

Instructions for Completing the Controller's Office Transaction Correction Form

Purpose: This form is used to correct a previous revenue or expense transaction that has posted in Banner. **Do not use** this form for payment toward another department or for budget transfers.

Please note: The Controller's Office can only make corrections to posted transactions, which are transactions that have made it all the way through the approvals process and have posted in Banner's operating ledger. Often, there is a delay between the time transactions are processed in a third party system – such as BearKatBuy or Chrome River – and when the transaction feeds to Banner as a posted transaction, so **please ensure the transaction has posted in Banner before submitting a correction request.**

1. Please use the following instructions to complete the Controller's Office Transaction Correction Form:
 - a. **'Current FOAP' section:** This is where the incorrect information is currently posted.
 - i. Document Number – This is the 8-Digit Document number assigned in Banner to the posted transaction. This number will either begin with the letters DL, F, J, or an I or E, if they are invoice related. The Banner Document Number can be found in the *Document* column on the FGITRND form by drilling down from FGIBDST.
 - ii. Coding – Please enter the following: fund, organization, account, and program fields. These fields **must be completed**. The use of an activity code is optional.
 - iii. Total Amount – Enter the Total Amount to be corrected for the line.
*Repeat as needed if additional lines are required.
 - b. **'Correct FOAP' section:** This is where you want the transaction to post.
 - i. Document Number – Please use same document number as above.
 - ii. Coding - Please enter the following: fund, organization, account, and program fields. These fields **must be completed**. The use of an activity code is optional.
 - iii. Total Amount – Enter the Total Amount to be corrected for the line.
*Repeat as needed if additional lines are required.
 - c. Ensure that the sum of the 'Total Amounts' from the 'Current FOAP' section equals the sum of the 'Total Amounts' from the 'Correct FOAP' section.
 - d. 'Total Amount Transferred' – The total amount of the correction will default in.
 - e. 'Reason for Correction' – Enter the reason for the correction (e.g. Account correction for March P-Card - \$100.00 coded 730000-Consumables should be coded 731500-Refreshments).
 - i. Note: The Description field in Banner is limited to 35 characters, so the Controller's Office will use part of this information for the Description when entering the correction in Banner.
 - f. 'Requestor Information' – Please remember to fill out this section completely.
2. Submit the completed form and any supporting documentation for the correction request (e.g. email from Procurement or other department requesting the correction, screen snips from Banner, etc.) to interdepartmental@shsu.edu.

The Controller's Office will process the correction request and reply to your email with the Document number of the completed journal voucher. You will see it posted once the JV is approved.