

# Account Correction Form

## Carbondale Campus End User Instructions

### FORM – Account Correction Form

**Use:** To make Accounts Payable, P-Card, Bursar Deposit, Service Department Billing and Payroll corrections to the original account(s) charged.

**Access:** Access the form via the E-forms web site (<https://eforms.siu.edu/>). Adobe Reader must be installed on your computer.

#### Instructions:

For Accounts Payable, P-Card, Bursar Deposit and Service Department Billing Corrections:

**Scan and attach a legible copy of the Funds Available Report of Transactions with the original transaction highlighted, underlined or circled.**

For corrections to future Service Department Billings, please contact the Service Department.

For Payroll Corrections:

**Scan and attach a legible copy of the Fiscal Officer Certification Report with the original transaction highlighted, underlined or circled.**

***If this transaction involves a change in costing/costing distribution, a costing form is required.***

#### **Change the original transaction to the following section:**

Provide the Budget Purpose, Department Activity 1 (if applicable), Department Activity 2 (if applicable), Object Code, Fiscal Year and corresponding dollar amount which should have been charged. Enter only the portion that needs adjusted. There is no need to enter the entire amount.

Provide the name, phone number and e-mail address of the person requesting the correction.

**Signatures:** Fiscal Officer signature(s) are required for each account being charged. Each Fiscal Officer only needs to sign once in the case where they are Fiscal Officer of multiple accounts.

**Routing:** **Forms received without the proper signatures and attachments will not be processed.**

If grant accounts are involved, forward this form with attachment(s) to [gaca@siu.edu](mailto:gaca@siu.edu). If approved, OSPA will route to the appropriate area for further processing.

For Accounts Payable, P-Card, Bursar Deposit and Service Department Billing corrections not involving grant accounts, forward this form with attachment(s) to [acctserv@siu.edu](mailto:acctserv@siu.edu).

For Payroll corrections not involving grant accounts, forward this form with attachment(s) to [hrpayroll@siu.edu](mailto:hrpayroll@siu.edu).