

ACCOUNTS PAYABLE CORRECTION FORM INSTRUCTIONS

General Information

The Accounts Payable Correction form is used for accounts payable transactions, travel postings and Pcard postings that have been incorrectly charged to the wrong chartfield. Corrections of payroll transactions or deposit transactions should not be corrected on this form. Please refer to the Cost Transfer Policy #97-04 if you have any questions.

Fields that must be completed before you can submit the form for approval and processing:

Description

Include a full description of why an AP correction needs to be recorded in PeopleSoft. Most corrections are done because an incorrect chartfield has been charged.

Journal Lines

The correct chartfield where the expenditure should be charged should be entered on the first line. You must also enter the account, fund, department, program and amount. The incorrect chartfield needs to be entered on the second line along with the original voucher number or transaction ID, vendor number, invoice date and invoice amount preceded by the amount in (credit) format. The amount being adjusted **cannot** be more than the original voucher charged. If any of the items listed above are missing, accounting will return the form back to the originating department.

The form will go through the same pre-audit steps as most vouchers. The form needs to be submitted by the department that is authorized on the chartfield in accordance with the signature authorization forms on file.

Processing

When the form is complete and signed it needs to go to the following:

- Fund 500 - form goes to Office of Sponsored Research for approval; then to General Accounting
- All other funds - form goes directly to General Accounting, Room 103 Carlotti Bldg

PLEASE PROVIDE BACKUP FOR YOUR CORRECTION.

If you have any questions, please contact [Judy Moore](#) 874-4419