

Accounting Corrections / Journal Entries

General Description

Policy Summary:

All departments are able to review transactions posted to the department budget by examining the Budget Status Report.

Exceptions:

None.

Policy Content

Occasionally processing errors may occur. To request a correction or inquire about a transaction, please submit an email to the Controller or the Manager of Disbursements in the Business Office.

For audit purposes, any request for a correction should be submitted with a clear and complete description of the error. The request should include:

- Reference Number
- Transaction Date
- Amount
- Account Number

Attachments

[Journal Entry Form](#)

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	6/14/2019 9:45 AM	Diana Heeren

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration