

User Manual

# WebCV application (Revenue & Non-Payroll Expense Corrections)



The University of Iowa

Accounting and Financial Reporting

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# Section 1: General Information

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## What is WebCV used for?

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 and Financial Reporting.

## When do I use WebCV?

The WebCV online 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 tracking and audit purposes. There are some restrictions on both expenses and revenues that can be corrected through WebCV, which will be explained further in a later section in this document.

## How do I get access to WebCV?

Access to use the WebCV application is requested via the Workflow form “[Request for WebCV Application Access](#)”. The form routes through Workflow to the supervisor, Business Officer and Accounting and Financial Reporting (AFR) for approval. Once AFR approves, the form is marked “complete” in Workflow. The user is set up with access to the WebCV application and notified of set up via email.

## Who to contact for issues and questions:

Send issues and questions to [AFR-ElecFinTrans@uiowa.edu](mailto:AFR-ElecFinTrans@uiowa.edu).

# Section 2: Create CV

## How to get into WebCV once you have access:

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 **MAS** 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.

## How to access WebCV in the MAS:

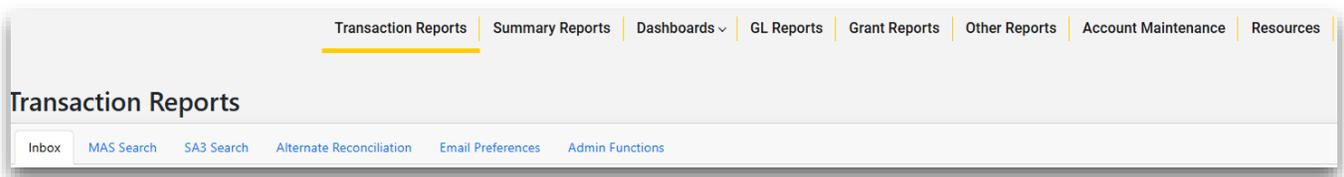
The MAS is a Monthly Account Statement found in the online reporting application Electronic Financial Reports (EFR). From the Transaction Detail section of this report, individual journal lines can be selected for correction.

Accessed through Self Service > Business & Financial Systems > Data, Reports & Dashboards > Electronic Financial Reports (EFR) Portal. The following groups of people will have a link to EFR in Self Service:

1. Employees who are assigned as *Account Owners* or *Account Reviewers* in the WhoKey Administration application. These individuals will see the MAS's for WhoKeys they are assigned.
2. Employees who have Financial Reporting (AFR) application access. These individuals may or may not have assigned roles for WhoKeys, but they can run ad-hoc MAS reports through a link in the EFR Inbox.

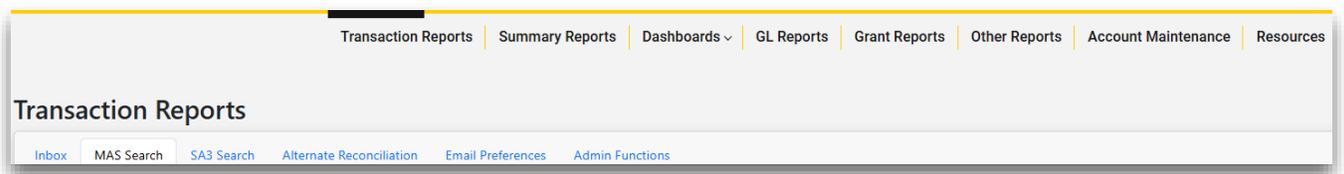
How to open a MAS in two separate ways:

### 1. Transaction Reports – Inbox:



The "Inbox" section of the Transaction Reports shows MAS reports for WhoKeys that you are assigned *Account Owner* or *Account Reviewer* and identifies which of these roles you are assigned.

### 2. Transaction Reports – Ad-Hoc Search:



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 03, FY 2024 / November 2023**. The default date will be to the current month (also referred to as the “daily MAS”) \*\*\*Please note, MAS reports are only available starting for accounting period 01, FY2011 / JULY 2010.

## Transaction Reports

Inbox
MAS Search
SA3 Search
Alternate Reconciliation

### MAS Search

WhoKey:

Fund	Org	Dept	Subdept	Grant/Pgm	Fn	Brf
050	05	0305	11000	50501800	60	

Note: BRF may be left blank. Other blank fields will be converted to zeros.

As of:

Acctg Prd 03, FY 2024 / SEPTEMBER 2023

Show Adjustment Periods

Get Report
Reset

[MAS User Manual](#) | [EFR & related information FAQs](#)

Select the General Expense tab at the top of the report.

Income Statement Transactions		Account Balance		Revenue Iact Recap		Expense Iact Recap		Balance Sheet Transactions		Balance Sheet					
Salary & Fringe \$41,429.22				General Expense \$40.00				Encumbrance \$151,953.12							
Type	Iact	Oact	Dact	Cctr	Description	Journal ID	Eff Date	Amount	SLID/SLAC	User ID	Voucher	PO	Check #	Univ ID	WF
Salary & Fringe	5202	000	00000	0000	P and S Salaries Regular	2MOPAYROLL	3/31/2024	\$29,315.34		HR.SYSTEM					N
Salary & Fringe	5302	000	00000	0000	Fringe Benefit P and S Regular	2PAYMFRIG2	3/31/2024	\$12,077.92		HR.SYSTEM					N
Salary & Fringe	5910	000	00000	0000	WAGES NON STDT PROF REGULAR	5BWPAYROLL	3/12/2024	\$8.04		HR.SYSTEM					N
Salary & Fringe	5910	000	00000	0000	WAGES NON STDT PROF REGULAR	5BWPAYROLL	3/26/2024	\$24.12		HR.SYSTEM					N
Salary & Fringe	5960	000	00000	0000	FRINGEN WAGES NONSTDTPROFREG	1PAYBFRIN2	3/12/2024	\$0.95		HR.SYSTEM					N
Salary & Fringe	5960	000	00000	0000	FRINGEN WAGES NONSTDTPROFREG	1PAYBFRIN2	3/26/2024	\$2.85		HR.SYSTEM					N

All entries that meet the business rules for being corrected through a WebCV entry, a “pencil” icon will be displayed on the transaction line. Click on the “pencil” icon next to the transaction that is to be corrected, and a pop-up window will allow you to correct the entry.

### Entry Detail ✕

<b>Journal ID</b> ITSCHARGES	<b>Description</b> ITS ENTERPRISE STORAGE	<b>Eff Date</b> 09/30/2023																								
<b>D/C</b> DEBIT	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Fund</th><th>Org</th><th>Dept</th><th>Subdept</th><th>Grant/Pgm</th><th>lact</th><th>Oact</th><th>Dact</th><th>Fn</th><th>Cctr</th><th>BRF</th><th>SLID/SLAC</th> </tr> </thead> <tbody> <tr> <td>050</td><td>05</td><td>0305</td><td>11000</td><td>50501800</td><td>6215</td><td>000</td><td>00000</td><td>60</td><td>0000</td><td></td><td>/</td> </tr> </tbody> </table>	Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC	050	05	0305	11000	50501800	6215	000	00000	60	0000		/	<b>Amt</b> \$40.00
Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC															
050	05	0305	11000	50501800	6215	000	00000	60	0000		/															
<b>PO</b> none	<b>Voucher</b> none	<b>Univ ID</b> none																								

Correct Entry

If you have security access to use WebCV, you will see the “Correct Entry” button. If you do not have the proper WebCV permission for this entry, the button will not be displayed. If it is determined that a correction is not needed, click on the “x” in the top right of the box.

**Note: Once the CV process is started, the browser’s navigation buttons will be disabled, requiring the user to use the navigation buttons/options within the WebCV window.**

The Correct Entry screen:

#### Original Entry

Journal ID	Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC	Eff Date
ITSCHARGES	050	05	0305	11000	50501800	6215	000	00000	60	0000			9/26/2024

<b>Initial Entry Amt</b> \$40.00 D	<b>Current CV Amt</b> \$0.00 C	<b>Difference Remaining</b> \$40.00
---------------------------------------	-----------------------------------	--

#### New MFK

<b>Fund</b>	<b>Org</b>	<b>Dept</b>	<b>Subdept</b>	<b>Grant/Pgm</b>	<b>lact</b>	<b>Oact</b>	<b>Dact</b>	<b>Fn</b>	<b>Cctr</b>	<b>Debit</b>
050	05	0305	11000	50501800	6215	000	00000	60	0000	\$ 40.00

SLID/SLAC  Univ ID

Description  CV Purpose

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

Original Entry section:

- ✓ Original MFK
- ✓ Journal ID
- ✓ Effective date
- ✓ Amount Fields *(Note: The amount fields will automatically change during the CV process. None of these fields can be directly changed by the user.)*
  - Initial Entry Amt – Remaining amount of original entry left to move (this can be a partial of the original amount if a partial WebCV has already been done on the entry).
  - Correct CV Amt – Amount of the current WebCV being created.
  - Difference Remaining – Amount remaining from the WebCV being completed.

New MFK section:

- ✓ Auto-populates 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 the Budget Reference Field (BRF). The BRF is required when the Grant/Pgm begins with "1", "2", or "3", but the application will automatically retrieve the value.
- ✓ On a correction for a revenue lact, the amount field is labeled "Credit." On an expense correction, it is "Debit". A zero or negative dollar amount is not allowed.
- ✓ Description: Will display in the General Ledger (GL) 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 Univ ID: Display in the GL, but they are optional.
- ✓ CV Purpose: Optional and will not display in the GL, though it can be seen in the Financial Systems Tools journal search. This tool is discussed later in this document.

The expense can be transferred to one or multiple MFKs. In the example shown below – the Subdept has changed for the 1<sup>st</sup> new MFK. This example is moving only \$20.00, not the full \$40.00 available.

**New MFK**

1

Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Ctr	Debit
050	05	0305	10000	50501800	6215	000	00000	60	0000	\$ 20.00

SLID/SLAC	Univ ID
<input type="text"/>	<input type="text"/>

Description	CV Purpose
<input type="text" value="ITS ENTERPRISE STORAGE"/>	<input type="text" value="split out ITS enterprise storage 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.

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

*Note: The Current CV Amt is shown as \$20.00 and only \$20.00 of the original \$40.00 remains to be transferred.*

**Original Entry**

Journal ID	Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Ctr	BRF	SLID/SLAC	Eff Date
ITSCHARGES	050	05	0305	11000	50501800	6215	000	00000	60	0000			9/26/2024

Initial Entry Amt	Current CV Amt	Difference Remaining
\$40.00 D	\$20.00 C	\$20.00

**New MFK**

2

Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Ctr	Debit
050	05	0305	11000	50501800	6215	000	00000	60	0000	\$ 20.00

SLID/SLAC	Univ ID
<input type="text"/>	<input type="text"/>

Description	CV Purpose
<input type="text" value="ITS ENTERPRISE STORAGE"/>	<input type="text" value="split out ITS enterprise storage 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.

The input form now applies to the 2<sup>nd</sup> MFK. Change the Dept: 0312, Subdept 30000 Grant/Pgm: 00000000, and select "Go to Review".

The original entry information is only partly shown. The Difference Remaining is now 0.00, the entire amount possible is being transferred. The MFKs this expense is being transferred to are shown below. Each can be edited or deleted (icons to the right of each MFK line).

Original Entry

Journal ID	Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC	Eff Date
ITSCHARGES	050	05	0305	11000	50501800	6215	000	00000	60	0000			9/26/2024
<b>Initial Entry Amt</b>			<b>Current CV Amt</b>			<b>Difference Remaining</b>							
\$40.00 D			\$40.00 C			\$0.00							

New MFK(s)

Journal ID	Description	Eff Date	D/C	Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC	Amt	CV Purpose
1	ITSCHARGES ITS ENTERPRISE STORAGE	9/26/2024	Debit	050	05	0305	10000	50501800	6215	000	00000	60	0000			\$20.00	split out ITS enterprise storage expense
2	ITSCHARGES ITS ENTERPRISE STORAGE	9/26/2024	Debit	050	05	0312	30000	00000000	6215	000	00000	60	0000			\$20.00	split out ITS enterprise storage expense

Submit Correction Cancel Correction

In this example, edit MFK (2) by selecting “Edit Entry” pencil icon and change the Dept to 0315. Then select “Commit Change”.

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.

New MFK

2

Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	Debit
050	05	0315	30000	00000000	6215	000	00000	60	0000	\$ 20.00

Invalid MFK - DEPT/SUBDEPT DOES NOT EXIST

SLID/SLAC Univ ID

Description CV Purpose

ITS ENTERPRISE STORAGE split out ITS enterprise storage 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.

Commit Change Cancel MFK Edit

Use the “Cancel MFK Edit” button to cancel the MFK in error and to return to the review screen.

New MFK(s)

Journal ID	Description	Eff Date	D/C	Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC	Amt	CV Purpose
1	ITSCHARGES ITS ENTERPRISE STORAGE	9/26/2024	Debit	050	05	0305	10000	50501800	6215	000	00000	60	0000			\$20.00	split out ITS enterprise storage expense
2	ITSCHARGES ITS ENTERPRISE STORAGE	9/26/2024	Debit	050	05	0312	30000	00000000	6215	000	00000	60	0000			\$20.00	split out ITS enterprise storage expense

Submit Correction Cancel Correction

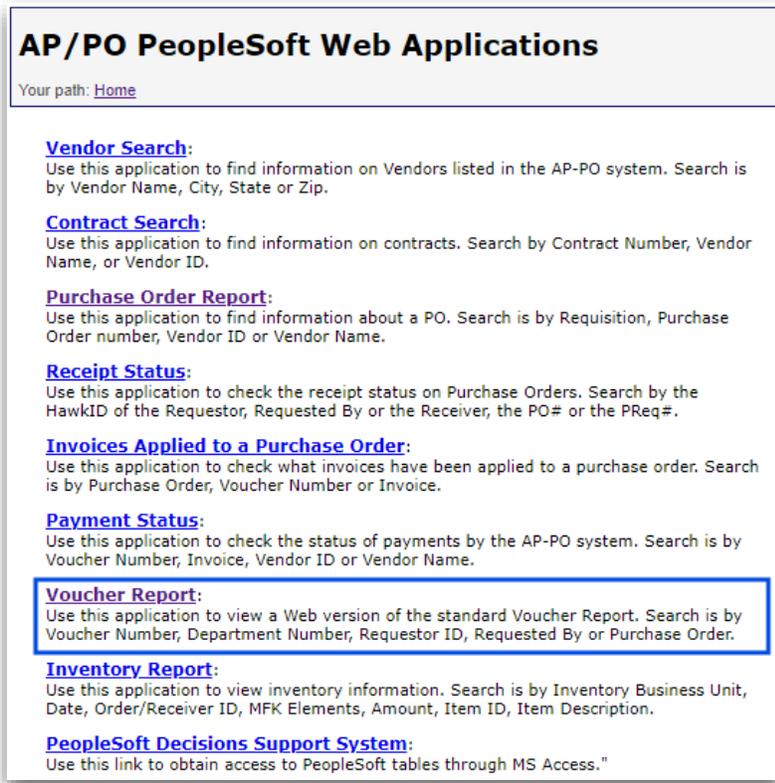


## How to access WebCV through a Voucher:

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 > Business & Financial Systems > Data, Reports & Dashboards > AP-PO PeopleSoft.

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](#)

- [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.
- [Contract Search:](#)**  
Use this application to find information on contracts. Search by Contract Number, Vendor Name, or Vendor ID.
- [Purchase Order Report:](#)**  
Use this application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.
- [Receipt Status:](#)**  
Use this application to check the receipt status on Purchase Orders. Search by the HawkID of the Requestor, Requested By or the Receiver, the PO# or the PReq#.
- [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, Requested By or Purchase Order.
- [Inventory Report:](#)**  
Use this application to view inventory information. Search is by Inventory Business Unit, Date, Order/Receiver ID, MFK Elements, Amount, Item ID, Item Description.
- [PeopleSoft Decisions Support System:](#)**  
Use this link to obtain access to PeopleSoft tables through MS Access."



**Voucher Report**

Search By

Voucher **V1550416** was valid for correction when this document was created.



**Voucher Report: Search by Voucher Number**

Voucher Number:

A search shows this partial screen:

The University of Iowa  
Accounts Payable, 202 Plaza Centre One

Web  
09/25/2024

### VOUCHER REPORT

Special Instructions: Payment will be made with the voucher terms, the earliest of the Discount Due Date or the Scheduled Due Date (see below). Please direct questions to [acctgva@uiowa.edu](mailto:acctgva@uiowa.edu). A negative Gross Amount reflects a credit memo that will be applied to the next payment.  
If the Purchase Order indicates that Receiving is Required (Y), then receiving information is required on the requisition in order for payment to be processed on corresponding vouchers against the Purchase Order. You can add/update receiving information by clicking on the "Receiving" link underneath the workflow approval section of the requisition in eProc. Additional receiving information can be found on the Purchasing web site in the PREQ's section (see link at bottom of page) or you can email us at [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

**Remit address:**  
Fiegel Jennifer  
Access to this address is restricted.

**Requestor (vouchers)**  
No requestor found

**Receiver**  
No receiver found

**Contact (vouchers)**  
Julie Bergeson  
[julie-bergeson@uiowa.edu](mailto:julie-bergeson@uiowa.edu)  
943-

**Voucher Number**  
V1550416

|||||----- Correct Voucher -----|||||

Invoice Number	Inv Date	Terms	Dscnt Due Date	Sched Due Date	Control Group	Purchase Order	Recv'g Req'd	Attachments	Preq #
2150/090524	09/05/2024	00		09/25/2024		N/A	N	<a href="#">Voucher</a>	

LINE	PO LN	UOM	QTY	PS ITEM	DESCRIPTION	UNIT PRICE						
1	0	EA	1.0000		Food: Encounter Cafe 9/5/24	21.50000						
<b>MFK 1</b>	<b>FUND</b>	<b>ORG</b>	<b>DEPT/SDEPT</b>	<b>GRANT/PRGM</b>	<b>IACT</b>	<b>DACT</b>	<b>DACT</b>	<b>FN</b>	<b>CCTR</b>	<b>SLID/SLAC</b>	<b>QTY</b>	<b>EXT AMT</b>
	050	15	285000000	33200195	6137	000	00000	21	9191	N/A	1.00000	21.50

Voucher Comments:

PO Receipt Status:

Discount Amount	0.00
Freight	0.00
Miscellaneous Charges	0.00
Sales Tax	0.00
Use Tax	0.00
Gross Amount	\$ 21.50
If Paid within Discount Terms	\$ 21.50
NET AMOUNT	\$ 21.50

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 V1550416

VCHR179972

	DESCRIPTION	EFF DATE																								
Correct	<table style="width: 100%; font-size: small;"> <tr> <td>FUND</td><td>ORG</td><td>DEPT</td><td>SDEPT</td><td>GRANT/PRGM</td><td>IACT</td><td>DACT</td><td>DACT</td><td>FN</td><td>CCTR</td><td>SLID/SLAC</td><td></td> </tr> <tr> <td>050</td><td>15</td><td>2850</td><td>00000</td><td>33200195</td><td>6137</td><td>000</td><td>00000</td><td>21</td><td>9191</td><td>/</td><td></td> </tr> </table>	FUND	ORG	DEPT	SDEPT	GRANT/PRGM	IACT	DACT	DACT	FN	CCTR	SLID/SLAC		050	15	2850	00000	33200195	6137	000	00000	21	9191	/		09/25/2024 <b>AMOUNT</b> \$21.50 D
FUND	ORG	DEPT	SDEPT	GRANT/PRGM	IACT	DACT	DACT	FN	CCTR	SLID/SLAC																
050	15	2850	00000	33200195	6137	000	00000	21	9191	/																

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 MAS 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 or deleted. The CV can be submitted or cancelled. Once submitted, the journal containing the CV records will not be available in General Ledger (GL) until the next day. When it is in GL, the CV will be contained with a journal ID that begins with **WCV** followed by numbers.

**When and Why am I prompted to answer the Cost Transfer Justification questions:**

If a correction is moving money **to** a sponsored project account (FUND 500 or 510) **and** the first 6 digits to the Grant/Pgm is different than where the money was originally allocated **and** the lact 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 be created.

The CTJ is required due to external sponsors expecting that costs are charged appropriately at the time incurred and that significant adjustments should not be required if adequate financial management practices

and policies exist. The policies were established by the Federal government. For more information in regards to the Cost Transfer Policies and Guidelines, please visit the Grant Accounting website and review the Cost Transfer links (see on right of page): <http://gao.fo.uiowa.edu/grant-and-contract-management/cost-transfers>. 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 lact is 6218.

Original Entry

Journal ID	Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC	Eff Date
TCHRF	510	15	2810	00000	15253600	6218	000	00000	20	0000	01		9/30/2024

Initial Entry Amt: \$388.16 D      Current CV Amt: \$0.00 C      Difference Remaining: \$388.16

New MFK

Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	Debit
510	15	2810	00000	15254000	6218	000	00000	20	0000	01	\$ 388.16

SLID/SLAC:       Univ ID:

Description:       CV Purpose:

CMRF Inv# 100044333      to correct account

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

When this CV is submitted, the following electronic form will be presented. A response must be entered to each question before the CV will 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 a few central administration staff.

### 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 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 that 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](#) and [Cost Transfer Documentation Guidance](#).*

Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstance for originally charging the incorrect account)?

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

Save    Close

If a correction is done on a journal that was created more than 90 days ago, there will be 2 additional questions on 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 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 that 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](#) and [Cost Transfer Documentation Guidance](#).*

Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstance for originally charging the incorrect account)?

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

Why is this cost transfer being requested more than 90 days after the original transaction?

How will you prevent this type of error or situation from happening in the future?

Save Close

Upon final submission of the entry, any CTJ Questions & Answers will be included on the WebCV Summary Page.

## Section 3: Reporting

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### Search Financial Systems Tools:

A search for WebCV, PayCV and GLJE journals can be completed through Financial Systems Tools (FST), which is available through Self Service > Business & Financial Systems > Data, Reports & Dashboards > Financial Systems Tools. For more information on the journal searches, please refer to the FST User Guide available on the “Resources” page of FST as well as published on the Accounting and Financial Reporting website on the Accounting Resources page.

# Section 4: Edits & Permissions

## WebCV application edits:

All transactions submitted through WebCV go through the following edits:

- ✓ MFK is validated
- ✓ Amount field requires a non-zero, positive dollar amount
- ✓ Budget Reference Field (BRF), if applicable, will be automatically populated

Posted transactions on the original side of the entry, as well as changing the IACT on the new side of the entry, are not allowed for the following IACTs:

- ✓ 0001-0999 (balance forward)
- ✓ 1000-2999 (balance sheet) *\*exceptions allowed is 1120*
- ✓ 3340-3360, 7340-7360 (F&A)
- ✓ 3500-3599, 7500-7599 (transfer)
- ✓ 4010-4011 (recurring/non-recurring appropriated fund transfer revenue)
- ✓ 4012 (grant allocated revenue)
- ✓ 4035-4060 (grant revenue)
- ✓ 4100-4198 (Investment revenue)
- ✓ 5000-5999 (salary/fringe expense) *\*exceptions allowed on Journal ID's beginning with 'PAY' and to which do not impact HRPAYCV/CumComp Reports*
- ✓ 6545 (Lease Expense)

The following journal types or journal IDs are not allowed to be corrected through WebCV:

- ✓ Budget journals
- ✓ Encumbrance journals
- ✓ Allocation journals
- ✓ Accrual journals
- ✓ Journals not allowed – journals that begin with
  - 10330JOBS1
  - 1PCRDFLT
  - 1PCRDREV
  - AM
  - CIP
  - PMO
  - SLSTAX

## WebCV application permissions:

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

- ✓ Original entries from the current fiscal year
- ✓ Original WhoKey has to be open for a Grant (fund 500/510)
- ✓ Original WhoKey can be open or closed for a non-Grant (any fund other than 500/510)
- ✓ 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.

WebCV has period 14 established as an independent privilege. If you do not have this special year end privilege when the period 14 timeframe is reached in mid-July, if you click on an entry that is normally available to be CV'd through WebCV, the system will not allow you to CV those entries, e.g. the "correct entry" button will not be displayed.

Period 14 privileges are highly restricted and are intended generally for Org level administrators so your Business Officer must approve this security.

# Section 5: Quick Summary

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- ✓ Use WebCV to make non-salary/fringe accounting corrections.
- ✓ Access to WebCV is requested via Workflow form:  
<https://workflow.uiowa.edu/form/webcvcampusaccess>
- ✓ For problems or questions regarding WebCV or if you are unsure on how to correct an entry, email [AFR-ElecFinTrans@uiowa.edu](mailto:AFR-ElecFinTrans@uiowa.edu).
- ✓ Daily and monthly (closed periods) transactions will be listed in the MAS.
- ✓ CVs are not allowed in adjustment periods, so no correction mode will be found in the MAS adjustment period reports.
- ✓ CVs are initiated either by selecting a line item from the MAS report 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 lct 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 beginning with **WCV** followed by numbers. Journal IDs are assigned per person, per day; all CV entries for a given person on a given day will be combined into a single journal. A new journal ID will be assigned the next day that person creates CVs.
- ✓ Journal lines created via WebCV (as well as PayCV and GL Journal Entry) can be viewed immediately in Financial Systems Tools (available through Self Service).
- ✓ CVs will generally be included in the General Ledger and the MAS report the day after they were created in WebCV.