

# Departmental Corrections Form

Use this form to adjust or correct any *charge/credit* appearing on your Budget Performance Report (BPR) other than payroll/labor charges. Do not use this form to correct *budget* or *encumbrance* transactions. Completed Departmental Correction form(s) with supporting documentation should be submitted as follows:

If any GM PTA is involved, submit form to your Research Service Coordinator;

If no GM PTAs are involved and the transaction is purchase related, submit form to Accounts Payable Services;

If no GM PTAs are involved and the transaction is Student Accounts related, submit form to the Student Accounts Services;

If no GM PTAs are involved and the transaction is related to sources other than Accounts Payable Services or Student Accounts, submit form to Accounting Services.

Select One:

Re-distribute this charge/credit only

Re-distribute this charge/credit and adjust Feeder System

so future transactions will process against revised Banner Indexes / PTAs

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

FROM: The following data must be transcribed from your BPR or online inquiry forms (GL only). (Attach a copy of your BPR highlighting the charge/credit being re-distributed or a copy of the online inquiry form showing the transaction (GL only).)

GL	Account	A/P Detail (Vendor + Invoice) & JE Desc	Category/Source	Effective Date	Organization + Funding Source	JE Line Description	Amount	
GM	Resource Detail	Award	Project	Task	PA Date	Exp Item Date	Transaction Detail (Vendor + Invoice)	Amount

TO: Enter data for where you want the amounts transferred. Leave blank if you do not know where the transaction belongs and are questioning the validity of the transaction. You must attach a copy of the original documentation supporting the transaction if any amount is being transferred to a GM PTA.

GL	Account	A/P Detail (Vendor + Invoice) & JE Desc	Banner Index	Effective Date	Batch Name	JE Line Description	Amount	
GL	Account	A/P Detail (Vendor + Invoice) & JE Desc	Banner Index	Effective Date	Batch Name	JE Line Description	Amount	
GM	Resource Detail	Award	Project	Task	Exp Org	Exp Item Date	Transaction Detail (Vendor + Invoice)	Amount
GM	Resource Detail	Award	Project	Task	Exp Org	Exp Item Date	Transaction Detail (Vendor + Invoice)	Amount

Justification / Description

Authorizing Signatures:

\_\_\_\_\_  
Date      GL Approver / GM Expenditure Approver      Phone

\_\_\_\_\_  
Date      Research Service Coordinator / Accounting Services      Phone

\_\_\_\_\_  
Date      GL Approver / GM Expenditure Approver      Phone

\_\_\_\_\_  
Date      Research Service Coordinator / Accounting Services      Phone

\_\_\_\_\_  
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\_\_\_\_\_  
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