

FAQ-Accounting Correction

Funding Type

Most common

290 –Fund starts with 1

751-Fund starts with 3, 5, 7

When to do Accounting Correction

Making corrections within one funding type requires an accounting correction form. (i.e. from 10001 to 11202)

An Accounting Correction will move the original expense and return the used budget back to the originally charged fund. It will decrease the budget only in the correct fund.

When to do Check Request

Making corrections between funding types requires a check request. (i.e. from 10001 to 50010)

A check request will not increase the budget where the original purchase was made. This will only move the expense to the correct fund. Both funds will show a charge against the budget.