Rollins College Office of Finance
Journal Entry Correction Form

Step 1 – Print the budget that contains the transaction(s) you wish to change using Budget Viewer, FoxLink, or Banner. Please highlight or otherwise mark the transaction line item(s) you wish to change.

Step 2 – Explain the change or correction you desire, including the cause of the error.

Step 3 – Enter the transaction(s) you wish to change AS INITIALLY POSTED.

#	Fund	Org	Account	Amount	Doc Ref Number

Step 4 – Indicate the correct fund, org and account for each line above.

#	Fund	Org	Account	Amount	Doc Ref Number

Step 5 – ATTACH PRINTED REPORT FROM STEP 1. Obtain signatures and submit completed form to Finance at Campus Box 2715.

Prepared By:

_____ _____ _____

Signature Name Printed Date

Approved By:

_____ _____ _____

Signature Name Printed Date

Department: _____ Campus Box:_____ Ext: _____

FORMS MISSING INFORMATION OR THE BUDGET PRINTOUT WILL BE RETURNED. FOR ASSISTANCE PLEASE CALL EXTENSION 2428 OR 2475.

Clear Form