

AOSD Flash # 267: Correction/Allocation of Expenditure & Revenue in Source Module

WHO: All PeopleSoft Financials and Procurement Users

WHAT: It is required to correct/reallocate revenues and expenditures in their respective source modules. Effective immediately,

1. For non-labor expenditure allocation, please process as guided in the attached job aid.
2. For accounts receivable correction/reallocation:
 - a. If the deposit was processed through Direct Journal, create a negative deposit/payment using the same ChartField string to net out the original payment. Then process a new deposit/payment using the desired ChartField string.
 - b. If the deposit was processed through Payment Worksheet, unpost the payment, close the original Open Item, recreate an Open Item with the desired ChartField string, and then repost the payment.

Instructions on labor expenditure allocation will be issued at a later time.

QUESTIONS: Please contact your fund accountant.



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