Who corrects coding errors on Accounts Payable transactions?

Generally, coding errors occur for one of two reasons. Either Accounts Payable has keyed the information incorrectly or incorrect information was provided to Accounts Payable on the source document. If Accounts Payable makes a keying error resulting in an incorrect coding, we will be happy to process a journal entry to correct it. However, if incorrect information was provided to Accounts Payable on the source document, your department will be responsible for processing the adjusting journal entry.

To minimize the occurrence of errors, please try to ensure the coding provided on the source document is as legible as possible. Often the coding provided can be difficult to read, especially if hand written or when dealing with fax copies or multi-part forms.

Category:

- Procurement/Payables [1]

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[1] https://www.uoguelph.ca/finance/taxonomy/term/107