

The Correcting Entry Request form is used to correct coding errors on past transactions *except* for AP/Travel Payments and Purchasing Card Transactions. Appropriate department approval, supporting documentation and a detailed explanation are required. **Reference the original transaction ID # on which the coding error occurred**, as well as the date that the transaction shows in the general ledger. [Instructions](#)

Required Reference #: CE \_\_\_\_\_

Please see

for next available number.

Date: \_\_\_\_\_

**Details of Correcting Entry:** (254 characters max) *Required Field*

Provide a detailed explanation of why the correction to the past transaction is necessary. Timeliness is an important component of these transactions. Error corrections should be within 90 days of the original transaction and before the fiscal year-end deadline.

**NOTE: For corrections beyond 90 days of Federal sponsored projects, page 2 must be completed and attached to the Request form.**

**Receiving Department**

Dept Name: \_\_\_\_\_ Dept #: \_\_\_\_\_

- Fund combination the original transaction should have been coded to:

Account	Fund	Dept	Program	Project	Amount	Additional Information if Needed
Total Charge:						

I acknowledge the correction above and authorize the entry as indicated.

**Authorized Signature of Receiving Department** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Authorized Signature of Receiving Department** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

Top Section Completed By: \_\_\_\_\_ Phone # \_\_\_\_\_

**Originating Department**

Dept Name: \_\_\_\_\_ Dept #: \_\_\_\_\_

- Fund combination the original transaction was coded to:

Account	Fund	Dept	Program	Project	Amount	PeopleSoft Information: Original Document/ Journal ID # <i>required</i>	PeopleSoft Information: Date of Original Transaction <i>required</i>
Total Credits:							

I acknowledge the correction above and authorize the entry as indicated.

**Authorized Signature of Originating Department** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

BottomSection Completed By: \_\_\_\_\_ Phone # \_\_\_\_\_

**Receiving Department:**  
**Route this form to:**  
 Accounting Office  
 Old Main 11  
 Phone (701) 231-7432  
 Fax (701) 231-6194

## Correcting Entry Justification for Federally Funded Projects

Instructions: This form should be completed and attached to each correcting entry request form which involves a federally sponsored project; guidelines state that corrections of clerical or bookkeeping errors should be accomplished within 90 days of when the error was discovered. Please answer the questions below.

1. Is this correction being accomplished within 90 days of when the error was discovered? If no, why is this correcting entry more than 90 days of when the error was discovered?

2. What corrective action has taken place to eliminate the need for corrections of this type in the future?

<b>Receiving Department:</b> <b>Route this form to:</b> Accounting Office Old Main 11 Phone (701) 231-7432 Fax (701) 231-6194
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