

U of C Guidelines



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Chart field corrections
Salary and Benefit Adjustment (SBA)



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General Notes:

For audit purposes, documentation must provide adequate details that support each journal line.

All documentation must be provided in an electronic format attached to the completed journal correction/transfer form and:

- Demonstrate the original transaction was posted to the incorrect chart field string (using eFIN screenshots/PeopleSoft or Cognos queries downloaded to Excel, etc)

- Evidence of the time period when the original transaction was incurred

 - o **if incurred in a prior fiscal year, additional approvals are required**

- Include approval from budget owner where the transaction was originally processed to

- Include approval from budget owner where the transaction will be moved to

- Must clearly show the complete chart field string and the amount

Financial records and supporting documentation must be retained for a period of 7 years (6 previous years plus the current year) for audit verification and review per federal and provincial retention legislation.

Authorization/Approval

All transactions in the journal correction/transfer form



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posting. Journal entries which do not pass either the combo edit or the budget check will be sent back to the requestor to identify the correct solution