

# Accounting Department – Journal Entry Correction Request

## Requesting Journal Entry Correction

Original Date: April 1, 2011  
Revision Date: August 26, 2011

### Applies to:

All UNTHSC employees

### Purpose:

The Journal Entry Correction request is made to correct journal entry transactions, by moving expenses or revenues from one DeptID to another, and/or from one account type to another.

### Form(s):

- The Journal Entry Correction Form is located on the Accounting Department website under "Forms".
- This is used by the DeptID Holder to correct a journal entry.

### Process:

- The Journal Entry Corrections form must be routed through the DeptID Holder and appropriate VP or Dean's Office.
- The Accounting Department will only process Journal Entry Corrections with approval from the VP or Dean's Office.
- Please complete the form and route via email to the Accounting Department.
- The Accounting Department will forward a response back to the requestor once the process has been completed.

### Exceptions to Procedure:

As of the revision date, there are no exceptions.

### Training:

N/A

### Additional Information:

- For questions concerning voucher corrections, contact [Payment Services](#) at (817) 735-2530.
- For all other assistance, contact the [Accounting Department](#) at (817) 735-5025.