

Sample 1 - Poor

Doc. Type:	SA (JV Account Document)	Parked Document			
Doc. Number	105977749	Company Code	PUR	Fiscal Year	2020
Doc. Date	06/2/2020	Posting Date	06/20/2020	Period	12
Calculate Tax	<input type="checkbox"/>				
Ref. doc					
Doc. Currency	USD				
Doc. Hdr. Text	Closing Grant				

Itm	PK	Account	Account Short Text	Text	Fund	WBSE	Grant	Amount
1	40	523900	Oth Class/Scient S&E	From grant 1XXXXXXX	41060000	F.XXXXXXXX.02.001	1XXXXXXX	270.13
2	50	523900	Oth Class/Scient S&E	To grant 1XXXXXX9	41060000	F.XXXXXXXX.02.009	1XXXXXX9	270.13-
3	40	536030	Minor Eq-Computer	From grant 1XXXXXXX	41060000	F.XXXXXXXX.02.001	1XXXXXXX	1,210.69
4	50	536030	Minor Eq-Computer	To grant 1XXXXXX9	41060000	8000045829	1XXXXXX9	1,210.69-
5								
6								

Explanation: See attachment

Correcting Document - FV50 Explanation Form

FROM		TO	
Grant(s)/PI:	1XXXXXXX Jane Doe	Grant(s)/PI:	1XXXXXX9 Jane Doe
WBSE(s):	F.XXXXXXXX.02.001	WBSE(s):	F.XXXXXXXX.02.009
Project Period:	4/1/2019 - 3/31/2020	Project Period:	4/1/2020 - 3/31/2023
Project Title:	Effect of Manganese exposure on GABA in Human Brains	Project Title:	GABA and Glutamate in Human Brains exposed to Manganese
Available Balance/Date:	-962.23 6/3/2020	Available Balance/Date:	240,647.59 6/3/2020

*Multiple grants/accounts should be numbered, for example: 1), 2), etc.

Original Document Information (document number, date, amount): FI Document # 5101XXXXXX dated 3/10/20 for \$270.13 and FI Document #5000XXXXXXX dated 3/26/2020 \$1,210.69 Total \$1,480.82	
Explanation: Must clearly show - 1) Why & how error occurred, 2) Allowability & allocability, 3) Reason for correction, 4) Timeliness	1-2) To move charges on Grant 1XXXXXXX, Sponsored Program F.XXXXXXXX.02.001 , Project Period 4/1/2019 -3/31/2020, titled "Effect of Manganese Exposure on GABA in Human Brains", balance \$962.23, to the continuation Grant 1XXXXXX9 , Sponsored Program F.XXXXXXXX.02.009 Project Period 4/1/2020 – 3/31/2023, titled "GABA and Glutamate in Human Brains Exposed to Manganese", balance \$240,647.59 in closing grant 1XXXXXXX. Reference document #5101452653 dated 3/10/20 \$270.13, PO#30980442 \$1210.69. All charges allowable, allocable and reasonable.

***** Note: The explanation must be clearly and carefully worded so that regardless of the passage of time, a person unfamiliar with the situation can fully understand why and how the error occurred, understand the corrective action, and find it appropriate.**

Preparer: Signature	<i>John Jones</i>	Date:5/31/2020	Pre-Auditor: Signature	<i>Sue Smith</i>	Date:6/1/2020
Print	John Jones	Phone:	Print	Sue Smith	Phone:

PI Certification that project received the described expense and correction is proper.

Business Mgr.: Signature		Date:	PI Signature	<i>Jane Doe</i>	5/30/2020
Print		Phone:	Print	Jane Doe	Date:

Sample 2

Doc. Type:	SA (JV Account Document)	Parked Document	
Doc. Number	105977958	Company Code	PUR Fiscal Year 2020
Doc. Date	06/17/2020	Posting Date	06/27/2020 Period 12
Calculate Tax	<input type="checkbox"/>		
Ref. doc			
Doc. Currency	USD		
Doc. Hdr. Text	Doc Correct		

Itm	PK	Account	Account ShortText	Text	Fund	WBSE	Grant	Amount
1	40	523020	Chemicals	Correct Doc# 5100042996	41060000	F.XXXXSXXX.02.003	1XXXXXXXX	164.52
2	40	523020	Chemicals	Correct Doc# 5100042996	41060000	F.XXXXXXXXX.02.002	1XXXXXX8	219.36
3	50	523020	Chemicals	Correct Doc# 5100042996	41060000	F.XXXXXXXXX.02.026	1XXXXXX3	383.88-
4								
5								
6								

Explanation: See attachment

Correcting Document – FVSO Explanation Form

FROM		TO	
Grant(s)/PI:	1XXXXXXX / William Bell	Grant(s)/PI:	1XXXXXX8 / William Bell
IO(s)/Fund(s):	F.XXXSX.XX.02.003	IO(s)/Fund(s):	F.XXXXXXXXX.02.002
Project Period:	9/01/2019 - 8/31/2020	Project Period:	1/01/2020- 12/31/2020
Project Title:	Strengthening Yeast for the Use in the Corn Ethanol Industry	Project Title:	Improvement of the Robust Yeast in the Conversion of Biomass
Available Balance/Date:	\$25,642.51 / 6/17/20	Available Balance/Date:	\$39,321.10 / 6/17/20
Original Document Information (document number, date, amount): Doc. #5100042996 . dated 4/27/20, Total Amt \$877 .44			

FROM	TO	
Grant(s)/PI:	Grant(s)/PI:	1XXXXXX3 / William Bell
IO(s)/Fund(s):	IO(s)/Fund(s):	F.XXXXXXXXX.02.026
Project Period:	Project Period:	3/01/2020 - 2/28/2022
Project Title:	Project Title:	Alternating the Structure of Yeast for Use in the Combustion Engine of the 21st Century
Available Balance/Date:	Available Balance/Date:	\$147,854.19 / 6/17/20
Original Document Information (document number, date, amount):		

Explanation: To correctly charge a portion of FI document # 5100042996 for \$877.44 from grant 1XXXXXX “Strengthening Yeast for the Use in the Corn Ethanol Industry”, Sponsored Program F.XXXSX.XX.02.003 to grant 1XXXXXX8 “Improvement of the Robust Yeast in the Conversion of Biomass” Sponsored Program F.XXXXXXXXX.02.002 in the amount of \$164.52 and to Grant 1XXXXXX3 “Alternating Structure of Yeast...” Sponsored Program F.XXXXXXXXX.02.026 in the amount of \$219.36. The Principal Investigator Dr. William Bell noticed while reviewing charges on Sponsored Program F.XXXSX.XX.02.003 that all the costs of the chemical had been charged to F.XXXSX.XX.02.003 in error. Some of the chemical were being used on F.XXXXXXXXX.02.002 and F.XXXXXXXXX.02.026. Dr. Bell instructed the BO to move \$164.52 to F.XXXSX.XX.02.003 and \$219.36 to F.XXXXXXXXX.02.002. These charges are allowable, allocable and within the project periods.

Preparer: Signature	<i>John Jones</i>	Date: 5/31/2020	Pre-Auditor: Signature	<i>Sue Smith</i>	Date: 6/1/2020
Print	John Jones	Phone:	Print	Sue Smith	Phone:

PI Certification that project received the described expense and correction is proper.					
Business Mgr.: Signature		Date:	PI Signature	<i>William Bell</i>	5/30/2020 Date:
Print		Phone:	Print	William Bell	

Sample 3

Doc. Type:	SA (JV Account Document)	Parked Document		
Doc. Number	105762958	Company Code	PUR	Fiscal Year 2020
Doc. Date	09/17/2020	Posting Date	09/28/2020	Period 03
Calculate Tax	<input type="checkbox"/>			
Ref. doc				
Doc. Currency	USD			
Doc. Hdr. Text	Correct Charge			

itm	PK	Account	Account Short Text	Text	Fund	WBSE	Grant	Amount
1	40	530095	Federal Express	Doc # 105518421	41060000	F.XXXXXXXXXX.02.020	1XXXXXX12	113.80
2	50	530095	Federal Express	Doc # 105518421	41060000	F.XXXXXXXXXX.02.051	1XXXXXX45	113.80-
3								
4								
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Explanation: See attachment

Correcting Document – FV50 Explanation Form

FROM		TO	
Grant(s)/ PI	1XXXX48 / Thomas Barr	Grant(s)/ PI:	1XXXX99 / Thomas Barr
IO(s)/ Fund(s)	F.9XXXXXXXX.02.013	IO(s)/ Fund(s):	F.9XXXXXXXX.02.026
Project Period:	1/1/2020 - 12/31/ 20205	Project Period:	3/1/2019 - 4/30/2021
Project Title:	Building Simulations for Virtual Environments	Project Title:	Design System Architectures for Manufacture
Available Balance/ Date:	\$15,692.15 / 9/17/20	Available Balance/ Date:	\$37,191.36 / 9/17 /20

Original Document Information (document number, date, amount):
doc# 105518421 dated 4/27/20, \$113.80

1-2) To correctly charge Federal Express expense on document #105518421 dated 4/27/20 for \$113.80 to 11XXXX99 Sponsored Program F.9XXXXXXXX.02.026 "Design System Architectures for Manufacture" project period 3/1/2019 = 4/30/2021 from Grant 1XXXX48 Sponsored Program F.9XXXXXXXX.02.013 "Building Simulations for Virtual Environments": The account clerk mistakenly charged the wrong project as both projects are funded by ONR and the PI did not identify which ONR project the charges should go on.

Preparer: Signature	<i>John Jones</i>	Date: 5/31/2020	Pre-Auditor: Signature	<i>Sue Smith</i>	Date: 6/1/2020
Print	John Jones	Phone:	Print	Sue Smith	Phone:

PI Certification that project received the described expense and correction is proper.

Business Mgr.: Signature		Date:	PI Signature	<i>Thomas Barr</i>	5/30/2020
Print		Phone:	Print	Thomas Barr	Date:

Sample 4

Doc. Type:	SA (JV Account Document)	Parked Document			
Doc. Number	105934581	Company Code	PUR	Fiscal Year	2020
Doc. Date	05/18/2020	Posting Date	05/26/2020	Period	11
Calculate Tax	<input type="checkbox"/>				
Ref. doc					
Doc. Currency	USO				
Doc. Hdr. Text	Correcting Errors				

ltn	PK	Account	Account Short Text	Text	Fund	WBSE	Grant	Amount
1	40	523015	Medical Supplies	Doc# 4900383733	41060000	F.1XXXXXXXX.02.001	1XXXXXX67	41.79
2	SO	523015	Medical Supplies	Doc# 4900383733	41060000	F.1XXXXXXXX.02.003	1XXXXX78	41.79-
3	40	523015	Medical Supplies	Doc# 4900385309	41060000	F.1XXXXXXXX.02.001	1XXXXXX67	55.11
4	SO	523015	Medical Supplies	Doc# 4900385309	41060000	F.1XXXXXXXX.02.003	1XXXXX78	55.11-
5								
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Explanation: See attachment

Correcting Document – FV50 Explanation Form

FROM		TO	
Grant(s)/PI:	1XXXXX78/ June Weston	Grant(s)/PI:	1XXXXX67/ June Weston
IO(s)/ Fund (s):	F.1XXXXXXXX.02.003	IO(s)/ Fund(s):	F.1XXXXXXXX.02.001
Project Period:	6/15/2018 • 6/14/2020	Project Period:	1/01/2019 • 12/31/2021
Project Title:	Anxiety in a Genetic Model of Alcoholism: Role of Endocannabinoids	Project Title:	In Vitro and In Vivo PKC Activation Induces D3 and D1 Dopamine Receptor Heteromers
Available Balance/Date:	\$20 .589.42 / 5/18/2020	Available Balance/Date:	\$63,047 .10 / 5/18/2020

Multiple grants/accounts should be numbered for example: 1), 2), etc

Original Document Information (document number, date, amount): Doc# 4900383733/12/2020, \$4179 / Doc# 4900385 3/19/2020 \$55.11

To move charges on documents referenced above from grant 1XXXXX78, F.1XXXXXXXX.02.003, Project Period 6/15/2018 – 6/14/2020 titled “Anxiety in a Genetic Model of Alcoholism: Role of Endocannabinoids” to Grant 1XXXXX67 Sponsored Program F.1XXXXXXXX.02.001, Project Period 1/1/2019 – 12/31/2021 Titled “In Vitro and In Vivo PKC Activation Induces D3 and D1 Dopamine Receptor Heteromers”. Professor Weston noticed while conducting a review of the charges on Grant 1XXXXX78 that charges for medical supplies had been charged to wrong project in error. The charges benefit her account 1XXXXX67, F.1XXXXXXXX.02.001 and are allowable and within the project period. Reference document #4900383733 dated 3/12/20 \$41.79, document #4900385309 dated 3/19/20 \$55.11.

Preparer: Signature	<i>John Jones</i>	Date:	5/31/2020	Pre-Auditor: Signature	<i>Sue Smith</i>	Date:	6/1/2020
Print	John Jones	Phone:		Print	Sue Smith	Phone:	
				PI Certification that project received the described expense and correction is proper.			
Business Mgr.: Signature		Date:		PI Signature	<i>June Weston</i>	Date:	5/30/2020
Print		Phone:		Print	June Weston	Date:	