



*Accounting and Financial Reporting*

# **WebCV**

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

# **Online Application**

# **User Manual**

**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 to 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.

### WebCV Security

Access to use the WebCV application is requested via the Accounting and Financial Reporting’s Workflow form. This form can be found by visiting the Accounting and Financial Reporting website and going to the Financial Systems & Applications page. This will list all the applications/tables/other support that AFR supports along with how to be granted access. Please look for the WebCV section to see the link to the Workflow form.

Financial Systems & Applications page: <https://afr.fo.uiowa.edu/financial-systems-applications>

WebCV Access Workflow form: <https://workflow.uiowa.edu/form/webcvcampusaccess>

### 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 **TDR** 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.

## WebCV User Manual

### ***TDR Report:***

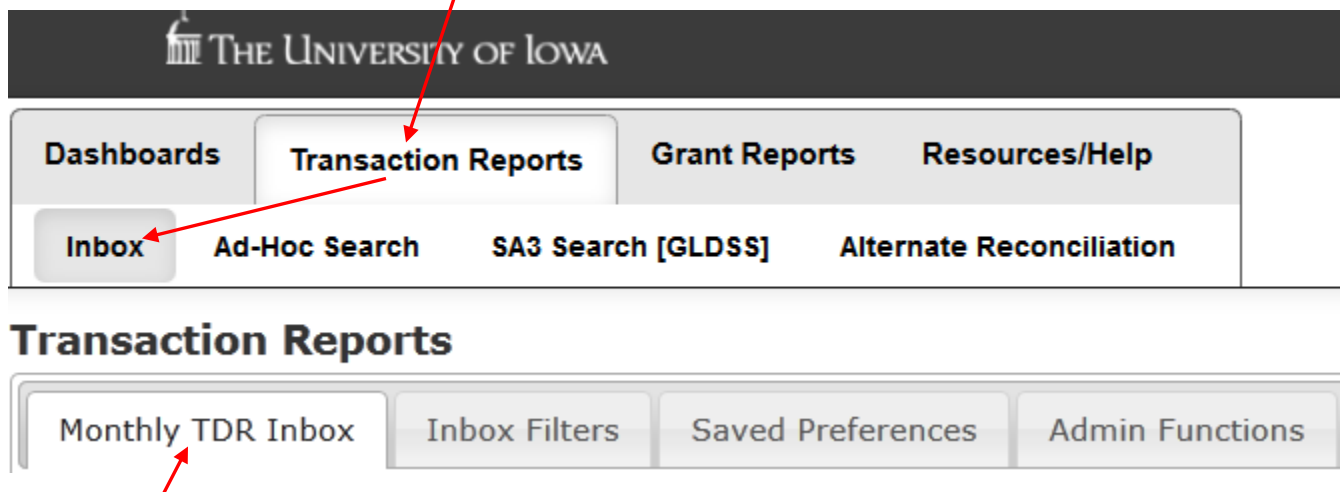
The TDR is a Transaction Detail Report found in the online reporting application Electronic Financial Reports (EFR). From the Transaction Detail section of this report, individual journal lines can be selected for correction.

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 TDR'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 TDR reports through a link in the EFR Inbox.

How to open a TDR in two separate ways:

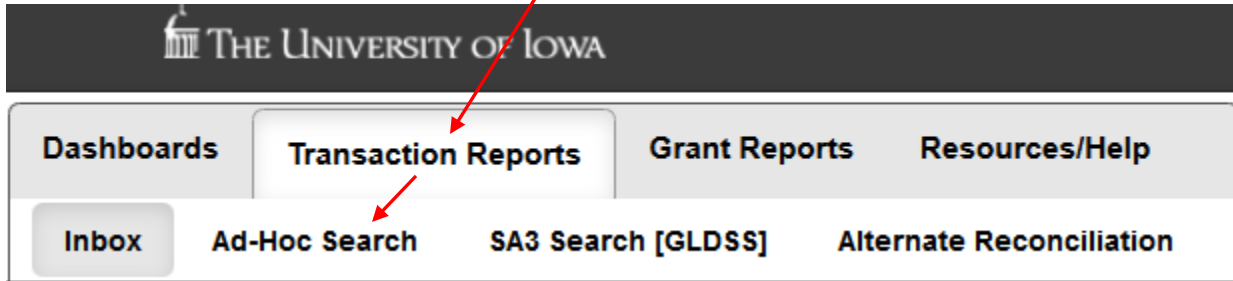
#### 1. Transaction Reports – Inbox:



The “Monthly TDR Inbox” section of the EFR Inbox shows TDR reports for WhoKeys that you are assigned *Account Owner* or *Account Reviewer* and identifies which of these roles you are assigned.

## WebCV User Manual

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

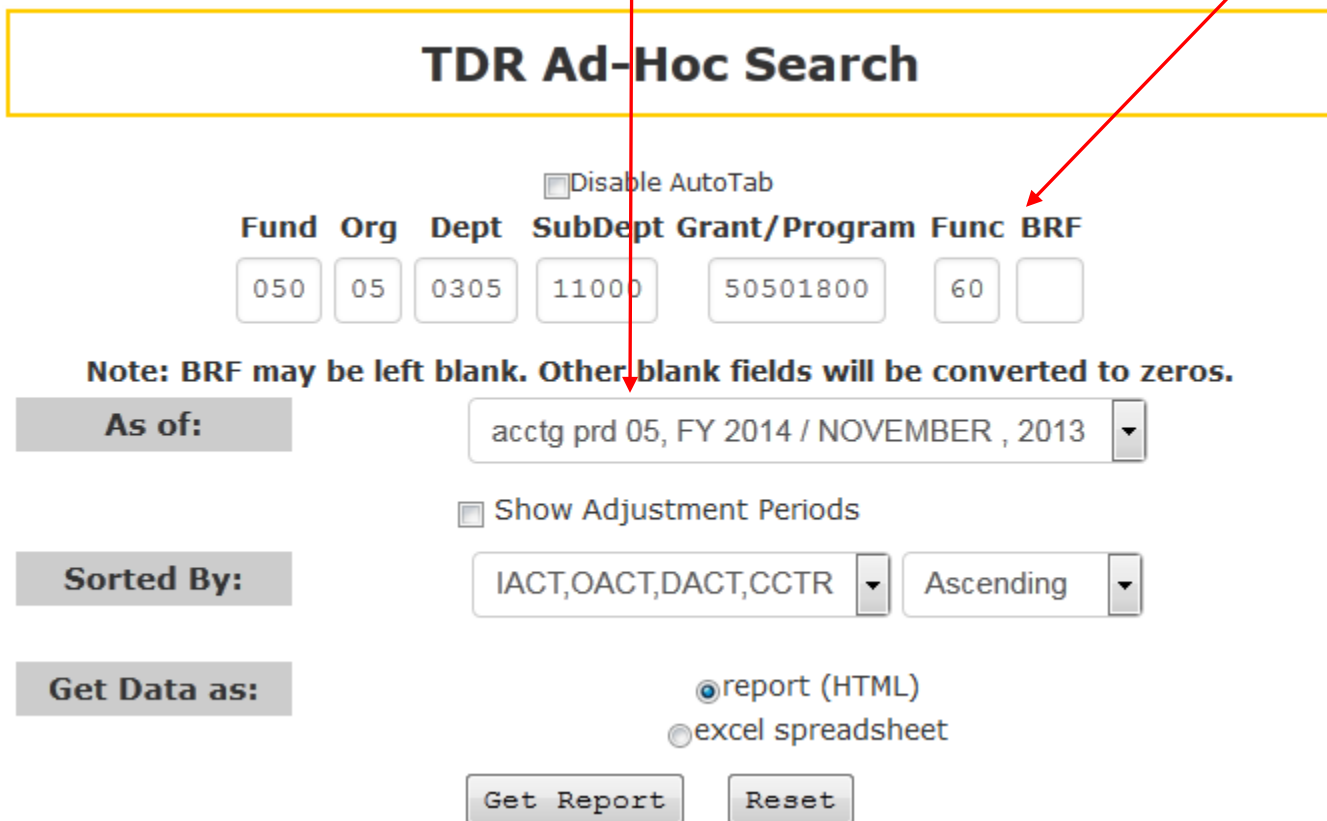


THE UNIVERSITY OF IOWA

Dashboards **Transaction Reports** Grant Reports Resources/Help

Inbox **Ad-Hoc Search** SA3 Search [GLDSS] Alternate Reconciliation

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 2014 / NOVEMBER, 2013**. The default date will be to the current month (also referred to as the “daily TDR”) \*\*\*Please note, TDR reports are only available starting for accounting period 01, FY2011 / JULY 2010.



**TDR Ad-Hoc Search**

Disable AutoTab

Fund	Org	Dept	SubDept	Grant/Program	Func	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 05, FY 2014 / NOVEMBER, 2013

Show Adjustment Periods

**Sorted By:** IACT,OACT,DACT,CCTR Ascending

**Get Data as:**  report (HTML)  excel spreadsheet

Get Report Reset

## WebCV User Manual

Once you have chosen an option of how to open a TDR:

Scroll to the General Expense area under the report section (or simply click on the ‘Go To’ section for GENERAL EXPENSE.

**Go To:** | [SALARY, FRINGE](#) | [GENERAL EXPENSE](#) | [ALLOCATIONS](#) | [ENCUMBRANCES](#) |

GENERAL EXPENSE													
	IACT	OACT	DACT	CTTR	Journal ID	Amount	Eff Dt	SLID/SLAC	User ID	Voucher	PO	Univ ID	Wf
	6026	000	00000	0000	1WEBPCARD1 (?)	\$563.60	11/07/2013		CHAGEN	P0250015			Y
<b>Description</b> UNITED 0162381956092													
No Comments.													
<b>Transaction Comments</b>													
	6026	000	00000	0000	1WEBPCARD1 (?)	\$700.00	11/07/2013		CHAGEN	P0250015			Y
<b>Description</b> NACUBO													
No Comments.													
<b>Transaction Comments</b>													
	6070	000	00000	0000	EPAY000001 (?)	\$144.39	11/19/2013		PROCURE_CARD_APP		1001221420		Y
<b>Description</b> DELL COMPUTER CORPORATION													
No Comments.													
<b>Transaction Comments</b>													

Simply 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.

**WebCV** ✕

### Entry Detail

<u>JRNL ID</u> 1WEBPCARD1	<u>DESCRIPTION</u> NACUBO	<u>EFF DT</u> 11/07/2013																										
<u>D/C</u> DEBIT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>FND</th> <th>ORG</th> <th>DPT</th> <th>SDPT</th> <th>GRANT/PRGM</th> <th>IACT</th> <th>OACT</th> <th>DACT</th> <th>FN</th> <th>CCTR</th> <th>BRF</th> <th>SLID/SLAC</th> <th>AMT</th> </tr> <tr> <td>050</td> <td>05</td> <td>0305</td> <td>11000</td> <td>50501800</td> <td>6026</td> <td>000</td> <td>00000</td> <td>60</td> <td>0000</td> <td></td> <td>/</td> <td>\$700.00</td> </tr> </table>	FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	AMT	050	05	0305	11000	50501800	6026	000	00000	60	0000		/	\$700.00	
FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	AMT																
050	05	0305	11000	50501800	6026	000	00000	60	0000		/	\$700.00																
<u>PO</u> none	<u>VOUCHER</u> P0250015	<u>CHECK NBR</u> none																										
		<u>UNIVID</u> none																										

WebCV Application will open in a new window.

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. 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, 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.

## WebCV User Manual

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 “1”, “2” or “3”), the proper value will be automatically retrieved by WebCV.

## Accounting and Financial Reporting

WebCV

WebCV will be unavailable for a few minutes each evening, starting at 6:40 p.m while CVs created today are processed and sent to the General Ledger for posting.

### Original Entry

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
1WEBPCARD1	050	05	0305	11000	50501800	6026	000	00000	60	0000		/	11/07/2013
<b>Initial Entry Amt</b>			<b>Current Cv Amt</b>					<b>Difference Remaining</b>					
\$700.00 D			\$0.00 C					\$700.00					

**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	11000	50501800	6026	000	00000	60	0000		700.00

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.

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 \$500.00, not the full \$700.00 available.

# WebCV User Manual

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	6026	000	00000	60	0000		500.00
				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 and Justification form. See [Cost Transfer Policy and Guidelines](#) for more information.

Select  to split this expense with an additional MFK.

Note: the Current CV Amt is shown as \$500.00 and only \$200.00 of the original \$700.00 remains to be transferred.

## Original Entry

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
1WEBPCARD1	050	05	0305	11000	50501800	6026	000	00000	60	0000		/	11/07/2013
<b>Initial Entry Amt</b>				<b>Current Cv Amt</b>				<b>Difference Remaining</b>					
\$700.00 D				\$500.00 C				\$200.00					

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	11000	50501800	6026	000	00000	60	0000		200.00
				SLID / SLAC		UNIVID					
				/							
ENTRY DESCRIPTION						CV PURPOSE					
NACUBO						split out nacubo expense					

The input form now applies to the 2<sup>nd</sup> MFK. Change the SDEPT to 20000 and select .

# WebCV User Manual

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. If a new MFK is deleted, it can be retrieved before submitting the CV without re-entering the data.

## Original Entry

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CTTR	BRF	SLID/SLAC	EFF DT
1WEBPCARD1	050	05	0305	11000	50501800	6026	000	00000	60	0000		/	11/07/2013
<b>Initial Entry Amt</b>			<b>Current Cv Amt</b>					<b>Difference Remaining</b>					
\$700.00 D			\$700.00 C					\$0.00					

## New MFK(s)

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

JRNL ID	DESCRIPTION	EFF DT											
WCV0054357	NACUBO	11/12/2014											
D/C	FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CTTR	BRF	SLID/SLAC	AMT
DEBIT	050	05	0305	30000	50501800	6026	000	00000	60	0000		/	\$500.00
UNIVID	CV PURPOSE												
	split out nacubo expense												

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

JRNL ID	DESCRIPTION	EFF DT											
WCV0054357	NACUBO	11/12/2014											
D/C	FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CTTR	BRF	SLID/SLAC	AMT
DEBIT	050	05	0305	20000	50501800	6026	000	00000	60	0000		/	\$200.00
UNIVID	CV PURPOSE												
	split out nacubo expense												

In this example, edit MFK (2) by selecting  and change the DPT to 0315. Then 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	CTTR	BRF	Debit
050	05	0315	20000	50501800	6026	000	00000	60	0000		200.00
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 and Justification form. See [Cost Transfer Policy and Guidelines](#) for more information.

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



## WebCV User Manual New MFK(s)

New MFK (1) -- active													
JRNL ID	DESCRIPTION									EFF DT			
WCV0054358	NACUBO									11/12/2014			
D/C	FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	AMT
DEBIT	050	05	0305	30000	50501800	6026	000	00000	60	0000	/		\$500.00
UNIVID	CV PURPOSE												
	split out nacubo expense												
<input type="button" value="Edit Entry"/> <input type="button" value="Delete Entry"/>													

New MFK (2) -- active													
JRNL ID	DESCRIPTION									EFF DT			
WCV0054358	NACUBO									11/12/2014			
D/C	FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	AMT
DEBIT	050	05	0305	20000	50501800	6026	000	00000	60	0000	/		\$200.00
UNIVID	CV PURPOSE												
	split out nacubo expense												
<input type="button" value="Edit Entry"/> <input type="button" value="Delete Entry"/>													

<input type="button" value="Submit Correction"/> <input type="button" value="Enter Additional MFK(s)"/> <input type="button" value="Cancel Correction"/>
--

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 TDR report.

### Confirm CV Submission

\$ 700.00 to be credited to the Original Entry  
\$ 0.00 remaining from Original Entry

Confirm submission.

Once the CV is confirmed for submission, the "CV completed" notification will be presented along with the option to return back to the TDR report.

### CV successfully completed with a Journal ID of WCV0054358.

If it is before 6:40 p.m., the CV you just created will be sent to PeopleSoft General Ledger tonight.

If it is after 6:40 p.m., the CV will be sent to PS GL tomorrow with an effective date of tomorrow's date.

(Closes this Window)

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 TDR report until general ledger processes run that evening. If there are no errors in the evening processes, the CV will be reflected in the TDR the next morning. The GL journal which contains these CV corrections will have a journal ID that begins with WCV (as noted on the above screen) followed by numbers (e.g. WCV0000098). Journal IDs are assigned per person, per day; each person who create CVs in a given day will have all of their own CV entries contained in a single journal. The next day, a new, different journal ID will be assigned to each person who creates CVs.

## 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 > 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 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 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 History from GL:M:**  
Use this application to retrieve the transaction history from the General Ledger for a given voucher.

### Voucher Report

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 search shows this partial screen:

The University of Iowa  
Accounts Payable, 202 Plaza Centre One

Web  
11/03/2008

### 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 [acntpay@uiowa.edu](mailto:acntpay@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 ePro. 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:**  
State Of Iowa Board Of Regents  
Board Of Regents State Of Iowa  
11260 Aurora Ave  
Urbandale IA 50322-7905 USA

**Requester(vouchers)**  
No requester found

**Receiver**  
No receiver found

**Contact(eVouchers)**  
Kathleen McDonald  
[kathy-mcdonald@uiowa.edu](mailto:kathy-mcdonald@uiowa.edu)  
335-0187

**Voucher Number**  
V0398449

Invoice Number	Inv Date	Terms	Dscnt Due Date	Sched Due Date	Control Group	Purchase Order	Recv'a Req'd	Attachments	PReq #
3360354/102708	10/15/2008	00		11/03/2008		N/A	N	<a href="#">eVoucher</a>	

LINE	PO LN	UOM	QTY	PS ITEM	DESCRIPTION	UNIT PRICE
1	0	EA	1.0000		UI's portion of First Quarter	33,603.54000
<b>MFK 1</b>	<b>FUND ORG DEPT/SDEPT</b>	<b>GRANT/PRGM</b>	<b>I A C T O A C T D A C T F N C C T R S L I D / S L A C</b>	<b>QTY</b>	<b>EXT AMT</b>	
	050 05 030511000	50501800	6070 009 0000060 0000	1.00000	33,603.54	

Voucher Comments:

PO Receipt Status:

<b>Discount Amount</b>	0.00
<b>Freight</b>	0.00
<b>Sales Tax</b>	0.00
<b>Use Tax</b>	0.00
<b>Gross Amount</b>	<u>\$ 33,603.54</u>
<b>If Paid within Discount Terms</b>	
<b>NET AMOUNT</b>	\$ 33,603.54

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
	<b>FUND ORG DEPT/SDEPT GRANT/PRGM I A C T O A C T D A C T F N C C T R S L I D / S L A C</b>	<b>AMOUNT</b>
	050 05 030511000 50501800 6070 009 0000060 0000 /	\$ 33603.54 D

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 TDR 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 retrieve 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 with a journal ID that begins with **WCV** followed by numbers.

# WebCV User Manual

## Accounting and Financial Reporting WebCV

WebCV will be unavailable for a few minutes each evening, starting at 6:40 p.m. while CVs created today are processed and sent to the General Ledger for posting.

### Original Entry

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CTTR	BRF	SLID/SLAC	EFF DT
VCHR009056	050	05	0305	11000	50501800	6070	009	00000	60	0000		/	11/06/2008

<b>Initial Entry Amt</b> \$33603.54 D	<b>Current Cv Amt</b> \$0.00 C	<b>Difference Remaining</b> \$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	CTTR	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 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 IACT is 6218.

### Accounting and Financial Reporting

WebCV

WebCV will be unavailable for a few minutes each evening, starting at 6:40 p.m while CVs created today are processed and sent to the General Ledger for posting.

#### Original Entry

JRNL ID	FND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	EFF DT
ONL137319	500	04	0210	00001	19006603	6218	000	00000	30	0000	01	/	11/10/2014

<b>Initial Entry Amt</b> \$15.00 D	<b>Current Cv Amt</b> \$0.00 C	<b>Difference Remaining</b> \$15.00
---------------------------------------	-----------------------------------	--

**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	18031245	6218	000	00000	20	0000	01	15.00

SLID / SLAC: / UNIVID:

ENTRY DESCRIPTION: CURATION DISTRIBUTION CV PURPOSE: 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 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 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 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 (in other words, explain the error or circumstances 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)?

Submit Cost Transfer Justification

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 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 (in other words, explain the error or circumstances 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 error from happening in the future?

Submit Cost Transfer Justification

### Financial Systems Tools (FST)

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.

### WebCV Edits and Permissions

#### Edits:

*For problems or questions regarding WebCV or if you are unsure on how to correct an entry, please email [Accounting and Financial Reporting](#).*

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 are 1120 & 1350*
- 3340-3360, 7340-7360 (F&A)
- 3500-3599, 7500-7599 (transfer)
- 4010-4011 (recurring/non-recurring appropriated fund transfer revenue)
- 4012 (grant allocated revenue)
- 4013 (deferred revenue)
- 4035-4060 (grant revenue)
- 5000-5999 (salary/fringe expense) *\*exceptions allowed on Journal ID's beginning with 'PAY' and to which do not impact HRPAYCV/CumComp Reports*

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

- Budget journals
- Encumbrance journals
- Journals not allowed – journals that being with
  - 3, 6, 7, 9 (journals related to payroll, balance forward, budget, encumbrance)
  - 10305STAX1
  - 1PCRDFLT
  - 1PCRDREV
  - 1TTIIDIST

## WebCV User Manual

- 1USPLDIST
- 1WEBPCARD2
- 4INVINCOME
- ACABND
- AGENCY
- AM
- APPCLS
- ARSWP
- BONDRPT
- CIP
- CSHSWP
- DEAN
- FEENC
- FINRPT
- FPPAR
- GRAD
- INVTRY
- ONN
- OUT
- OVHD
- 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 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



## WebCV User Manual

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. Each year Accounting and Financial Reporting notifies all Business Officer's who have employees with WebCV privileges to approve access at that time. They can also email Tammy Buchmayer in Accounting and Financial Reporting to request access for someone during the year-end close timeframe.

## Quick Summary

- 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 [Accounting and Financial Reporting](#).
- Daily and monthly (closed periods) transactions will be listed in the TDR.
- CVs are not allowed in adjustment periods, so no correction mode will be found in the TDR adjustment period reports.
- CVs are initiated either by selecting a line item from the TDR 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 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 or a link on the GL DSS home page).
- CVs will generally be included in GL DSS and the TDR report the day after they were created in WebCV.