



University Controller's Office Transaction Correction Attachments Matrix

For any transaction correction where a USCSP is involved, the [Cost Transfer Justification Form](#) must be attached also.

Transaction Type		When to Use	Attachments	Key Notes
Journal Entries (JE)	General JE (All)	Any JE processed in PeopleSoft	<ul style="list-style-type: none"> • PeopleSoft or Finance Intranet screenshots supporting amounts • Spreadsheets, emails, or memos explaining the entry 	Upload on the Lines tab. Attachments are required for approval <i>and</i> posting.
	Regular Transfer (86000 / 81000)	Funding support between departments; no goods or services exchanged (not allowed on USCSP)	<ul style="list-style-type: none"> • Screenshot/report showing available funds in the 86000 dept • Memo/agreement/email explaining why funds are being transferred and how they'll be used 	If goods or services are involved, this is the wrong correction type.
	Internal Transfer (5xxxx / 6xxxx)	One department provides goods or services to another	<ul style="list-style-type: none"> • Internal invoice detailing goods/services • Memo/agreement/email explaining why the transfer is being made 	Invoice must clearly show <i>what</i> was provided.
	Indirect Cost (IDC) Entry (43000)	Redistribution of previously posted IDC charges	<ul style="list-style-type: none"> • Screenshot/report showing funds available • Explanation of why IDCs are being moved 	Be as specific as possible about the issue being corrected.
	Move of Prior-Posted Non-USCSP Transaction	Transaction already posted to the GL and needs correction	<ul style="list-style-type: none"> • Screenshot showing original GL posting (to confirm JE vs JV vs APEX) • Memo/email explaining why the transaction must be moved 	Highlight the relevant transaction to the JE.
	JE Moving Prior-Posted USCSP Sponsored Award	Moving expenses on or off a USCSP project after posting	<ul style="list-style-type: none"> • CTJ Form (completed & PI signed) • Screenshot showing original GL posting • Explanation supporting the transfer 	CTJ is mandatory anytime funds move after posting on a USCSP project.
APEX	Correcting a posted and paid expense report	<ul style="list-style-type: none"> • Detailed written justification • Supporting documents (receipts, invoices, spreadsheets) • GL screenshots or original expense report attachments 	Documentation should be detailed enough for someone unfamiliar with the transaction to understand the correction.	
Journal Voucher (JV)	Correcting a posted and paid AP voucher	<ul style="list-style-type: none"> • Justification explaining the correction • Screenshot of the original AP invoice • Screenshot of the charge from Finance Intranet GL Activity page 	JVs must net to zero and are only used for paid AP vouchers.	
Retro	Moving payroll expenses after payroll has posted	<ul style="list-style-type: none"> • Completed Payroll Retro Funding Change Form 	Use the current Retro form, correct paycheck date, and correct Chartfields. All required signatures (including PI, if applicable) must be obtained.	
DEP JE – Regular Deposits	Moving deposits after Bursar approved and posted to GL	<ul style="list-style-type: none"> • Justification explaining the correction • Screenshot of deposit from Finance Intranet GL Activity Page • Backup from original deposit 	As with the regular deposit, remember to not include any secure, personal or banking information.	