Carbondale Campus End User Instructions
FORM – Account Information Correction Request

<table>
<tr><td><u>Use:</u></td><td>To make corrections to the account(s) which were charged upon receipt of the vendor invoice and payment was made.</td></tr>
<tr><td><u>Access:</u></td><td>Access the form via the E-forms web site (http://eforms.siu.edu/). Adobe Reader must be installed on your computer.</td></tr>
<tr><td><u>Instructions:</u></td><td>Complete the form using the following instructions: (Unless noted, all fields are REQUIRED.)</td></tr>
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Accounts Payable Use Box	Leave blank; for Accounts Payable use only.
Vendor Name	Provide the name of the vendor/supplier (payee). If payment is to an individual, the format is last name, first name, and middle initial.
Invoice Number	Provide the number assigned to the Vendor invoice.
Fiscal Year	Provide the Fiscal Year in which the invoice was paid. Not a required field.
Dollar Amount of Invoice	Provide the total dollar amount of the invoice paid to the Vendor.

Purchase Order Number (if applicable)

> Provide the purchase order number associated with this transaction (if applicable). Not a required field.

Explanation of Correction Request

> Provide a detailed explanation of the correction required.

Account Information Corrections

Incorrect Account Information and associated Dollar Amount(s)

Provide the Budget Purpose, Department Activity 1 (if applicable), Department Activity 2 (if applicable), Object Code, and Fiscal Year which corresponds with the incorrect transaction. Also, provide the dollar amount associated.

Additional Account Information Correction Fields are available by clicking on the "Additional Account Information Correction Fields" button. Only one (1) incorrect Budget Purpose, Object Code, and associated Dollar Amount line is required to be completed.

Correct Account Information and associated Dollar Amount(s)

Provide the Budget Purpose, Department Activity 1 (if applicable), Department Activity 2 (if applicable), Object Code, Fiscal Year and corresponding dollar amount of the invoice which should have been charged.

Additional Account Information Correction Fields are available by clicking on the "Additional Account Information Correction Fields" button. Only one (1) correct Budget Purpose, Object Code, and associated Dollar Amount line is required to be completed

Correction Requested By   Provide the name of the person requesting the correction.

Date of Correction Request   Provide the date of the correction request.

Phone Number   Provide the phone number of the person requesting the correction.

Scan and attach a copy of the Funds Available Report of Transactions on which the transaction(s) is/are being recorded incorrectly.

<u>**Routing:**</u>   This form with attachment(s) should be submitted electronically via email to:

acctspay@siu.edu