

# OFFICE OF THE CONTROLLER

## Transaction Corrections

### Top 10 Q and A

January 2026



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# Top 10 Transaction Corrections Q and A



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# #1 Transaction Corrections Q and A

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**How soon should a correction be made after an error is discovered?**

- ✓ Corrections should be submitted as soon as an error is identified.
- ✓ Best practice is within the same accounting period.
- ✓ Corrections should be completed no later than the next month-end close.
- ✓ Delayed corrections can create discrepancies across fiscal periods and complicate both reporting and audits.



# #2 Transaction Correction Q and A

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Are there deadlines for submitting journal entries or corrections?

- ✓ The Controller's Office publishes **official month-end and year-end closing deadlines**
  - Month-end deadlines are included in the Dates and Deadlines to Remember section of the [Newsletter](#).
- ✓ Journal entries or corrections submitted after published deadlines may require written justification or may need to be recorded in a subsequent accounting period.
- ✓ Departments are encouraged to review the most current GL Closing Schedule included in each newsletter to ensure submissions are planned and completed on time.



# #3 Transaction Correction Q and A

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## Can I copy or reuse a previous journal entry?

**Common Mistake:** Reusing a journal without updating all fields can result in duplicate entries or incorrect account coding.

- ✓ PeopleSoft Finance allows users to copy a previous journal entry when creating a new entry with similar characteristics.
- ✓ All critical fields must be reviewed and updated, including:
  - Journal description and explanation
  - Accounting date
  - Chartfields



# Copying a JE

**Step 1:** To copy a JE, use the **Lines** tab on a previous JE.

**Step 2:** Select **Copy Journal** from the **Process** drop-down.

**Step 3:** Check the box next to Recalculate Budget Date.

**Step 4:** Ensure all information is updated and correct before submitting.

The screenshot shows the 'Create/Update Journal Entries' screen with the 'Lines' tab selected. The 'Process' dropdown is set to 'Copy Journal'. The 'Journal Entry Copy' dialog box is open, containing fields for Business Unit (USC01), Copy From ID (0000226371), Copy From Date (01/21/2026), and various reversal and ADB reversal date options. The 'Recalculate Budget Date' checkbox is checked. The 'OK' button in the dialog box is highlighted with a red box.



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# #4 Transaction Corrections Q and A

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## What happens if a journal entry is denied or sent back?

- ✓ When a journal entry is denied, returned, or terminated, it will appear in the user's PeopleSoft Finance worklist.
- ✓ Approver comments will outline required changes, such as:
  - Missing or insufficient documentation
  - Incorrect Chartfields
  - Incomplete explanations
- ✓ Departments should address all noted issues, attach any additional supporting documentation, re-edit, and resubmit the journal entry for approval in a timely manner.



# #5 Transaction Corrections Q and A

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## How do I interpret the meaning of JE numbers in PeopleSoft Finance?

- ✓ JE numbers follow a consistent structure.
- ✓ Prefixes identify the originating source, such as:
  - **AP** – Accounts Payable
  - **BNR** – Banner
  - **PAY/RPAY** – Payroll/Retro
- ✓ Understanding JE numbers assists with transaction research and General Ledger reconciliation.
- ✓ The Controller's Office provides reference documentation explaining JE number meanings for departmental users.



# Journal Entry Number Chart

Use this chart as tool to understand what each JE does and how it can or cannot be adjusted.

JE Number	Source	System/Manual Generated	Description	Reference Field	How to Correct
ADD0123456	AM	Manual/System	Asset Additions	Blank	Entry can not be adjusted
ADJ0123456	AM	Manual/System	Asset Adjustment	Blank	Entry can not be adjusted
RECAT23456	AM	Manual/System	Asset Recategorization	Blank	Entry can not be adjusted
RET0123456	AM	Manual/System	Asset Retirement	Blank	Entry can not be adjusted
TRF0123456	AM	Manual/System	Asset Transfer	Blank	Entry can not be adjusted
LSEPY23456	AM	Manual/System	Capital Lease Payable	Blank	Entry can not be adjusted
DEPR123456	AM	Manual/System	Depreciation Expense	Blank	Entry can not be adjusted
AP00123456	AP	System	AP Accruals	AP voucher number	Journal Voucher eForm
AP00123456	AP	System	AP Cancelled Payments	AP voucher number	Entry can not be adjusted
AP00123456	AP	System	AP Close Vouchers	AP voucher number	Entry can not be adjusted
APPY123456	AP	System	AP Payments	AP voucher number	Entry can not be adjusted
ARM0123456	AR	System	GFM AR Maintenance	Blank	Manual Journal Entry (check with GFM first)
ARP0123456	AR	System	GFM AR Payments	Blank	Manual Journal Entry (check with GFM first)
DEP0123456	AR	System	AR Direct Cash Journal	Blank	Manual Journal Entry
BI00123456	BI	System	GFM Billing	Blank	Manual Journal Entry (check with GFM first)
BNR0123456	BNR	System	Banner	Various term and detail code info	Manual Journal Entry (check with Bursar's Office first)
EXA0123456	EX	System	Expense Accrual	Expense report number	Expense Module Correction Form (Apex)
EXC0123456	EX	System	Expense Sheet Close	Expense report number	Entry can not be adjusted
EXP0123456	EX	System	Expense Payment	Expense report number	Entry can not be adjusted
EXX0123456	EX	System	Expense Canceled Payment	Expense report number	Entry can not be adjusted
EXU0123456	EXU	System	Expense Ues Tax Accrual	Expense report number	Expense Module Correction Form (Apex)
CAGM123456	GM	System	CA Grants	Blank	Manual Journal Entry (check with GFM first)
GM00123456	GM	System	F&A Calculations	Blank	Manual Journal Entry (check with GFM first)
0000123456	ONL	Manual	Regular Journal Entry	Free field value when creating JE	Manual Journal Entry
COR0123456	ONL	Manual	Journal Entry correction	Free field value when creating JE	Manual Journal Entry
REV0123456	ONL	Manual	Journal Entry Reversal	Free field value when creating JE	Manual Journal Entry
RPAYA12345	ONL	Manual	Payroll Retro	Free field value when creating JE	Payroll Retro Form
PAY0123456	PAY	System	HR Payroll	Blank	Payroll Retro Form
TR00123456	TR	Manual/System	Treasury	Bank statement accounting ID	Manual Journal Entry (check with Controller's Office first)

# #6 Transaction Correction Q and A

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**How do I determine whether to record a debit or a credit in a correction?**

- ✓ Proper determination of debits and credits is essential when correcting accounting errors.
  - **Expenses and assets** increase with debits
  - **Revenues and liabilities** increase with credits
- ✓ When correcting transactions:
  - Identify which account should increase or decrease
  - Debit the correct account and credit the incorrect one
- ✓ All journal entries must balance before submission.



# Debits/Credits

Account Number	Account Name	Accounting Debit Effect	Accounting Credit Effect	PeopleSoft JE Positive Effect	PeopleSoft JE Negative Effect	Intranet Signs Compared to PeopleSoft
1xxxx	Assets	Increase	Decrease	Increase	Decrease	Same as PeopleSoft
2xxxx	Liabilities	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
4xxxx	Revenue	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
5xxxx	Expense	Increase	Decrease	Increase	Decrease	Same as PeopleSoft
6xxxx	Contra Expense	Decrease	Increase	Decrease	Increase	Same as PeopleSoft
81xxx	Transfer In	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
86xxx	Transfer Out	Increase	Decrease	Increase	Decrease	Same as PeopleSoft

- For example, a credit/negative value increases revenue (4xxxx account codes) while a debit/positive value increases an expense account (5xxxx).
- The last column shows the values in the Finance Intranet, which on some occasions, are reversed when compared to PeopleSoft since the Intranet is for more formal reporting purposes.



# #7 Transaction Correction Q and A

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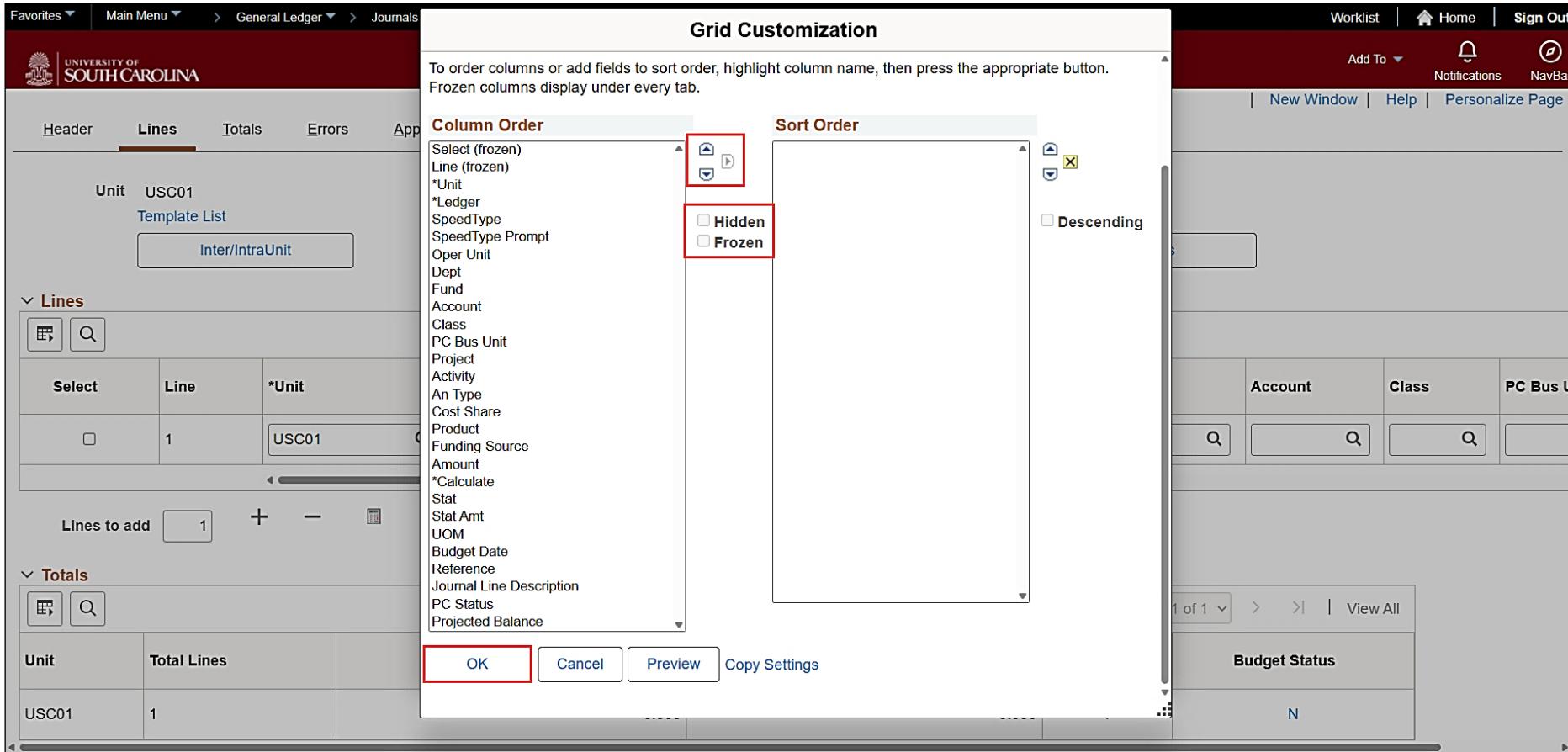
**How do I personalize the Journal Entry Lines tab in PeopleSoft to be more efficient?**

**Best Practice:** Save personalized settings to maintain consistency across journal entry submissions.

- ✓ PeopleSoft allows users to personalize the Journal Entry Lines tab by:
  - Hiding unused columns
  - Reordering fields
  - Applying default filters
- ✓ Personalized views can Improve efficiency and reduce data entry errors



# Personalize Journal Entry Tabs



The screenshot shows the University of South Carolina General Ledger Journals interface. The main menu path is Favorites > Main Menu > General Ledger > Journals. The 'Lines' tab is selected. The 'Lines' section shows a table with columns for Select, Line, and \*Unit, with 'USC01' selected. The 'Totals' section shows a table with columns for Unit and Total Lines, with 'USC01' and '1' selected. A 'Grid Customization' dialog box is open, titled 'Grid Customization'. It contains two main sections: 'Column Order' and 'Sort Order'. The 'Column Order' section lists various fields: Select (frozen), Line (frozen), \*Unit, \*Ledger, SpeedType, SpeedType Prompt, Oper Unit, Dept, Fund, Account, Class, PC Bus Unit, Project, Activity, An Type, Cost Share, Product, Funding Source, Amount, \*Calculate, Stat, Stat Amt, UOM, Budget Date, Reference, Journal Line Description, PC Status, and Projected Balance. The 'Sort Order' section contains buttons for 'Hidden' and 'Frozen'. The 'OK' button at the bottom of the dialog box is highlighted with a red box. The right side of the interface shows a 'Worklist' with '1 of 1' results, a 'Budget Status' section, and a 'NavBar' with 'Worklist', 'Home', 'Sign Out', 'Add To', 'Notifications', and 'Personalize Page'.

Use the [Quick Reference](#) for further details on personalizing the Journal Entry tabs.



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# #8 Transaction Corrections Q and A

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## Do I need an attachment for my entry?

- ✓ Attachments should clearly explain the reason for the entry and support the amounts and Chartfields used.
- ✓ Acceptable documentation may include invoices, reports, screenshots, spreadsheets, or email approvals.
- ✓ Entries submitted without adequate documentation may be returned or denied during review.
- ✓ Clear and complete attachments help speed approval and support audit and compliance requirements.



# Attachments

Correction Type	Attachments	Key Notes
Journal Entry	<ul style="list-style-type: none"><li>• Screenshots or pages from PeopleSoft or the Finance Intranet supporting the entry amount</li><li>• Spreadsheets, emails, or memos explaining why the JE is needed</li><li>• Cost Transfer Justification (CTJ) responses if a USCSP project is involved</li></ul>	Attachments are required for approval and posting. Each attachment should include a clear description in the Description field.
Apex	<ul style="list-style-type: none"><li>• Detailed justification</li><li>• Supporting documentation such as invoices, receipts, spreadsheets, GL screenshots, or original expense report attachments</li><li>• Cost Transfer Justification (CTJ) responses if a USCSP project is involved</li></ul>	Documentation must be detailed enough for someone unfamiliar with the transaction to understand the correction. Apex corrections cannot be used to fix a prior Apex.
Journal Voucher	<ul style="list-style-type: none"><li>• Justification explaining the correction</li><li>• Screenshot of the invoice from the original AP voucher</li><li>• Screenshot of the charge from the Finance Intranet GL Activity page</li><li>• Cost Transfer Justification form if moving charges to a USCSP Chartfield</li></ul>	JVs are zero-dollar adjustments used only for posted and paid AP vouchers and must net to zero.
Retro	<ul style="list-style-type: none"><li>• Completed Payroll Retro Funding Change Form</li><li>• Cost Transfer Justification form if moving expenses on or off a sponsored award</li></ul>	Use the current form, original paycheck date, and correct funding Chartfields. All required signatures, including the PI (if applicable), must be obtained.

# #9 Transaction Correction Q and A

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**How do I know which correction type to use? Do I do a JE, JV, Apex, or Retro?**

- ✓ The appropriate correction type depends on the **origin** of the transaction and the system or process that initially recorded the activity.
- ✓ Selecting the correct correction type ensures transactions post accurately, route through the appropriate approval workflow, and are reflected correctly in financial reporting.
- ✓ Review the JE prefix in the General Ledger to confirm the source module before choosing a correction type.
- ✓ When a sponsored project is involved, confirm whether additional documentation is required before submitting.



# Corrections Types

## Journal Vouchers

- Used to adjust or correct posted and paid AP vouchers in the AP module
- Zero amount vouchers and all adjustments must have a zero effect to the voucher
- Post to the GL with an APxxxxxxxx journal entry

**JV**

## Payroll Corrections

- Used to correct items originally processed in Payroll/HCM
- All requests must include back-up that shows where the salary expense was originally charged and the Cost Transfer Justification Form.
- Post to the GL with a PAYxxxxxxxx journal entry.

**RETRO**

**APEX**

## Expense Module Corrections

- Used to adjust or correct paid expense reports for Travel, Employee Reimbursement (non-travel), Procurement Cards and Team Cards.
- The use of this module will allow corrections and adjustments to be connected directly with the original expense report.
- Post to the GL with an EXxxxxxxxx journal entry

**JE**

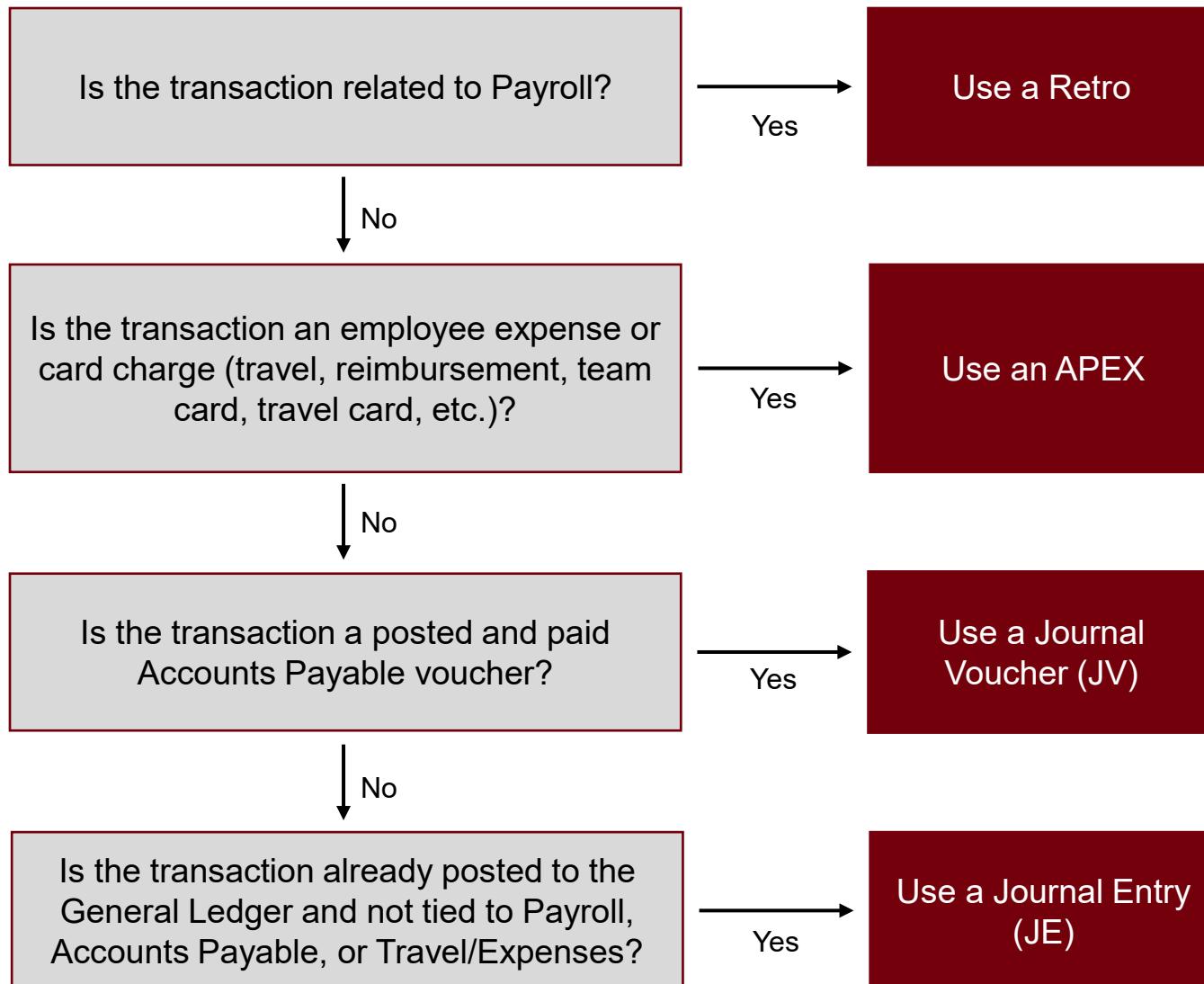
## Journal Entries

- Used to correct deposits (post to GL with a DEPxxxxxxxx journal entry)
- Records Intra-institution transfers (5xxxxx/6xxxxx IIT)
- Used to record 86xxx/81xxx transfer entries
- Correct previously posted ONL JEs, pre-PeopleSoft transactions, and any single pay SPxxxxxxxx AP supplier vouchers



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# Correction Type Decision Tree



- **Retro:** Correct funding for payroll expenses.
- **Apex:** Correct Chartfields on paid expense and card transactions.
- **Journal Vouchers (JV):** Make zero-dollar corrections to paid Accounts Payable vouchers.
- **Journal Entries (JE):** Correct or reclassify non-payroll, non-expense transactions in the General Ledger.



# #10 Transaction Corrections Q and A

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**What is the difference between an 86/81 transfer and an internal transfer?**

**Tip:** Ensure the attachments match the type of transfer being used.

- ✓ An 86/81 transfer is used to transfer funds between departments when no goods or services are changing hands.
- ✓ An internal transfer is used to transfer goods or services between departments at the university.
- ✓ 86/81 transfers use account codes 86000/81000, whereas internal transfers use account codes 5xxxx/6xxxx.



# Questions



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# Resources & Contacts



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# Transaction Correction Resources

- [General Ledger](#) webpage
- [Transaction Corrections Webinar Recording](#)
- [Transaction Corrections Presentation](#)
- [Apex eForm Training Recording](#)
- [Apex eForm Training Presentation](#)
- [Apex Voucher eForm Job Aid](#)
- [Journal Entry Training Recording](#)
- [Journal Entry Training Presentation](#)
- [Journal Entry Job Aid](#)
- [Journal Entry Upload Template and JobAid](#)
- [Journal Voucher eForm Job Aid](#)
- [General Ledger Useful Queries and Job Aid](#)
- [Personalize the Journal Entry Lines Tab Quick Reference](#)



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## Office of the Controller

### Office of the Controller

#### General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

#### General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

#### Grants and Funds

#### Management

#### Compliance and Tax Management

#### Payroll Department

#### Operational Management and Reporting

#### External Financial Reporting and Transparency

#### Resource and Training Toolbox

#### Contact Us

### General Ledger

The General Ledger (GL) team is responsible for the review and approval of all items that post to the university ledger. This includes journal entries (JE), journal vouchers (JV), expense module corrections (Apex) and all system generated entries that flow from various Peoplesoft modules.

The General Ledger area is responsible for making sure all items post to the ledger in both a detailed and accurate manner. This is done while also complying with all generally accepted accounting principles and auditing standards. The GL team also provides customer service to the entire USC community as they review and process transactions.

#### Contact General Ledger

For questions about any General Ledger services, please contact us directly:

1600 Hampton Street, 6th floor  
Columbia, SC 29208

Email: [genacctg@mailbox.sc.edu](mailto:genacctg@mailbox.sc.edu)

Expand all



#### Deposits



#### Journal Entry



#### Journal Voucher



#### Apex eForm - Expense Module Correction



#### General Information



# Where to Find the Resources

For JE, JV, and Apex resources, visit the [General Ledger](#) section on our General Accounting page.



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## Office of the Controller

### Office of the Controller

#### General Accounting

#### Grants and Funds Management

#### Compliance and Tax Management

#### Payroll Department

#### Operational Management and Reporting

#### External Financial Reporting and Transparency

#### Resource and Training Toolbox

##### Business Manager

#### Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

**Note:** Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Expand all



##### Account Funding Change



##### AP Uploads



##### Business Expense Prepaid Cards



##### Cash Advances



##### Cost Transfer



##### Departmental Deposits



##### Employee Reimbursement (Non-travel)



##### Endowments



##### Finance Intranet

# Where to Find the Resources

For training resources, visit our Business Manager page in the Resource and Training Toolbox section.



# Controller's Office Contact List

<b>General Accounting (JEs, JVs, Apex, GL issues/Questions)</b>	<b>Email Address</b>
General Email Address	<a href="mailto:genacctg@mailbox.sc.edu">genacctg@mailbox.sc.edu</a>
Cash Advance Settlement	<a href="mailto:cashadvc@mailbox.sc.edu">cashadvc@mailbox.sc.edu</a>
Payroll Retro Journal Entries	<a href="mailto:retroje@mailbox.sc.edu">retroje@mailbox.sc.edu</a>
Chartfield Maintenance	<a href="mailto:cfmaint@mailbox.sc.edu">cfmaint@mailbox.sc.edu</a>
Moving & Relocation Mailbox	<a href="mailto:moving@mailbox.sc.edu">moving@mailbox.sc.edu</a>
PeopleSoft Finance Security Requests	<a href="mailto:pssecure@mailbox.sc.edu">pssecure@mailbox.sc.edu</a>
<b>Accounts Payable</b>	<b>Email Address</b>
General Email Address	<a href="mailto:ap@mailbox.sc.edu">ap@mailbox.sc.edu</a>
AP Uploads	<a href="mailto:apupload@mailbox.sc.edu">apupload@mailbox.sc.edu</a>
Supplier Maintenance	<a href="mailto:apsupplr@mailbox.sc.edu">apsupplr@mailbox.sc.edu</a>
<b>Travel Office</b>	<b>Email Address</b>
General Email Address	<a href="mailto:teoffice@mailbox.sc.edu">teoffice@mailbox.sc.edu</a>
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	<a href="mailto:tesubmit@mailbox.sc.edu">tesubmit@mailbox.sc.edu</a>

# Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	<a href="mailto:physinv@mailbox.sc.edu">physinv@mailbox.sc.edu</a>
Capital Leases	<a href="mailto:lease@sc.edu">lease@sc.edu</a>
Cash Management and Treasury	Email Address
General Treasury Email Address	<a href="mailto:treasury@mailbox.sc.edu">treasury@mailbox.sc.edu</a>
Program Expense Card	<a href="mailto:cards@mailbox.sc.edu">cards@mailbox.sc.edu</a>
Team Card	<a href="mailto:teamcard@mailbox.sc.edu">teamcard@mailbox.sc.edu</a>
Travel Card	<a href="mailto:travelcard@sc.edu">travelcard@sc.edu</a>
Compliance and Tax	Email Address
General Compliance Email Address	<a href="mailto:controllercompliance@sc.edu">controllercompliance@sc.edu</a>
General Tax Email Address	<a href="mailto:tax@mailbox.sc.edu">tax@mailbox.sc.edu</a>
Research/Development Sales/Use Tax Exemptions	<a href="mailto:rdequip@mailbox.sc.edu">rdequip@mailbox.sc.edu</a>
Time and Effort Reporting	<a href="mailto:timeandeffort@sc.edu">timeandeffort@sc.edu</a>

# Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your <b>Post Award Accountant (PAA)</b>
Payroll	Email Address
General Email Account	<a href="mailto:payroll@mailbox.sc.edu"><u>payroll@mailbox.sc.edu</u></a>



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# THANK YOU!

## Office of the Controller



Alone, we can do so little; together,  
we can do so much.



**Address:**

1600 Hampton Street  
Columbia, SC 29208



**Contact Number:**

Phone: 803-777-2602  
Fax: 803-777-9586



**Email Address:**

controller@sc.edu



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