Deposit/Departmental Receipt Correction
(Journal Class COR)
Quick Reference Guide

Approval Workflow
Creator ➔ auto journal edit/budget check ➔ Dept. Business Officer ➔ GCA (if project funded) ➔ Central Finance Office ➔ POST

When processing a journal to correct the chartfields (Account-Fund-Dept-Program/Project) of a departmental deposit, simply debit the original/incorrect chartfields and credit the correct chartfields. This will move the cash into the correct revenue & fund for this deposit.

Proper backup documentation must be attached to the journal to insure approval and posting of the journal. Documentation should include:

1. Receipt number of the incorrect deposit must be documented. It can be found one of two ways:
   a. This number can be obtained from the Financial Services website.

   Logins
   Access Request Help
   Campus Solutions Report site
   Departmental Receipt Info
   b. Run PeopleSoft query NDU_GL046 within the Campus Solutions module which will provide the following output.

<table>
<thead>
<tr>
<th>SF Accounts</th>
<th>Run Date</th>
<th>Business Unit</th>
<th>JE Unit</th>
<th>Journal</th>
<th>Instance</th>
<th>Journal Date</th>
<th>Actv Date</th>
<th>Amt</th>
<th>Dp/O</th>
<th>Amount</th>
<th>Line Desc</th>
<th>State</th>
<th>Perio</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1014</td>
<td>06/27/2019</td>
<td>34001</td>
<td>34001</td>
<td>SFU227550</td>
<td>11013924</td>
<td>6/27/2019</td>
<td>6/27/2019</td>
<td>0.00</td>
<td>1500</td>
<td>350.00</td>
<td>Student Financials Interface</td>
<td>0</td>
<td>12</td>
<td>2019</td>
</tr>
</tbody>
</table>

   2. One of the following showing the journal ID of the original deposit:
   a. A general ledger activity report documenting the incorrect deposit.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SFU1827550</td>
<td>Student Financials Interface</td>
<td>06/27/2019</td>
<td>00</td>
<td>0.00</td>
<td>N</td>
<td>.350.00 USD</td>
<td>USD</td>
<td>.350.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

   b. Query NDU_GL73 results documenting the incorrect deposit.

Other supporting documentation may also be attached.