

## 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:

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Signature	Name Printed	Date
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Approved By:

\_\_\_\_\_

Signature	Name Printed	Date
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Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_ Ext: \_\_\_\_\_

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