

# CORRECTING GL TRANSACTIONS BY SOURCE

To correct grant (PTAEO) transactions, consult Office of Sponsored Projects (OSP) policies.

JE Source Name in IRA reports	Can corrections be made by department?	Contact Name or Email Address (@dartmouth.edu)	Phone #	Posting Frequency	Correction will have this Source Name
ADVANCE_DC	No, contact source	Gift.Recording.Office	646-0098	Daily	ADVANCE_DC
Assets	No, contact source	Financial.Reports	646-1561	Monthly	Assets or Manual
BANNER_DC	Yes, unless adjusting receivable for employee or student	Kathryn.A.Page, Campus Billing and DartCard Services	646-3291	Twice A Month	Manual
Budget - Upload	No, contact source	Paul.Harvey, Budget and Planning	646-0412	Annually	Budget - Upload
Budget Journal	No, contact source	Paul.Harvey, Budget and Planning	646-0412	As Needed	Budget Journal
Cash Management	Yes, if reclassing from a clearing account. No, contact source if correcting a deposit error	Institutional.Accounting	646-3002	Daily	Cash Management or Manual
CASHIERING_DC	Yes, if reclassing from a clearing account or correcting petty cash expenses. No, contact source if correcting a deposit error	Cashiers.Office	646-2433	Daily	CASHIERING_DC
CBORD_DC	Yes	Dartmouth.Card, Heidi M. Bellimer	646-3724	Monthly	Manual
COMPUTERSTORE_DC	No, contact source	Computer.Sales.and.Service	646-3249	Twice a Week	COMPUTERSTORE_DC
CONTROLLER_DC	No, contact source	Controllers.Office	646-2433	Daily	CONTROLLER_DC
Cost Management	Yes	Inventory.Operations	646-2813	As Needed	Manual
COSTTRANSFER_DC	Yes, between GL strings	Sponsored.Projects	646-3007	Daily	COSTTRANSFER_DC
CTPAYER_DC	No, contact source	Roxanne L. Zola, Procure-to-Pay	646-2435	As Needed	CTPAYER_DC
DAILYDARTMOUTH_DC	Yes, if NC change only; otherwise contact source	Business@TheDartmouth.com	646-2600	Monthly	DAILYDARTMOUTH_DC
DEPTRECLASSRECHG_DC	Yes, between GL strings	Sponsored.Projects	646-3007	Daily	DEPTRECLASSRECHG_DC
DINING_DC	Yes	dds.accounting@Dartmouth.edu	646-9080	Monthly	DINING_DC or Manual
DMSFISCAL_DC	Yes	Kayla.Williams, Geisel Fiscal	650-1227	As Needed	DMSFISCAL_DC or Manual
DPMS_DC	Yes	Monica.L.Godfrey, Dartmouth Printing and Mailing Services	646-2955	Monthly	Manual or DPMS_DC
EFS_DC	If dept is moving posted endowment distributions between Orgs, they can upload or request a transfer entry (NC 49xx); otherwise contact Endowment	Endowment.Fund.System	646-3044	Monthly	EFS_DC
ESG_DC	No, contact source	Institutional.Accounting	646-3003	As Needed	ESG_DC
EVENTSBILLING_DC	Yes	Conferences.and.Events	646-2923	Daily	Manual
FAMIS_DC	Yes	Facilities.Operations.and.Management	646-2485	Daily/Weekly	Manual
FWSALLOC_DC	No, contact source	Financial.Reports	646-1884	Daily	FWSALLOC_DC
GSMSHAREDSVC_DC	Yes, See Note 4 below	DMS.Facilities	650-1576	Monthly	Manual or GSMSHAREDSVC_DC
HANOVERINN_DC	Yes	Claire.McNamara	646-3125	Daily	Manual
IWMSMAINT_DC	No, contact source	Facilities.Operations.and.Management	646-2485	Daily/Weekly	IWMSMAINT_DC or WorkOrderADJ_DC
IWMSREO_DC	No, contact source	Real.Estate.Office	646-9138	Monthly	IWMSREO_DC or Manual
LIBRARY_DC	Yes	Admin.and.Provost.Finance.Center		Monthly	LIBRARY_DC or Manual
LOANSYSTEM_DC	No, contact source	Kathryn.A.Page, Campus Billing and DartCard Services	646-3291	Monthly	LOANSYSTEM_DC
Manual	Yes	Contact: "Created By", available on IRA GL Transactions Rpt/Downloadable Table		Daily	Manual
MassAllocation	No, contact source	Financial.Reports	646-1884	Monthly	MassAllocation
OLD	No, contact source	Department's Finance Center	646-2697	Daily	OLD
OSPADJUST_DC	No, contact source	Sponsored.Projects	646-3007	As Needed	OSPADJUST_DC
Payables	No, contact source or appropriate Finance Center. See Note 5 below.	Department's Finance Center	646-3878	Daily	Payables
Payroll	No, contact source or appropriate Finance Center. See Note 5 below.	Dartmouth.Payroll	646-2697	Monthly/Weekly/Daily	Payroll
PAYROLL_DC	No, contact source or appropriate Finance Center. See Note 5 below.	Dartmouth.Payroll	646-2697	Monthly	PAYROLL_DC
PCARD_DC	Yes, See Note 2 below	Department's Finance Center	646-3527	Daily (unapproved sweep to default chart string after 9 to 14 business days )	Manual
PROCUREMENT_DC	Yes, See Note 1 below	Dana Kennedy	646-2813	As Needed	PROCUREMENT_DC
Projects	No, contact source	Sponsored.Projects	646-3007	Daily	Projects
Receivables	No, contact source	Sponsored.Projects	646-3007	Daily	Receivables

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Recurring	No, contact source	Financial.Reports	646-1884	Monthly	Recurring
SRVCTR_ASAPPARATUS_DC	Yes, See Note 4 below	Dwayne.B.Adams	646-2333	Monthly	Manual or SRVCTR_ASAPPARATUS_DC
SRVCTR_ASBIOMICROS_DC	Yes, See Note 4 below	Ann M Lavanway	646-2679	Monthly	Manual or SRVCTR_ASBIOMICROS_DC
SRVCTR_ASCRYSDC	Yes, See Note 4 below	James B. Almond-Goerlitz Jr.	646-2189	Monthly	Manual or SRVCTR_ASCRYSDC
SRVCTR_ASELECSHOP_DC	Yes, See Note 4 below	David.C.Collins	646-3374	Monthly	Manual or SRVCTR_ASELECSHOP_DC
SRVCTR_ASEM_DC	Yes, See Note 4 below	Charles P. Daghljan	646-1039	Monthly	Manual or SRVCTR_ASEM_DC
SRVCTR_ASMRI_DC	Yes, See Note 4 below	Courtney.Rogers	646-0170	Monthly	Manual or SRVCTR_ASMRI_DC
SRVCTR_ASNMR_DC	Yes, See Note 4 below	James Almond-Goerlitz Jr.	646-2189	Monthly	Manual or SRVCTR_ASNMR_DC
SRVCTR_CCMR_DC	Yes, See Note 4 below	Kristopher.J.Keelty	650-7231	Monthly	Manual or SRVCTR_CCMR_DC
SRVCTR_DMSCECSCOMP_DC	Yes, See Note 4 below	Kathleen.M.Rorison	653-0889	Monthly	Manual or SRVCTR_DMSCECSCOMP_DC
SRVCTR_DMSPDE_DC	Yes, See Note 4 below	Allison.Hill	653-3446	Monthly	Manual or SRVCTR_DMSPDE_DC
SRVCTR_DMSDBSF_DC	Yes, See Note 4 below	Matthew.S.Ranson	650-8686	Monthly	Manual or SRVCTR_DMSDBSF_DC
SRVCTR_DMSINFMATIC_DC	Yes, See Note 4 below	James Ibey	650-3443	Monthly	Manual or SRVCTR_DMSINFMATIC_DC
SRVCTR_DMSNCCSHARSVC_DC	Yes, See Note 4 below	Nicole Constantineau	653-3692	Monthly	Manual or SRVCTR_DMSNCCSHARSVC_DC
SRVCTR_ITSERVICES_DC	Yes, See Note 4 below	Admin.and.Provost.Finance.Center	646-0686	Monthly	Manual or SRVCTR_ITSERVICES_DC
THAYERSTUDENT_DC	No, contact source	Lori.A.Laventure	646-2954	Monthly	Manual or THAYERSTUDENT_DC
TRAVEL_DC	Yes	Procurement.Services	646-2149	As Needed	Manual
UTILITIESBILLING_DC	No, contact source	Facilities.Operations.and.Management	646-2485	Monthly	UTILITIESBILLING_DC
WorkOrderAdj_DC	No, contact source	Financial.Reports	646-1884	As Needed	WorkOrderAdj_DC

NOTE 1: While manual adjustments may be made to this Source, if there are standing entries that need to be corrected for future posting, please notify the Contact to make changes to their files.

NOTE 2: PCard transactions should be reviewed and then allocated to the correct account string using the PCard system. The PCard holder should have a backup person designated to perform this task when they are out. Once the PCard system has posted to the GL, corrections will need to be made via a manual journal entry. These journal entries should be the exception to the rule rather than the normal means to allocate PCard charges.

NOTE 3: Corrections should be made on Purchase Orders (PO) when open items remain on the PO that will be filled over time or are for recurring charges. The original requisition or PO line should be closed and a new one set up with the correct chart strings. POs that have an incorrect chart string but do not have open items remaining on the PO should be closed by Procurement.

NOTE 4: Sources beginning with "SRVCTR" represent service center billings. Service Centers are not responsible to correct billings unless it was an input error made by them. Regardless of the error, these charges may be corrected using a manual journal entry. Exception: if charging a grant, a cost transfer is required, see Note 1.

NOTE 5: Finance Centers Processing Payables and Payroll corrections - see website for specific processing instructions

[Admin.and.Provost.Finance.Center@Dartmouth.edu](mailto:Admin.and.Provost.Finance.Center@Dartmouth.edu)

[Arts.and.Sciences.Finance.Center@Dartmouth.edu](mailto:Arts.and.Sciences.Finance.Center@Dartmouth.edu)

[Geisel.Finance.Center@Dartmouth.edu](mailto:Geisel.Finance.Center@Dartmouth.edu)