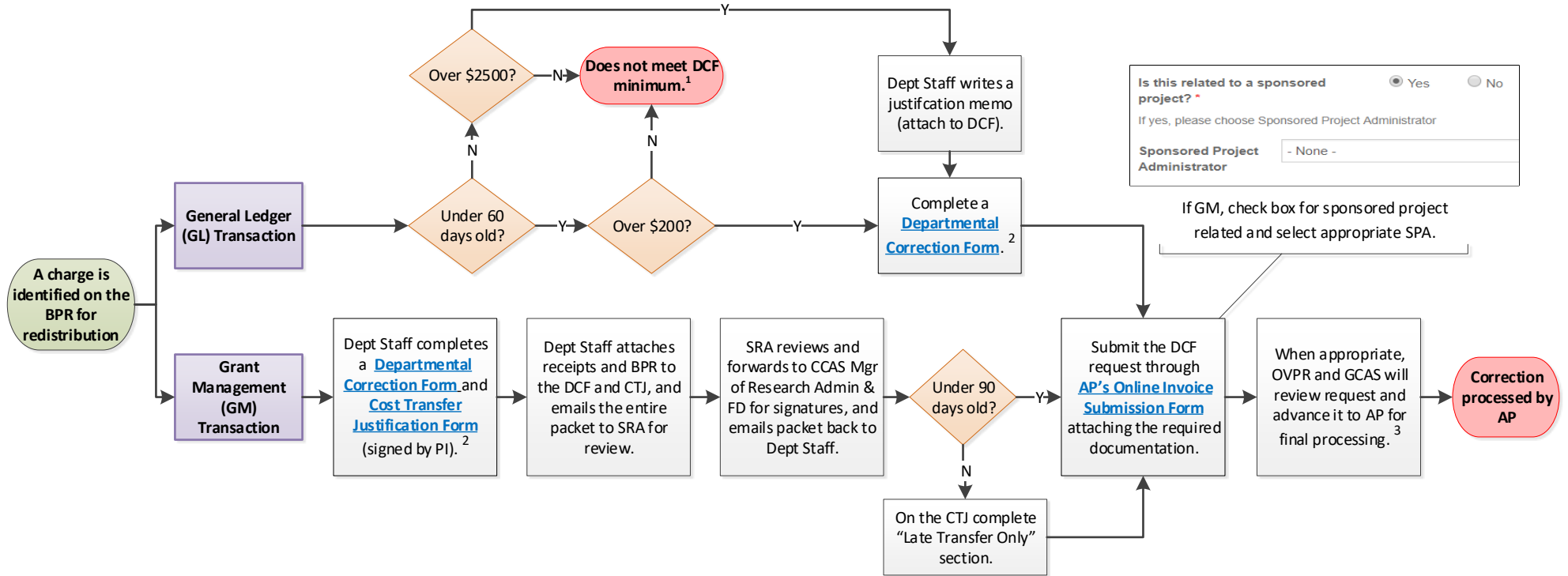


Processing a Departmental Correction Form (DCF)



Completing the DCF

GL Transaction (complete GL section)

Using BPR, provide **FROM** data:

- Account
- A/P Detail (Vendor + Invoice) & Journal Entry (JE) Desc
- Category/Source
- Effective Date
- Organization + Funding Source
- JE Line Description
- Amount

Using BPR, provide **TO** data:

- Account
- A/P Detail (Vendor + Invoice) & JE Desc
- Banner Index
- Effective Date
- Batch Name
- JE Line Description
- Amount

GM Transaction (complete GM section)

Using BPR, provide **FROM** data:

- Resource Detail
- Award
- Project
- Task
- PA Date
- Exp Item Date
- Transaction Detail (Vendor + Invoice)
- JE Line Description
- Amount

Using BPR, provide **TO** data:

- Resource Detail
- Award
- Project
- Task
- PA Date
- Exp Item Date
- Transaction Detail (Vendor + Invoice)
- JE Line Description
- Amount

Notes:

1. All DCFs not submitted to AP within 60 days of the initial posting to the BPR (GL-324B) for GL related activity or to the Award Project Performance Report (GM-139) for grant related items must be accompanied by a memorandum detailing the reason more timely address of the issue did not transpire and what practices are being implemented to preclude future recurrence of tardy action. If not provided, the DCF will be returned unprocessed - without exception. All of the information provided will be reviewed by Finance Management and a determination will be made as to whether the DCF will be accepted for processing.
2. Check the box "Re-distribute this charge/credit only". IF the redistribution is for a correction between different departments, submit the form and supporting documentation to CCAS Finance Office via email at CCASFA@gwu.edu for approval.
3. If Grants & Contract Accounting Services (GCAS) rejects the request, OVPR will notify the initiator via email.

For more information, please see **Section 2** of the **CCAS Staff Manual and Resource Guide**.

DCF Instructions

DCF Form

Cost Transfer Justification (CTJ) Form