

University of Rhode Island
PeopleSoft Accounts Payable Correction Form for A/P, Travel and PCard

Business Unit	URIPS	The department will enter the date of adjustment
Journal Date		

Journal preparer

Authorized
Signer

Description: must be completed or adjustment will be returned

JOURNAL LINES													
Line #	Business Unit	Account (4 digits)	Fund (3 digits)	Dept (4 digits)	Program (4 digits)	Project (7 digits)	Activity	Voucher #/ER #	Vendor #	Invoice Date	Invoice #	Amount Debit / (Credit): credit will be the original distribution; debit will be where the charge moved to	Journal Voucher ID (acctg use only)
1	URIPS												
2	URIPS												
3	URIPS												
4	URIPS												
5	URIPS												
6	URIPS												
7	URIPS												
8	URIPS												
9	URIPS												
10	URIPS												
11	URIPS												
12	URIPS												

APPROVAL SIGNATURE (as needed)

Fund 500 only - Office of Sponsored Projects approval needed

Fund 500 only - If over 90 days, Sponsored & Cost Accounting approval needed

Fund 401 only - Foundation & Alumni Engagement approval needed

Accounts Payable Approval

Instructions:

To be used to correct Accounts Payable, Travel and PCard posting
Provide backup for correction

Distribution:

For all funds, except fund 500 - send to aprec@etal.uri.edu
For fund 500 - send to Office of Sponsored Projects, then to Accounting

Questions:

Accounts Payable - Kristen Scott at kristen_scott@uri.edu or 874-4423
Travel & PCard - Garrett Matteo at garrett_matteo@uri.edu or 874-4431