

# Accounts Payable

## Correct Account Number on Processed Payments

### General Information

- Upon request, the 16-digit account number (Fund-Account Code-Department-Project) on payments posted in the current fiscal year can be corrected. If the expense was posted in a prior fiscal year it cannot be changed.
- Employees with access (typically department administrative staff) can obtain the detailed information required to make the request from the College's financial reporting system. Expense detail is located in Financial Edge's *Accounts Payable* module under *Records*.
- Emails are reviewed by Accounts Payable staff monthly. If appropriate, the account number will be corrected. Corrections are posted with the date the correction is made not the original post date.
- Send an email to [accountspayable@brynmawr.edu](mailto:accountspayable@brynmawr.edu) with the subject "AP exp Adj".
- Copy the budget manager of the department/project where the expense is being moved.
- If payment is currently charged to 1 account number include the following detailed information from the invoice/credit memo record:
  - Vendor Name
  - Invoice Number
  - Invoice Amount
  - 16-digit account number where payment IS charged
  - 16-digit account number where payment SHOULD BE charged
  - If only a portion of the payment should be changed provide the dollar amount to change
- If payment is currently charged to multiple account numbers include the following detailed information from the invoice/credit memo record:
  - Vendor Name
  - Invoice Number
  - 16-digit account number and amount where portion of payment IS charged
  - 16-digit account number and amount where portion of payment SHOULD BE charged