

## FoMD Internal Sales Correction Procedure

University of Alberta procedures states that all corrections must be corrected at source. Since the inception of the new GL Importer tool on January 1, 2019 there has been some confusion on how corrections are to be dealt with respect to internal sales. Below is an outline explaining the process.

You will need to identify what area posted the original charge; by looking at the journal ID (SALEXXX001) you will be able to figure out who to contact to have the correction processed (see list below for FoMD contacts). You can also see the entire University contact list by clicking [here](#).

There is one exception to this rule; SALETMS (IST Telephones) are not able to process corrections so units can correct TMS charges on their own units' internal sales journal. If your department does not have an internal sales journal mask please forward these to [fomdglje@ualberta.ca](mailto:fomdglje@ualberta.ca) and they will be corrected on a SALEFOMxxx journal.

In order for you to get a correction within FoMD posted you will need to complete the [GL importer template](#) (in an excel format) Then forward to the contact person from the list provided.

Corrections will be posted twice a month as required. Once before the grant close approximately on the eighth business day of the month and then during the last week of the month. You must make sure the speedcode is active during these times in order to avoid delays.

Questions regarding this process can be forwarded to [fomdglje@ualberta.ca](mailto:fomdglje@ualberta.ca)

Mask ID	Processing Unit	Contact Name	Contact Email
SALEADI	AB Diabetes Inst	Matthew Barnett	barnett1@ualberta.ca
SALEBCH	Biochemistry	Christine Pelletier	christine.pelletier@ualberta.ca
SALEDEN	Dentistry	Peggy Scade	pscade@ualberta.ca
SALEDOM	Dept of Medicine	Margo Desmarais	margo.desmarais@ualberta.ca
SALEFOM	Dean Administration	Jennifer Bernard	jbernard@ualberta.ca
SALEFWS	Cores & Workshop	Wendy Magee	wmagee@ualberta.ca
SALELAS	HSLAS	Dana Mcharg	dana.mcharg@ualberta.ca
SALEMIT	MEDIT	Jennifer Bernard	jbernard@ualberta.ca
SALEONC	Oncology	Sheryl Dutchin	sldutchi@ualberta.ca
SALEWCH	WCHRI	Jacky Haung	wcactg@ualberta.ca