UNIVERSITY OF ALBERTA

Cashier Deposit Correction Form

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Purpose: This form is used by University of Alberta (U of A) departments and faculties to correct entries in the current fiscal year, including incorrect amounts, coding, or missing details in previously submitted deposits. This form allows the Shared Services - Cash Management Office (CMO) to ensure University record accuracy.

Instructions: Download the PDF document and open it using Adobe Acrobat or Reader rather than a web browser. Enter information in to all sections, ensuring the form is complete; incomplete or handwritten forms will be returned for correction. Include supporting documentation to substantiate the correction. The document must be digitally signed using the formal sign-off fields provided. Once finished, save the digital file directly. Do not print or scan this form, as only the original version will be accepted.

Access the Service Portal and select the Submit a Finance form option from the Staff Services Catalog. Attach the completed form and any supporting documentation.

For assistance with this form, contact the Staff Service Centre.

Section A: Department/Faculty Information

Department/Faculty Name: ______________________ Date: __________

Section B: Debit Information

Deposit Sheet Number	Fund	Speed Code	Account No.	Distribution Amount	Tax Code	Tax Amount	Gross Amount	Description (Max 27 characters) Example Deposit 123456Q
					TS - Tax		0.00	
					Select		0.00	
					Select		0.00	
					Select		0.00	
					Select		0.00	

Section C: Credit Information

Deposit Sheet Number	Fund	Speed Code	Account No.	Distribution Amount	Tax Code	Tax Amount	Gross Amount	Description (Max 27 characters) Example Deposit 123456Q
					Select		0.00	
					Select		0.00	
					Select		0.00	
					Select		0.00	
					Select		0.00	

Section D: Correction Details

Reason for correction: ○ Keying Error ○ Coding Error Date of entry in error: __________

Approvals and Authorization

Prepared by name: ______________________ Prepared Date: __________

Approved by Name: ______________________

Approved By Title: ______________________

Approved By Signature: ______________________ Date: __________

For Internal Use Only

Received By: ______________________ Date Received: __________

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Who should complete this form?

- The faculty/department that submitted the initial entry requiring correction.
- Supporting documentation is required to substantiate this correction. An explanation of the discrepancy and/or providing extra supporting information is needed to confirm the entry, such as a PS query only highlighting the transaction(s) to be corrected.

When to use this form?

- The Cashier Deposit Correction Form should be used when an error is identified in a deposit that has already been submitted to the Cash Management Office. This includes situations such as incorrect deposit amounts or other discrepancies discovered during the faculty/department reconciliation process. The form ensures the deposit is corrected and accurately reflected in the University's financial records.
- The minimum threshold for operating fund correction is $250 per line.
  Corrections will be processed in the Cashier system.
- If your correction pertains to a prior fiscal year, access the FPP Forms cabinet and refer to the GLJE Requests section to learn more about how to record your transaction.