

## Account Adjustments & Journal Entries

### Please Make Sure You are Including:

- All Worktags for the original transaction
- Ledger Account and Spend Category
- PDF attachment of approval or stated delegated authority
- Reasoning for the adjustment/transfer to put in the memo box
- If you are moving tuition- please make sure you provide:
  - the student's name
  - year and quarter of tuition

### Credits vs. Debits

- Think of it as moving expenses, not money
  - Credit means to remove an expense from a worktag
  - Debit means to add an expense to a worktag