled Due Date	Control Group	Purchase Order	Attachments
3360354/102708	10/15/2008	00			11/03/2008		N/A	eVoucher

LINE	PO LN	UOM	QTY	PS ITEM	DESCRIPTION	UNIT PRICE					
1	0	EA	1.0000		UT's portion of First Quarter	33603.54					
<b>MFK 1</b>											
FND	ORG	DPT/SDPT	GRANT/PRGM	IACT	OA CT	DA CT	FN	CCTR	SLID/SLAC	QTY	EXT AMT
050	05	030511000	50501800	6070	009	00000	60	0000	N / A	1.0000	33603.54

Selecting the "Correct Voucher" button will display a review screen which contains the journal line information associated with this voucher.

**AP/PO PeopleSoft Web Applications**  
 Your path: [Home](#) > [Voucher Report](#) [User options](#) | [Help](#)

CV Entry Selection for Voucher **V0398449**

**VCHR009056**

	DESCRIPTION	EFF DATE
<input type="button" value="Correct"/>	State Of Iowa Board Of Regents	11/06/2008
	FND ORG DEPT SDEPT GRANT/PRGM IACT OACT DACT FN CCTR SLID/SLAC	AMOUNT
	050 05 0305 11000 50501800 6070 009 00000 60 0000 /	\$ 33603.54 D

[BACK](#) to the Voucher Report Application

[BACK](#) to the AP-PO Web Applications

Select the “Correct” button to transfer to WebCV where a correction can be made.

From this point on, creating a CV works exactly the same way as it does when starting with the SA3 Report. A correction can be for the full amount of dollars available or for a partial amount. The dollars can be transferred to one or more MFKs. MFKs, once entered, can be edited, deleted and retrieved from deletion. The CV can be submitted or cancelled. Once submitted, the journal containing the CV records will not be available in GL DSS until the next day. When it is in GL DSS, the CV will be contained within a journal with the ID of **1WEBCORR1** or **1WEBEQUIP1** (for capital equipment institutional accounts (IACTs)).

**Accounting Services**  
*WebCV*

**Original Entry**

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
VCHR009056	050	05	0305	11000	50501800	6070	009	00000	60	0000		/	11/06/2008
<b>Initial Entry Amt</b>			<b>Current Cv Amt</b>					<b>Difference Remaining</b>					
\$33603.54 D			\$0.00 C					\$33603.54					

New MFK (1) (Note: Any MFK fields left blank will be converted to zeros.)

FUND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	Debit
050	05	0305	11000	50501800	6070	009	00000	60	0000		33603.54
SLID / SLAC			UNIVID								
/											
ENTRY DESCRIPTION						CV PURPOSE					
State Of Iowa Board Of Regents											

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation and Justification form. See Cost Transfer Policy and Guidelines for more information.

## Cost Transfer Justification

If a correction is moving money **to** a sponsored project account (FUND 500 or 510) **and** the first 6 digits of the GRANT/PGM is different than where the money was originally allocated **and** the IACT is in the 6000 series, a justification of why this transfer is necessary is required. At the time that a CV of this type is submitted, a Cost Transfer Justification (CTJ) form will appear on the screen. The questions must be answered before the CV will actually be created.

The following CV matches the CTJ criteria; an expense is being transferred to a sponsored project account, the GRANT/PGM is not the same as the one in the original MFK and the IACT is 6430.

### Accounting Services WebCV

#### Original Entry

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
ONL35497	500	04	0210	00001	17812374	6430	000	00000	30	0000	01	/	11/06/2008
Initial Entry Amt				Current Cv Amt				Difference Remaining					
\$1370.00 D				\$0.00 C				\$1370.00					

New MFK (1) (Note: Any MFK fields left blank will be converted to zeros.)

FUND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	Debit
500	04	0210	00001	28021400	6430	000	00001	20	0000	01	1370.00
SLID / SLAC			UNIVID								
/											
ENTRY DESCRIPTION						CV PURPOSE					
FLOTATION SAMPLES						chrg'd to orig MFK in err					

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation and Justification form. See Cost Transfer Policy and Guidelines for more information.

When this CV is submitted, the following electronic form will be presented. A response must be entered to each question before the CV will actually be created and sent to the general ledger system. This form, once created, will be viewable in Financial Systems Tools by the person who created it and by select Grant Accounting staff.

If a correction is done on a journal that was created more than 90 days ago, there will be 2 additional questions in the CTJ form.

### Cost Transfer Explanation and Justification

*You are requesting to have an expenditure moved to a sponsored project account (fund 500 or 510), so you must complete the Cost Transfer Explanation and Justification Request form by answering the following questions. The responses should be clearly stated and must be sufficient for an independent reviewer (i.e. an auditor) to understand the transfer and conclude that it is appropriate. An explanation which merely states that the transfer was made 'to correct an error' or 'to transfer to correct project' is not sufficient.*

For more information, refer to [Cost Transfer Policy and Guidelines](#)

Why was this expense originally charged to the account from which it is now being transferred?

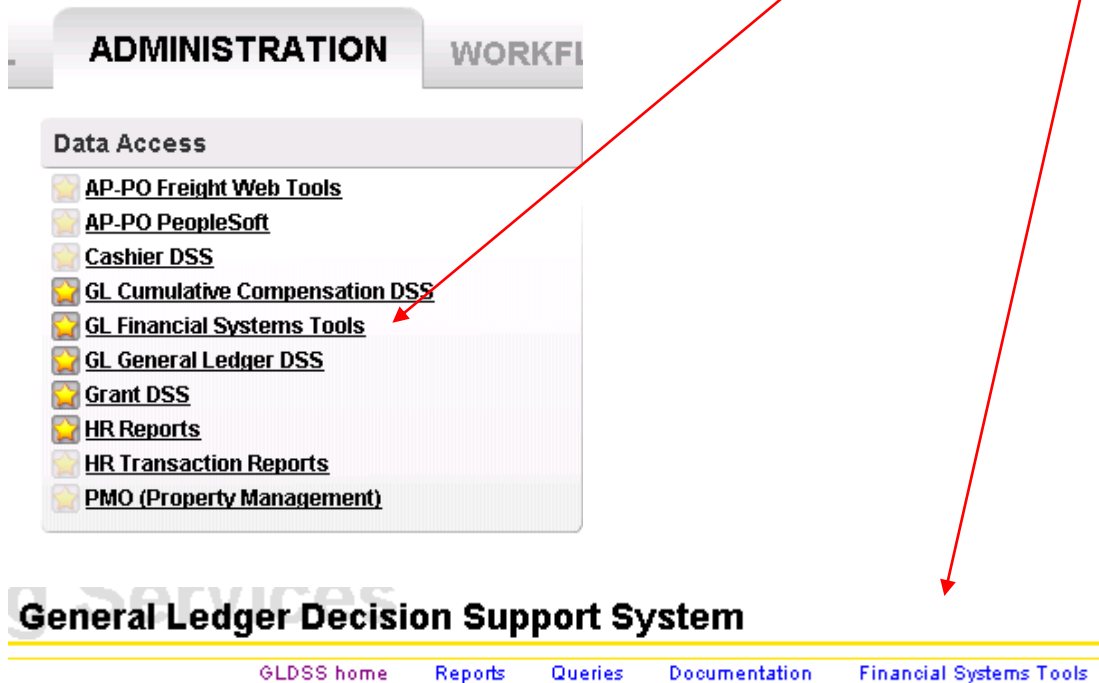
Why should this charge be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project)?

Submit Cost Transfer Justification

## Financial Systems Tools

Financial Systems Tools (FST) is a journal search tool. Journals created through the web applications of PayCV, WebCV or GL Journal Entry (GLJE) can be viewed in FST as soon as they are created, which is (generally) the day before they are available in GL DSS and the SA3 report.

Links to FST are found both in Self Service under the Administration tab and in GL DSS on the navigation bar at the top and bottom of each page.



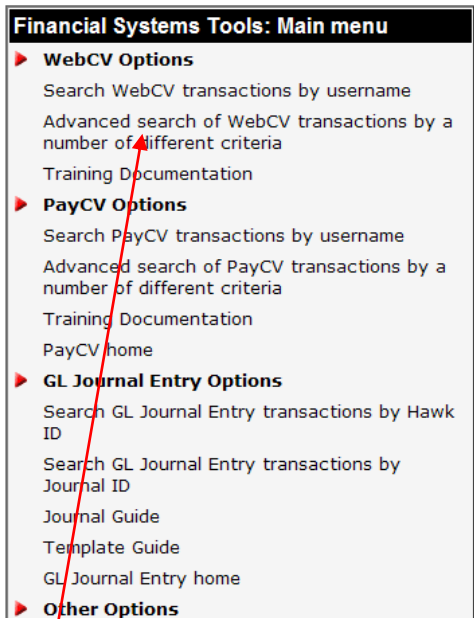
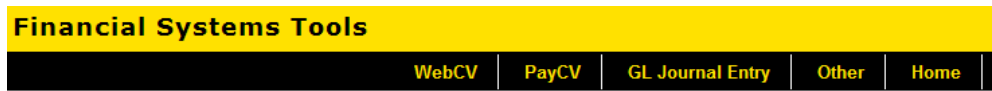
Journal searches in FST are based on the applications that created the journal – WebCV, PayCV or GLJE.

Journals created in WebCV (corrections for non-salary/fringe expenses) have a journal ID of **1WEBCORR1** or **1WEBEQUIP1**.

Journals created in PayCV (corrections for salary/fringe expenses) have a journal ID of **1WEBPAY1** or **1WEBPAY3** (this journal ID is created only by central administration staff and is not discussed in this user guide).

Journals created in GL Journal Entry (GLJE) can begin with journal prefixes of **ONL**, **ONN**, **TRF**, **PAY**, **PMO**, **CIP**, **4BR** or **5BR**. All prefixes are followed by numbers.

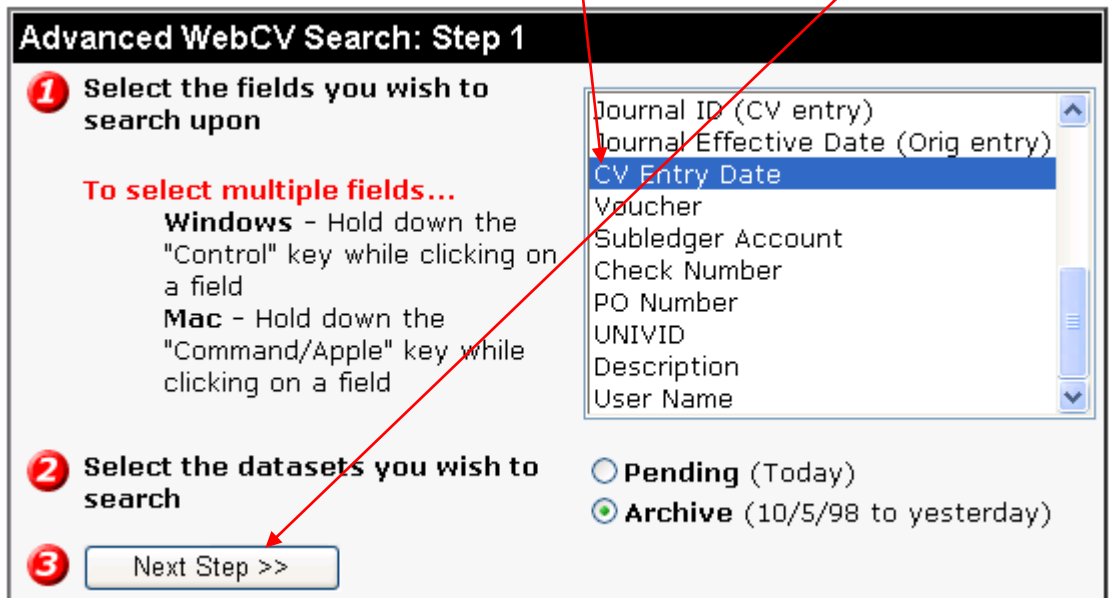
**Note: During year end processing, periods 13 and 14, these journal IDs for WebCV and PayCV have letters appended on the end – 1WEBCORRIA, 1WEBEQUIPA, 1WEBPAYIA, 1WEBPAY3A, etc. The “I” on the end of 1WEBEQUIP1 is dropped before the letter is appended. Letters typically correspond to the calendar day in July (i.e. journals created on July 1 will have an “A” on the end, journals created on July 2 will have a “B”, journals created on July 5 will have an “E”)**



Both WebCV and PayCV can be searched by the username (Hawk ID) of the person who created the journal or by a number of different criteria such as journal date or MFK elements. Currently, GLJE journals can only be searched by Hawk ID or the specific journal ID.

Select WebCV Options, Advanced search.

Scroll down in the drop-down menu, select CV Entry Date and go to the next screen.





## WebCV User Guide

Enter the desired date. Search for all CVs created on that date.

**Advanced WebCV Search: Step 2** << Back a step

1 Enter your criteria for each field. CV Entry Date: 12/4/2008

2 Report Format:  Standard (HTML)  Comma Delimited  Excel Spreadsheet

3 Perform Search

A mouse rollover will highlight the Username; select it to get more information about the person who created this journal line. The same can be done with entries in the Journal ID, PO and Voucher fields. Selecting the Journal ID mouse rollover will show the original entry information as well as the new entry information for that particular CV. The PO and Voucher field rollovers will drill into the AP-PO Peoplesoft system or any other subsystem applicable to the transaction that drill down capability is set up for.

DataSet: Archive (10/5/98 to yesterday) Records 1 - 50 of 447 << Back a step

Journal ID	CTJ	PO	Voucher	Orig Eff Date	CV Amt	CV Entry Date	Username	Purpose	D/C
1WEBCORR1		41000647075	80648296	11/18/2008	\$ 15.00	12/04/2008	KBELNER		C
1WEBCORR1		41000647075	80648296	11/18/2008	\$ 15.00	12/04/2008	KBELNER	move wire fee	D
1WEBCORR1		41000639747	80602758	09/05/2008	\$ 1,137.30	12/04/2008	BLANC		C
1WEBCORR1		41000639747	80602758	09/05/2008	\$ 1,137.30	12/04/2008	BLANC	New MG start-up fund	D
1WEBCORR1	*		P0131591	10/31/2008	\$ 166.42	12/04/2008	MCAREAVYB		D
1WEBCORR1	*		P0131591	10/31/2008	\$ 166.42	12/04/2008	MCAREAVYB		C
1WEBCORR1	*		P0131591	10/31/2008	\$ 136.80	12/04/2008	MCAREAVYB		D
1WEBCORR1	*		P0131591	10/31/2008	\$ 136.80	12/04/2008	MCAREAVYB		C

An asterisk in the CTJ column indicates that a Cost Transfer Justification form was filled out for this correction. Only the person who created the CV and a few central administration staff are allowed to view the contents of these forms, but anyone can see whether or not there is a form associated with a given journal line.

## WebCV Edits and Permissions

### Edits:

Restrictions for the MFK lines that money is being transferred to include:

- MFK is validated
- Amount field requires a non-zero, positive dollar amount
- Budget Reference Field (BRF), if applicable, will be automatically populated
- IACTs not allowed
  - 0001-0999 (balance forward)
  - 1000-2999 (balance sheet)
  - 3340-3360, 7340-7360 (F&A)
  - 3500-3599, 7500-7599 (transfer)
  - 4012 (grant allocated revenue)
  - 4013 (deferred revenue)
  - 4045, 4050, 4055, 4060 (grant revenue)
- Journals not allowed - journals that begin with
  - 3, 6, 7, 9 (payroll, balance forward, budget, encumbrance)
  - 10305STAX1
  - 1PCRDFLT
  - 1PCRDREV
  - 1TTIIDIST
  - 1USPLDIST
  - 1WEBPCARD2
  - 4INVINCOME
  - ACABND
  - AGENCY
  - AM
  - APPCLS
  - ARSWP
  - BONDRPT
  - CIP
  - CSHSWP
  - DEAN
  - FEENC
  - FINRPT
  - FPPAR
  - GRAD
  - INVTRY
  - ONN
  - OUT
  - OVHD

## WebCV User Guide

- PAY
- PHYS
- PMO
- RAENC
- RSTRCT
- RXREV
- SLFNR
- SLSTAX
- TELTRF
- TRFAR
- TRLIAB
- UNALOC

### Permissions:

Standard permissions granted to all campus users allow CVs to be created if:

- original entries from the current fiscal year
- original WhoKey is open
- new MFKs are valid and WhoKeys are open

There are some restricted permissions in WebCV that are not granted to general campus users. These include things like the ability to CV a closed account and are granted only to select central administration staff.

There are 2 year-end permissions which are sometimes granted to campus users. These permissions allow WebCV entries to be made in period 13 and/or period 14. This requires approval of a Budget Officer. That can be requested either at the time the employee is set up for WebCV access through a signature on the e-form or anytime later via an email from the Budget Officer to Accounting Services at [accounting-services@uiowa.edu](mailto:accounting-services@uiowa.edu)).

### Quick Summary

- Use WebCV to make non-salary/fringe accounting corrections.
- Access to WebCV is requested via an e-form:  
[http://www.uiowa.edu/~eforms/bo/WebCV\\_Request.pdf](http://www.uiowa.edu/~eforms/bo/WebCV_Request.pdf)
- For problems or questions regarding WebCV, contact the appropriate Accounting Services Org Contact <http://www.uiowa.edu/~fusas/contact.html#staff> or email Accounting Services at [accounting-services@uiowa.edu](mailto:accounting-services@uiowa.edu) .
- CVs are initiated either by selecting a line item from the SA3 report in GL DSS or from a specific voucher report in AP-PO PeopleSoft.
- CVs can be done for the full dollar amount or only a portion.
- Dollars can be transferred from one MFK to one or more MFKs.
- Electronic Cost Transfer Justification (CTJ) forms are required (and automatically presented) when dollars are transferred to a sponsored project (FUNDS 500 or 510), to a GRANT/PGM that is different than that of the original MFK and to an IACT between 6000-6999.
- When navigation buttons are provided, **always** use those and **not** the browser back button.
- Journal lines created via WebCV will belong to journals with IDs of **1WEBCORR1** and **1WEBEQUIP1** (capital equipment IACTs of 6730, 6731, 6740, 6741, or 6083).
- Journal lines created via WebCV (as well as WebCV and GL Journal Entry) can be viewed immediately in Financial Systems Tools (available through Self Service or a link on the GL DSS home page).
- CVs will generally be included in GL DSS and the SA3 report the day after they were created in WebCV.