

Correcting Posted CBM Charges

If the charge does not belong to your department:

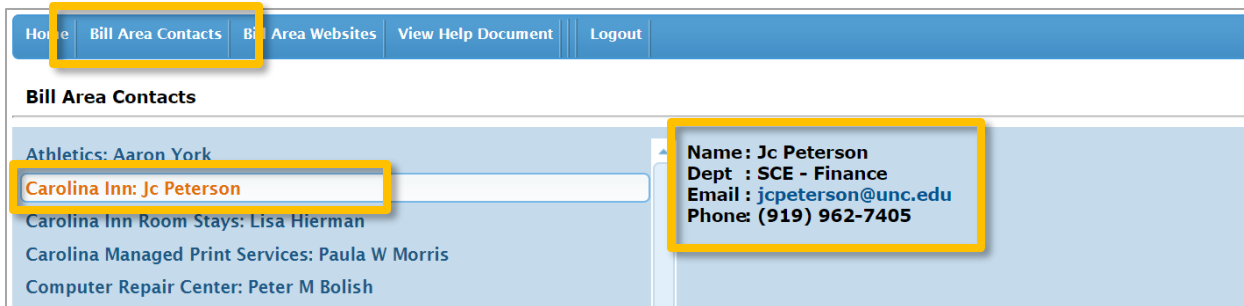
Contact the appropriate billing area to fix the charge. You can find a complete list of billing area contacts in Bill Presentation.

1. Open Bill Presentation, then select the Bill Area Contacts tab.
2. Click the billing area you want to see.

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.



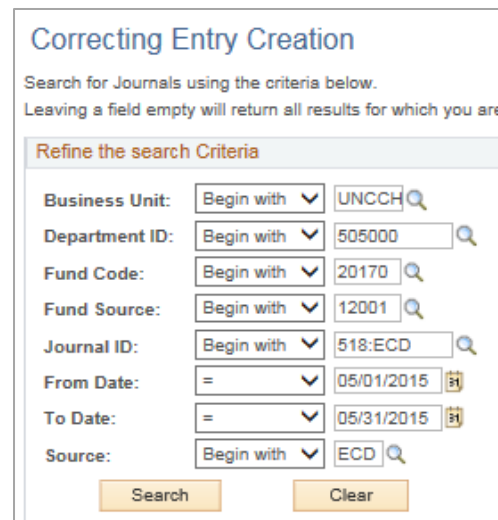
If the charge belongs to your department, but has an incorrect chartfield string:

You need to create a Correcting JE Journal.

1. 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 [Campus Journals guide](#).