

Correction Journal Voucher

Document No.	CJV-2024-0012	Date	2024-06-28
Reference	JV-2024-0456	Period	June 2024
Prepared By	Jane Smith	Approved By	John Doe

Description / Reason for Correction

Correction of account coding for invoice INV-20345 previously posted to incorrect expense account.

Correction Entries

Account Code	Account Name	Debit (USD)	Credit (USD)	Description
6101-120	Office Supplies Expense	1,200.00		Reverse incorrect posting
5402-200	Repair & Maintenance		1,200.00	Correct account

Approval

Prepared By	Checked By	Approved By
Jane Smith Date: 2024-06-28	Emily Carter Date: 2024-06-28	John Doe Date: 2024-06-28

Important Notes:

- Correction Journal Vouchers should be supported by proper documentation and approvals.
- This document must reference the original transaction being corrected.
- Corrections should be made promptly to ensure financial records' accuracy and integrity.
- All changes must be reviewed and approved by the authorized personnel.