

Procedure to change the account on Accounts Payable and/or Credit Card Expenses

The 16-digit account number on Accounts Payable (AP) and/or Credit Card (CC) expenses posted to the general ledger in the current fiscal year can be changed through a process called *AP Adjustment*. Please note that if the expense was posted in a prior fiscal year it cannot be changed (except during year end closing in early June).

1. To request a change to any part(s) of the 16-digit account number (fund-account code-dept-project) please follow the steps below.
 - a. Accounts Payable Expense
 - i. Send an email to accountspayable@brynmawr.edu and include the following 5 pieces of information:
 1. Subject line: “AP expense Adj”
 2. Body of Email: Vendor Name, Invoice Amount , 16-digit account number where expense IS charged, 16-digit account number where expense SHOULD BE charged
 - b. Credit Card Expense
 - i. Send an email to accountspayable@brynmawr.edu and include the following 6 pieces of information:
 1. Subject line: “CC Expense Adj”
 2. Body of Email: Vendor Name, Transaction Amount, 16-digit account number where expense IS charged, 16-digit account number where expense SHOULD BE charged, Credit Card Statement end date
2. Once a week, the emails will be reviewed by Accounts Payable.
3. If approved, an *AP adjustment* will be entered and posted to the general ledger. *AP Adjustments* are posted with the date of adjustment not the original post date.