## **Correcting Posted CBM Charges**

## If the charge does not belong to your department:

Contact the appropriate billing area to fix the charge. You can find a complete list of billing area contacts in Bill Presentation.

1. Open Bill Presentation, then select the Bill Area Contacts tab.

The billing area contact's name and contact information will appear in the right-hand panel.

The corrected charge will appear in the next month's CBM charges.

3. Verify that the correction was made.

2. Click the billing area you want to see.

Hor le Bill Area Contacts Bi Area Websites View Help Document	Logout
Bill Area Contacts	
Athletics: Aaron York Carolina Inn: Jc Peterson Carolina Inn Room Stays: Lisa Hierman Carolina Managed Print Services: Paula W Morris Computer Repair Center: Peter M Bolish	Name: Jc Peterson Dept : SCE - Finance Email : jcpeterson@unc.edu Phone: (919) 962-7405

## If the charge belongs to your department, but has an incorrect chartfield string:

You need to create a Correcting JE Journal.

- From the Admin WorkCenter home page, choose Finance WorkCenter > General Ledger > Campus Journal Entry
- 2. In the Transaction Group drop-down select Correcting JE, then click Search Transaction Type.

The Correcting Entry Creation screen will open.

- 3. To find the journal line you need to correct, enter as many of the search fields as possible.
  - The chartfields on the original transaction
  - Dates fields for when the CBM file was uploaded
  - Source field
- 4. Click Search.
- 5. Select the line(s) that need to be corrected.
- 6. Make and save the required changes.

For more detailed instructions, see the Creating a Correcting JE Campus Journal chapter in the <u>Campus</u> <u>Journals guide</u>.

## Correcting Entry Creation

Search for Journals using the criteria below. Leaving a field empty will return all results for which you are

