Appendix I Corrections to PTAEO or Chart String
Policy: Property, Plant, and Equipment (ID 024-0001)

Correction Request Guidelines for Departments
Corrections for Non-Capital or Capital Property/Equipment (over $5,000) cannot be made using a manual journal entry. They must be processed through Accounts Payable. This includes transactions posted to an incorrect chart string including these natural classes or equivalent expenditure type:

- 1700-Oracle Fixed Assets Clearing
- 7111 to 7171- EQUIP 5000 to 24999
- 7561 to 7587 - CAP EQUIP OVR 25K

To request a non-capital or capital property/equipment correction complete the OnBase <u>Corrections, Journals and Cost Transfer e-form</u>. Add the responsible Financial Reporting - Financial Analyst as an approver. Attach the IRA GL Transactions report Correction View, or OGA Transaction Detail - Expenditures report showing the transaction(s) to be moved. If the correction includes a PTAEO string, the e-form must also be routed through OSP for their approval.