

GRAM Credit Card System

Correct Account Number on Processed Credit Card Expenses

General Information

- Upon request, the 16-digit account number (Fund-Account Code-Department-Project) on credit card expenses 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. Credit card 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.

Correction Request

- Send an email to accountspayable@brynmawr.edu with the subject "CC exp Adj".
- Copy the budget manager of the department/project where the expense is being moved.
- If expense is currently charged to 1 account number include the following detailed information from the invoice/credit memo record:
 - Vendor Name
 - Invoice Number
 - Invoice Amount
 - Credit Card Statement end date
 - 16-digit account number where expense IS charged
 - 16-digit account number where expense SHOULD BE charged
 - If only a portion of the payment should be changed provide the dollar amount to change
- If expense is currently charged to multiple account numbers include the following detailed information from the invoice/credit memo record:
 - Vendor Name
 - Invoice Number
 - Credit Card Statement end date
 - 16-digit account number and amount where portion of expense IS charged
 - 16-digit account number and amount where portion of expense SHOULD BE charged