

Correcting an Expenditure Entry

Created mm/dd/2008

Purpose of this Process

Expenditure Correction transfers cash and corrects expenditures within the same bank account.

i This process cannot be used for Budget, Salary, Accrued Revenue object codes, which have the subtype of 00, 06, 07, and 30.

f Note: The object code used when correcting or transferring for a state treasury (Bank Code 01) account must be an expenditure object code, not a revenue object code.

Security

You need the following security role to correct an expenditure or to transfer cash within a bank account:

- AC_CAMPUS_COA_MANAGER




Process Description






Expenditure Corrections are entered within the Business Process area.

To Enter an Expenditure Correction

Step	Action
1.	<p>Navigate to the Expenditure Correction screen.</p> <ul style="list-style-type: none">a. Start at the Main Accounting Screen.b. Click Business Process in the left column to expand the Business Process menu.c. Click Expenditure Correction under Business Process to display the Expenditure Correction page. (See Image 1.)

Image 1: Expenditure Correction page

- 2.
- Enter situational information pertaining to the correction. Required fields are indicated by an asterisk (*).
- **Description:** Enter a reason or description for the processing the correction.
 - **Reference Number:** Enter a number that you can use to track this correction, such as a vendor’s invoice number.
 - **Occurrence Date*:** Enter the date on which the event being corrected occurred, in the format MM/DD/CCYY (for example, 07/04/2008 for July 5, 2008).
 **Note: Occurrence Date cannot be in the future.**
 - **Customer Id:** Enter a vendor number or person id associated with the transaction; to choose from a list, click the Choose icon () and complete the known fields.
 - **Fiscal Year*:** Select the fiscal year in which the transaction occurred, in the format CCYY.
 - **Purchase Order:** Enter the Purchase Order number (P/O) associated with the transaction; to choose from a list, click the Choose icon () and complete the known fields. Once the desired P/O has been found, click [Use this purchase order].

3.	If a Purchase Order number has been entered, click [Load Purchase Order Details] to link to a specific purchase order in the purchasing system.(NEED DETAILS ON RESULTS)
4.	<p>Enter the correction details.</p> <ul style="list-style-type: none"> ▪ Cost Center: Enter the 6-digit Cost Center; Cost Center Chooser can be accessed by clicking the choose icon (. ▪ Object Code: Enter the 4-digits Object Code; Object Code Chooser can be accessed by clicking the choose icon (. ▪ Amount: Enter the amount, up to 14 digits if using a decimal point. ▪ Debit/Credit: Select Debit or Credit for the amount entered. <p> Note: The total debits for the screen must balance to the total credits.</p> <p>When the information on a line is complete and valid, a green flag () displays to the right of the line. When there is a problem with anything in the line, a red flag () displays.</p>

































	Cost Center	Object Code	Amount	Debit / Credit	
Details: 1.	573999  01 - Al's Project	4001  Donated Equipment	145.93	 / 	 
2.	580090  01 - Al Project	4000  Equipment	145.93	 / 	 
3.	999785  01 - Another acct-245		74.93	 / 	 
4.				 / 	
5.				 / 	
6.				 / 	
			debits \$	220.86	
			credits \$	145.93	
			net \$	74.93	 net must be 0.00

Image 2: Expenditure Correction page – valid and invalid line flags displayed

5.	To clear information from a single detail line, click the delete icon at the end of that line ( .
6.	To clear information from the entire screen, you can click [Clear Form].
7.	Click [Save] to store the correction entered. DOES A MESSAGE DISPLAY?

Additional Documentation

For information about Cost Centers, click here <insert “Cost Centers” link>

For information about Object Codes, click here <insert “Object Codes” link>