WHS/Financial Management Directorate
WAAS PPA Correction Request

Fill in the Accounting information for the PPA that <u>needs to be corrected</u>. Place an "X" in the shaded area <u>below</u> the fields that are incorrect:
FROM:

| | | | | | | | | | | | | | PII | | |
BYSM	APPROP	DOCNUM	PE	PRJCD	ORC	OBJ	OD	LI	AMOUNT	PPA	DODA AC	FY	TYP	SER	ACRN

| | Amend | | | | | | | | | | |
CLIN	NUMB	SPIN	DUNS	DSSN	FY	BSYM	LIMT	SCD	Supplemental Information	Voucher Number
									Attach screen print that shows Supplemental	

Fill in the correct Accounting information for the PPA that <u>should have been</u> recorded:
TO:

| | | | | | | | | | | | | | PII | | |
BYSM	APPROP	DOCNUM	PE	PRJCD	ORC	OBJ	OD	LI	AMOUNT	PPA	DODA AC	FY	TYP	SER	ACRN

| | Amend | | | | | | | | | | |
CLIN	NUMB	SPIN	DUNS	DSSN	FY	BSYM	LIMT	SCD	Supplemental	Voucher Number

Select the "Submit by Email" button above to create email to submit completed request to FMDMABSystems@whs.mil. Attach supporting document (a screen print or DOCLOC of the current transaction in WAAS) and send email. Include Document Number in the Subject Line.

Requester Name: Accounting Processor: _____

Requester Phone Number: _____   Accounting Processed Date: _____

WAAS Transaction Correction Request Form v 4-5   September 2011

Instructions for completing the
WAAS Program Project Activity (PPA) Correction Request Form

This form is to be used if you have identified a transaction recorded in WAAS for WHS funds which does not contain a PPA Code or has an incorrect PPA Code.   The request form is intended to be initiated by Budget Execution Staff, typically the Resource Manager.   Managerial Accounting will make the corrections to the accounting system.

The Form is designed as an Adobe fillable form. Provide the Appropriation, Limit, Document Number, Amount and PPA for the transaction as recorded in the Accounting System in the top section of the form. Check the box under the data element that is incorrect. In the bottom section of the form, identify the correct values for the elements of the line of accounting that need to be corrected.

Enter your phone number in case accounting staff need to contact you, and electronically sign the form as the requester.

Print the completed form using the "Print Form" button, if you desire for your records or reference.

Save the document using the naming convention "PPA Correction DOCNUM", where DOCNUM is the document number for the transaction needing correction.

Select the "Submit by Email" button to generate an email to the group email box for FMD Managerial Accounting, Systems. Add the Document Number to the subject line. Attach supporting documentation (a copy of the DOCLOC or print screen from WAAS that shows the supplemental information) and send the email.

Refer to Chapter 13 of the Budget & Accounting Classification Manual for current valid PPA numbers.

Request Form Routing:
1. The Resource Manager (RM) or other Budget Execution staff will identify PPA errors during normal review WAAS accounting reports and create correction forms as needed.   Completed forms will be forwarded to the group email box for FMDMABSystems@WHS.mil.
2. The Management Accountant will review for correction of PPA and, if complete, perform the requested correction within WAAS.   Once completed, the Management Accountant will indicate the completion of the requested action on the request form and return it to the requester.
3. If the Management Accountant is unable to complete the requested action due to needing additional information, the Management Accountant will return the request to the requester, identifying the issue and/or additional information that is required. The requester will submit a new request when the issue is resolved.
4. Once the change is made, the requester will confirm that the change was made as requested.